

# COVINGTON INDEPENDENT PUBLIC SCHOOL DISTRICT

## SPRING SURPLUS SALE 2024

### BID DOCUMENTS



-- INVITATION TO BID --

**COVINGTON INDEPENDENT PUBLIC SCHOOLS**  
**25 East Seventh Street**  
**Covington, Kentucky 41011**

**SURPLUS ITEMS – SPRING 2024**

The Covington Board of Education (herein after called The Board of Education) will receive sealed bids for the items listed herein. You are invited to submit a sealed bid, subject to the terms and conditions of this invitation to bid. Please read the following instructions and specifications carefully. Failure to comply with these instructions may disqualify your bid.

Bids must be mailed or delivered Shelly Varney, Covington Board of Education, 25 East Seventh Street, Covington, Kentucky 41011. All envelopes must be sealed and marked on the outside of the envelope, lower left hand corner, **SPRING 2024 – SURPLUS BID**. The name and address of the supplier shall appear in the upper left hand corner.

Copies of this invitation to bid may be obtained at the above address, between 9:00 a.m. and 4:00 p.m., Monday through Friday, or through the website at [www.covington.kyschools.us](http://www.covington.kyschools.us) prior to the time and date specified for bid opening.

**TIME AND LOCATION OF OPENING:**

Bids will be accepted until 10:00 a.m. Wednesday, April 17, 2024 and opened at 10:05 a.m., Thursday April 18, 2024. All bids must be received by the time designated in the invitation and none will be considered thereafter. The Board of Education cannot assume the responsibility for any delay as a result of failure of the mails to deliver the bids on time. We do not accept FAX bids. Bids will be opened and read at the time and location stated above. You are invited to be present at the bid opening.

**AWARD:**

Surplus items may be awarded to the highest bidder meeting all specifications and conditions, and subject to all other provisions of this invitation to bid, on a per item basis, on a group basis, or on a total basis, whichever is deemed to be in the best interest of The Board of Education. Bids may be awarded at the board meeting tentatively scheduled for May.

**PROHIBITION AGAINST CONFLICTS OF INTEREST, GRATUITIES AND KICKBACKS**

ANY EMPLOYEE OR ANY OFFICIAL OF THE COVINGTON INDEPENDENT PUBLIC SCHOOLS, 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 COVINGTON INDEPENDENT PUBLIC SCHOOLS, SHALL BE DEEMED GUILTY OF 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 IN THE PENITENTIARY FOR NOT LESS THAN ONE (1) YEAR NOR MORE THAN TEN (10) YEARS, OR BOTH SO FINED AND IMPRISONED IN 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 COVINGTON INDEPENDENT PUBLIC SCHOOLS, 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 IN THE PENITENTIARY FOR NOT LESS THAN ONE (1) YEAR NOR MORE THAN TEN (10) YEARS, OR BOTH SO FINED AND IMPRISONED IN 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 \$5,000 FINE OR ONE YEAR IMPRISONMENT OR BOTH ON CONVICTION

**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.

B. BID DOCUMENTS

A Bid Form is provided with this "INVITATION TO BID". All bids must be submitted on the "Bid Form" and include the signature of the bidder.

C. SPECIFICATIONS

A listing of Surplus items accompanies and are part of this bid.

D. MODEL PROCUREMENT CODE

The Model Procurement Code (KRS 45A.) adopted by The Board of Education (BOE Policy 04.32) shall be deemed incorporated by reference in these specifications as though quoted fully herein. In the event of any conflict between this invitation to the bid and the Model Procurement Code, the statute shall take precedence.

E. TAXES

The Federal Excise Tax and the Kentucky Sales and Use Tax are not to be imposed as The Board of Education will furnish the successful Bidder with proper tax exemption certificates upon request.

F. DELIVERY

The Bidder agrees to incur all costs for pick up and/or delivery of the items within the terms as the Purchasing Department may prescribe.

G. INSURANCE

General Conditions require all bidders not hold the Covington Independent Public School System liable should any bodily harm or damage to personal property occur while in the course of collecting awarded surplus items.

H. K.O.S.H.A. STANDARDS AND HAZARD COMMUNICATION STANDARD 1910.1200

If applicable, all materials and services must meet or exceed K.O.S.H.A. (Kentucky Occupational & Safety Health Act) Standards, and must comply with the Hazard Communications Standard 1910.1200 of the Occupational Safety & Health Administration.

## I. BIDS

(1) Tabulations will be made by the Purchasing Department and each qualified Bidder will be sent a formal tabulation after The Board of Education has taken official action. The Board of Education meetings are normally held once a month. Bidders are requested not to call the Purchasing Department for a tabulation of the bids.

(2) Any bids received after scheduled time of opening will be returned unopened to the Bidder.

**(3) Each bid must be in a separate sealed envelope with the name of Bidder appearing in the top left hand corner of the envelope.**

(4) No bid can be corrected or altered or signed after being opened. The Board of Education will not be responsible for errors or omissions on the part of Bidders in making up their bids. **Any Bid Forms received unsigned will be rejected.**

(5) All regular bids must be submitted in accordance with specifications on the bid form supplied with this invitation.

(6) For any clarification to this bid, contact Susan Marksberry Purchasing Department, Covington Independent Public Schools, 25 East Seventh Street, Covington, KY 41011, Telephone (859) 392-1020.

## J. PAYMENT

Payment for Surplus items must be received in the form of cash or money order, payable to the Covington Board of Education. Payment may be made after the bid has been awarded by the Covington Board of Education Meeting. Upon payment, a receipt will be issued and the surplus items can be disbursed at that time.

**BIDDER INFORMATION FORM**

**PLEASE RETURN THIS BID IN A SEALED ENVELOPE  
MARKED "SPRING 2024 - SURPLUS BID" IN THE BOTTOM LEFT HAND CORNER. YOUR  
NAME AND ADDRESS ON THE TOP LEFT OF THE ENVELOPE, PER INVITATION. IF SEALED ENVELOPE IS  
NOT MARKED ON OUTSIDE CORRECTLY YOUR BID MAY BE DISQUALIFIED.**

by **April 17, 2024 @ 10:00 am** to:

Shelly Varney, Covington Board of Education, 25 East Seventh Street, Covington, KY 41011

Bidder's Signature \_\_\_\_\_

Name (typed or printed) \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail (not required) \_\_\_\_\_

Date \_\_\_\_\_

**IMPORTANT:**

Must include Item No. and Quantity (if applicable)

<u>Item No:</u>	<u>Quantity</u>	<u>Description</u>	<u>Bid Price</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____