



City of Arkansas City, Kansas
Senior Citizens Center
320 S A ST | Arkansas City, KS | 67005
Office: 620.441.4419 | Fax: 620.441.4306
www.arkcity.org



DATE: April 8, 2024
FROM: City of Arkansas City Senior Citizens Center
SUBJECT: Senior Citizens Center Grease Trap Replacement - RFP

To Whom It May Concern:

The City of Arkansas City is presently seeking individuals that are interested in **repairing or replacing the grease trap inside the kitchen of the Senior Citizens Center** located at 320 S A ST in Arkansas City, Kansas.

Contracts will be awarded based on the apparent ability to perform a quality job in a timely manner. Specifications for this contract are enclosed.

If you are interested in applying for this contract, complete the enclosed request for information, and return to the following no later than **Wednesday, May 15, 2024 at 12:00 PM.**

City of Arkansas City, Kansas
Attn: Tiffany Parsons
118 W Central Ave | First Floor
Arkansas City, KS 67005

Envelopes containing the application information should be marked, "**Senior Citizens Center Grease Trap Replacement**".

Thank you for your interest in serving our needs. If you have any questions, please contact the Senior Citizens Center at 620.441.4419.

Thank you,

Kristen Sparks
Director of Senior Services

Contractor Instructions

- 1. Bid Information:** If you are interested in submitting a bid for this contract; complete your general bid form and return to the address listed below, no later than **Wednesday, May 15, 2024, at 12:00 PM.** Envelopes containing the application packet must be marked clearly with **“Senior Citizens Center Grease Trap Replacement.”**

City of Arkansas City, Kansas
Attn: Tiffany Parsons
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- 2. Rejection of Applications:** The City of Arkansas City reserves the right to reject any or all applications. No applications may be withdrawn for a period of fifteen (15) days after the time set for opening of bids. Contracts will be awarded based on apparent ability to perform a quality job in a timely manner.
- 3. Bid Opening:** Bids will be open on **Wednesday, May 15, 2024, at 2:00 PM** in the City Clerks Office located at 118 W Central Ave | First Floor
- 4. Grease trap replacement requirements for 320 S A ST** should follow the 2015 International Plumbing Code Chapter 10 Section 1003. Please click the link below:
https://codes.iccsafe.org/content/IPC2015P4/chapter-10-traps-interceptors-and-separators#IPC2015P4_Ch10_Sec1003
- 5. Qualification of Contractors:** Before the City enters into a contract on the basis of information presented, the contract must satisfy the City of Arkansas City as to the capability of performing work. Contractors are to include with the proposal:
 - Liability Insurance:
 - \$300,000 Minimum liability Coverage
 - Workman’s Compensation Insurance
 - Surety Bond/License and Permit Bond.
 - City of Arkansas City license be in good standing.
- 6. Permit:** A permit will be required for the work performed at **320 S A ST**. The permit fees will be waived.
- 7. Inspections are required and should be scheduled with the Neighborhood Services Division.**
- 8. Method of Payment:** Invoices should be submitted as soon as all inspections have been performed and passed. Payment will be sent within 30 days of the date the invoice was submitted.
- 9. Sub-Contract:** Work shall not be assigned nor any part of the work sub-contracted without the consent of the City of Arkansas City. Consent shall not relieve the contractor from obligations within the agreed specifications and instructions to the contractor.
- 10. Failure to Fulfill Contract:** All work shall be satisfactorily completed to the satisfaction of the City of Arkansas City Neighborhood Services Division. If the contractor shall refuse or neglect to fulfill obligations sufficiently, the City of Arkansas City shall have the authority to take the work away from the contractor and to employ workers to complete unfinished work or reassign the work to another contractor. Expenses required to finish the work neglected by the contractor may be deducted from the amount due to the contractor.
- 11. Project Cleanup:** Once the project is completed, ensure that the area is cleaned and prepared for immediate use.