

Pulaski County Board of Education

Invitation to Bid

2016-2017

Catalog Bids

**Post Office Box 1055
Somerset, KY 42502
Phone 606-679-1123**

**501 University Drive
Somerset, KY 42503
Fax 606-679-1438**

Reference Number: Catalog Bids

Bid Title: Catalog Bids

Date Bid is Due: April 25, 2016

Time Bid is Due: 2:00P.M.

Department or School: District Wide

Fund: Various

Date Bid Information Released: March 25, 2016

Advertised: March 25 - April 25, 2016

The Pulaski County Board of Education will receive bids on the following catalog discount bids:

Office Supply Early Childhood Office/ Classroom Furniture Science Art Miscellaneous

The Pulaski County Board of Education will use these catalog bids to purchase items that are not included in our line item bids. Awarded vendors will be prime vendors in those categories beginning July 1, 2016 through June 30, 2017.

Proposal Submittal

Bidders must submit their proposals, including their names and phone numbers to the Pulaski County Board of Education, 501 University Drive, P.O. Box 1055, Somerset, KY 42502.

Closing time for responses will be 2 PM, April 25, 2016, at Pulaski County Board of Education, Central Office Building, University Drive, Somerset, KY.

Right To Reject and Waiver

The Pulaski County Board of Education reserves the right to reject any and all proposals, to waive all formalities and/or technicalities where the best interest of the Pulaski County Schools can be served and to enter into contract with the best apparent qualified vendor.

THIS CERTIFICATE MUST BE EXECUTED BY BIDDER

In compliance with this invitation to bid; in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid be accepted within the time stipulated above, to furnish any or all of the items upon which prices are quoted in accordance with the specification applying at the price set opposite each item

NOTE: By law, the school district must receive approval from the Board of Education prior to payment of invoices unless it is taking advantage of a discount. Otherwise, payment must be made after receiving approval of the payment by the Board, which meets the Tuesday following the second Monday of each month.

No late charges, finance charges, carrying charges or other such charges will be honored.

Company _____ **By** _____

Title _____ **Address** _____

Telephone _____ **Date** _____

Signature _____

GENERAL CONDITIONS

Sealed bids are requested on the following list of materials, articles, or services for delivery to the School or Department designated, subject to the conditions of this invitation.

1. Submit the completed bid in an envelope clearly marked "Bid" and include the above reference number.
2. Prices must be stated in units of quantity as specified and extended in total column for each item and/or lot. All bid prices must include transportation and delivery to the warehouse or building as specified.
3. Bids, to receive consideration, must be received prior to time designated in this invitation, and none will be accepted thereafter.
4. Some officer or member of the bidding firm who is authorized to legally bind the firm must sign bid form.
5. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to its interest, and to award by item, combination of items or lot.
6. All bids shall be effective from date of opening until the date specified in special conditions of bidding, and no bid may be withdrawn prior to that time.
7. Manufacturer's catalogue numbers, trade names, etc., where shown herein, are for descriptive purposes to guide the bidder in interpreting the standard of quality, design and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials or service. However, any substitution or departure proposed by bidder must be clearly noted and described; otherwise, it will be understood that bidder intends to supply items specifically mentioned in the bid invitation.
8. It is the responsibility of the bidder to furnish specific product content data, as required by law (MSDS), stating that the product(s) bid meet(s) federal, state, and/or local regulations, i.e., OSHA (lead free), AHERA (asbestos free); Federal specifications; and ASTM.
9. Samples requested must be furnished free of expense to the Pulaski County Public Schools, and if not destroyed or consumed in testing or evaluating, or required in connection with the award will, upon request, be returned at the bidder's expense. Right is reserved to mutilate or destroy any samples if considered necessary for testing purposes.
10. When applicable, the firm, company, or manufacturer awarded the bid must have a representative available for on-site visits if a special need arises or if there is a problem with the product(s) bid.
11. It is to be understood that the bidder, if awarded an order or contract, agrees to protect, defend and save harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the Board of Education from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by, or for any of the acts of the contractor, his servants or agents.
12. Federal Excise Taxes or Kentucky Sales and Use Taxes are not applicable to any purchase made for use of the Pulaski County Public Schools. Bids should not include any such taxes. Purchase Exemption certificates will be furnished as required.
13. Information pertaining to any item or condition in this request may be obtained by contacting Shelley Todd via email at shelley.todd@pulaski.kyschools.us or by calling 606-679-1123.
14. It is to be understood that the bidder, if awarded the contract, deliver the equipment/services within the time frame requested.
15. **CONFLICTS OF INTEREST**
 - A. KRS 45A.455 prohibits conflicts of interest, gratuities, and kickbacks to employees of the Pulaski County Public Schools in connection with contracts for supplies or services whether such gratuities or kickbacks are direct or indirect.
 - B. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees which are designed to secure a public contract for supplies or service.

Special Conditions for the 2016 - 2017 Catalog Bids

- The district will issue purchase orders for delivery to their respective location.
All prices quoted will include any or all freight charges.
 - The award of these catalog bids will be used in our primary purchasing for items outside our line item bid.
 - Awarded catalog vendors will be responsible to supply catalogs to all schools who need them.
 - Being awarded these catalog bids in no way guarantees any amount of business with the Pulaski County School System. It simply makes your company the preferred approved vendor in your category for our school system.
1. Office Instructional Catalog Bid
Please respond by including your catalog and a cost + % or total % off of list price.
The sheet included in this packet will need to be filled out to show the actual price to be charged since different vendors have different costs due to volume.
 2. Early Childhood Catalog Bid
Include your catalog and list a discount % off list price.
 3. Science Catalog Bid
Include your catalog and list a discount % off list price.
 4. Art Catalog Bid
Include your catalog and list a discount % off of list price.
 5. Furniture Catalog Bid - we currently use HON Furniture so all furniture should be comparable to the quality of HON or bid HON.
Include your catalog and list a discount % off of list price.
Does this price include installation? If not, how much are your installation charges?
 6. Miscellaneous Catalogs
Include your catalog and list a discount % off

The bid is due to the Pulaski County Board of Education , 501 University Drive, Somerset, KY 42503 on April 25, 2016, by 2:00pm. Responses will be reviewed and a recommendation made for award at the May board meeting. Awarded vendors will be notified that week.

Catalog Bids

1. Office Supply Bids _____

Please list what our price would be with the discount you bid for the following items:

BSX-VL852HST11 _____

UNV-43713 _____

KMW-62533 _____

UNV-10417 _____

FEL-72614 _____

EPI-1606 _____

ESS-41747 _____

CWN-PCS723AC _____

FEL-4601001 _____

ACI-1588 _____

2. Early Childhood Catalog Bids _____

3. Science Catalog Bid _____

4. Art Catalog Bid _____

5. Furniture Catalog Bid _____

6. Other Miscellaneous Catalogs _____