



THE KENTON COUNTY SCHOOL DISTRICT

Bid Documents

SURPLUS EQUIPMENT

Prepared By:
Jennifer Weis-Smith
Procurement Coordinator

SUR-A-22

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For any clarification relative to this bid, email all questions to:
jennifer.weis@kenton.kyschools.us

INVITATION TO BID

Board of Education of Kenton County, Kentucky
Equal Opportunity/Affirmative Action Employer

1055 Eaton Dr.

Ft. Wright, KY 41017

P: (859) 344-8888 • F: (859) 344-1531

SURPLUS EQUIPMENT BID

SUR-A-22

The Board of Education of Kenton County, Kentucky (hereinafter called The Board of Education) will receive sealed bids for items and/or services listed herein. You are invited to submit a sealed bid, subject to terms and conditions of this invitation to bid. Please read all instructions and specifications carefully.

Failure to comply with these instructions shall disqualify your bid.

DELIVERY OF BID

Bids can be mailed or delivered in a sealed envelope marked “**SURPLUS EQUIPMENT**”, in the lower left hand corner, to:

Kenton County Board of Education
ATTN: Jennifer Weis, Procurement Coordinator
1055 Eaton Dr.
Ft. Wright, KY 41017

Bids may also be emailed to: Kenton.purchasing@kenton.kyschools.us, with “**SURPLUS EQUIPMENT**” in the subject line.

TIME OF BID OPENING

Bids will be opened on Friday, September 24th at 2:00 pm EST.

All bids must be received by the time and date designated in this invitation. None will be considered thereafter.

Failure to have bid submitted prior to the bid opening date, will automatically prevent disqualify your bid.

LOCATION OF BID OPENING

Bids will be opened and read in the bid department at the Kenton County Board of Education. You are invited to view the bid opening via Google Meets. Bidders wanting to witness the bid opening, will need to email Jennifer Weis at jennifer.weis@kenton.kyschools.us to request a Google Meets invitation.

BID AWARD

Items will be awarded to the highest bidder meeting all specifications and conditions and subject to all other provisions of this invitation to bid. The Board does not guarantee the condition/operation of the equipment listed.

KRS 45A.455 CONFLICT OF INTEREST – GRATUITIES AND KICKBACKS

1. It shall be breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:
 - a. He or any member of his immediate family has a financial interest therein; or
 - b. A business or organization in which he or any member of his, or employee, is a party; or
 - c. Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
2. It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.
3. It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of subcontract or order.
4. The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.
5. It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated person gain of any other person

KRS 45A.990 PENALTIES

1. Any employee or any official of The Board of Education of Kenton County, Kentucky, elective, or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm, or corporation, offering, bidding for, or in open market seeking to make sales to The Board of Education of Kenton County, Kentucky shall be deemed guilty of a **Class C felony**.
2. Every person, firm, or corporation offering to make, or pay, or give, any rebate, percentage of contract, money or any other thing of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, to any employee or to any official of The Board of Education of Kenton County, Kentucky, elective or appointive, in his efforts to bid for, or offer for sale, or to seek in the open market, shall be deemed guilty of a **Class C felony**.

**GENERAL BID INSTRUCTIONS AND CONDITIONS
(PLEASE READ CAREFULLY)**

A. ACCEPTANCE OF BIDS

The Board of Education reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in bids received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education also reserves the right to reject any bid where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.

B. BID DOCUMENTS

Bid forms are provided with this "Invitation to Bid". All proposals shall be submitted on the "Bid Form".

C. KENTUCKY MODEL PROCUREMENT CODE (KRS CHAPTER 45A)

The Kentucky Model Procurement Code (KRS 45A), adopted by the Board of Education, shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this invitation to bid and the Kentucky Model Procurement Code Regulations, the Kentucky Model Procurement Code Regulations shall control.

D. FREIGHT

The awarded bidder shall be responsible for all transportation/freight and packaging costs associated with removing the item(s) from board property.

E. BIDS

Tabulations will be made by the Purchasing Department and each qualified bidder will be mailed a formal tabulation after the Board of Education has taken official action. The Board of Education meetings are normally held on the third Monday of each month. Bidders are requested not to call the Purchasing Office for a tabulation of the bids.

Any bids received after scheduled time of opening will be returned unopened to the bidder.

Each bid must be in a separate sealed envelope with the bid name appearing in the lower left hand corner of the envelope.

No bid can be corrected or altered or signed after being opened. The Board of Education shall not be responsible for errors or omissions on the part of bidders in making up their bids. Any bids received unsigned shall be rejected.

All regular bids must be submitted in accordance with specifications on the bid form supplied with this invitation. The submission of a bid on the bid form certifies that the product meets any and all specifications, except as noted on such form.

CONFLICT OF INTEREST

1. It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:
 - a. He, or any member of his immediate family has a financial interest therein; or
 - b. A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or
 - c. Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
2. It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.
3. It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
4. The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.
5. It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

Signature

Date

NOTE: THIS CERTIFICATE MUST BE SIGNED AND ATTACHED TO THE BID FORM ORDER FOR YOUR BID TO BE QUALIFIED.

**THE KENTON COUNTY SCHOOL DISTRICT
SURPLUS EQUIPMENT BID**

Addenda _____ (Insert the addenda numbers received or the word "none" if no addenda received.)

EXCEPTIONS:

BIDS MUST INCLUDE THE FOLLOWING:

- Completed Bid Forms
- Signed and dated Conflict of Interest Form

Name _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail _____

Authorized Bidder's Name (*print*) _____ Date _____

Authorized Bidder's Signature _____

AWARD NOTIFICATION

Awarded bidders shall be notified by receipt of an invoice detailing awarded items. Each awarded bidder is required to pay in cash or with a cashier's check made payable to "The Kenton County School District". A Board receipt will be issued to the awarded bidder upon receipt of payment. The awarded bidder shall be required to present this receipt at each location for equipment pick-up.

Awarded bidder(s) are responsible for **any/all shipping/freight costs** associated with equipment delivery.

To view any of the surplus items, please contact Jenny Weis-Smith to coordinate. Jennifer.weis@kenton.kyschools.us