

INSTRUCTIONS TO BIDDERS

RUSSELL INDEPENDENT SCHOOLS
908 POWELL LANE
FLATWOODS, KENTUCKY 41139
1-606-836-9679
FAX 1-606-836-2865

1. Submit one copy of this bid to the Russell Independent Board of Education located at 908 Powell Lane, Flatwoods, Kentucky. All questions regarding the bid are to be made Dennis Chambers at (606) 836-9679.
2. Bids are to be enclosed in a *sealed* envelope clearly marked "BIDS-INSTRUCTIONAL AND OFFICE SUPPLIES."
3. In order for your bid to be considered it must be received prior to the time designated in this invitation and none will be accepted after that date and time.
4. The Russell Independent Board of Education reserves the right to waive defects and informalities in proposals, and to reject any or all proposals or to accept any proposal as may be deemed to its interest. Further, should it appear to be in the best interest of the Russell Independent Board of Education to purchase items at a higher price than that named in the lowest bid or bids, or to match items already purchased the award will be made accordingly. The Russell Independent Board of Education or its appointed agents shall remain the sole judge of items that it deems to meet the specifications hereinafter described.
5. Any substitution or departure proposed by the bidder from the items specified must be clearly noted and described. Otherwise, it will be understood the bidder intends to supply items specifically mentioned in the bid invitation.
6. Conditions by the bidder may be a part of his proposal.
7. Bid price shall be for the services indicated, including transportation charges.
8. All bids shall be effective for 30 days from date of opening and no bid may be withdrawn prior to that time without the express consent of the Russell Independent Board of Education.
9. Fuel will comply with attached regulations required by the Kentucky Department of Education Gasoline and Diesel Specifications for School Bus Transportation.
10. **BID CANNOT BE EXECUTED UNLESS THE ATTACHED "AFFIDAVIT" AND "CERTIFICATION" PAGES ARE COMPLETED AND SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE BIDDING FIRM.**
11. The awarding of the bid is subject to reciprocal preference for Kentucky

resident bidders and preferences for a qualified bidder under KRS 45A.494. Any individual, partnership, association, corporation, or other business entity claiming resident bidder status shall submit along with its response the attached Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status. Russell Independent Schools reserves the right to request the documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination. A **nonresident bidder shall submit**, along with its bid response, its certificate of authority to transact in the Commonwealth as filed with the Commonwealth of Kentucky, Secretary of State. The location of the principal office identified therein shall be deemed the state of residency for that bidder. If the bidder is not required by law to obtain said certificate, the state of residency for that bidder shall be deemed to be that which is identified in its mailing address as provided in its bid.

**INSTRUTIONAL OFFICE AND SUPPLIES BID 2023-2024
SPECIFICATIONS**

**RUSSELL INDEPENDENT SCHOOLS
908 POWELL LANE
FLATWOODS, KENTUCKY 41139**

Bid prices are to be in effect July 1, 2022 through June 30, 2024.

The bid will be based upon percentage discount off of retail or catalog pricing.

Percentage discount off of retail and/or catalog pricing..... _____%

"PROHIBITION AGAINST CONFLICTS OF INTEREST, GRATUITIES AND KICKBACKS"

Any employee or any official of the Russell Independent Board of Education, Russell, 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 the or in the open market seeking to make sales to the Russell Independent Board of Education, a felony and upon conviction such person or persons shall be punished by a fine not to exceed five thousand dollars (\$5,000) or by imprisonment for not more than ten (10) years, or both so fined and imprisoned at the discretion of the jury.

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 Russell Independent Board of Education, 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 felony and shall be punished by a fine not to exceed five thousand dollars (\$5,000) or by imprisonment for not more than ten (10) years, or both so fined and imprisoned at the discretion of the jury.

NOTE: It is a misdemeanor not to have this prohibition on every solicitation or contract document. The penalty is a five thousand dollar (\$5,000) fine or one (1) year imprisonment or both on conviction.

KENTUCKY PREFERENCE LAWS

The awarding of the bid is subject to **Reciprocal preference for Kentucky resident bidders. Preferences will be given for a Qualified Bidder.**

Determining the residency of a bidder for purposes of applying a reciprocal preference:

Any individual, partnership, association, corporation, or other business entity claiming resident bidder status shall submit along with its response the attached Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status. The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

A nonresident bidder shall submit, along with its response, its certificate of authority to transact business in the Commonwealth as filed with the Commonwealth of Kentucky, Secretary of State. The location of the principal office identified therein shall be deemed the state of residency for that bidder. If the bidder is not required by law to obtain said certificate, the state of residency for that bidder shall be deemed to be that which is identified in its mailing address as provided in its bid.

AFFIDAVIT

**Solicitation/Contract: Instructional
and Office Supplies**

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING RESIDENT BIDDER STATUS

FOR BIDS AND CONTRACTS IN GENERAL:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity, that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
 - a. Filed Kentucky corporate income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
 - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature

Printed Name

THIS CERTIFICATE MUST BE EXECUTED BY THE 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, in part or whole, to furnish any or all of the items upon which prices are quoted in accordance with the specifications as stated in Section I of this Invitation to Bid.

FIRM NAME _____

BY _____

TITLE _____

ADDRESS _____

TELEPHONE _____

DATE _____

AUTHORIZED SIGNATURE _____