

LOGAN COUNTY SCHOOLS

2222 Bowling Green Road
P. O. Box 417 - Russellville, KY 42276
Phone 270-726-2436 Fax 270-726-8892

Dan Costellow, Superintendent

April 19, 2024

To Whom It May Concern:

You are hereby notified as a potential vendor that the Logan County Board of Education is soliciting bids for **Bid Number 2024-07: Office, Instructional, & Maintenance Supply Catalogues**. The opening for this bid number is Wednesday, May 15 2024 at 2:00pm at the District Office.

You will find all necessary information on the following enclosures:

1. A copy of the Bid Advertisement
2. A Notice to Bidders containing generic instructions to all bidders
3. Specifications specific to this bid
4. A Bid Form that must be used to submit all bids.

If you require further information contact me at the address and/or phone number above. Be advised that all bids should be addressed to the Bid Officer and should be CLEARLY LABELED AS BID FOR BID NUMBER 2024-07.

On behalf of the Board of Education, I thank you for your acceptance of this invitation. Sincerely,
Benjamin Kemplin, Bid Officer

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BID ADVERTISEMENT

Sealed bids will be received by the Logan County Board of Education at the District Central Office, Russellville, Kentucky, until 2:00 PM on Wednesday, May 15, 2024 at which time they will be opened publicly and read aloud. Bids to be opened at that time are for the following products and/ or services:

- Bid # 2020-03: Mops & Mats for Facilities
- Bid # 2020-05: Inspections for Fire Detection/Prevention Systems and Extinguishers
- Bid # 2020-07: Office, Instructional & Maintenance Supply Catalogues
- Bid # 2020-08: Pest Control

Bid forms and complete specifications may be obtained by contacting the District Central Office by phone (270-726-2436) or by mail at 2222 Bowling Green Road, Russellville, Kentucky, 42276.

The above advertised bids will be submitted to the Logan County Board of Education at the next regular or special called board meeting following the bid opening, along with the recommendation of the Superintendent after evaluation of bids, concerning the award of the contract to the lowest best responsible, responsive bidder.

Benjamin Kemplin, Bid Officer
Logan County Board of Education

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NOTICE TO BIDDERS

The Logan County Board of Education anticipates materials/services on a contract basis and invites you to submit a sealed bid as per specifications detailed herein.

Bid Form — Bid Form must be the Original Bid Form or Exact Duplicate. Bid Form must be dated and signed by an authorized representative of the bidding company. Submit the original copy of the completed bid in a sealed envelope clearly marked "Bid" on the front of the sealed envelope, including the item name, date and time of the bid opening.

Bid Period — Bids presented shall remain valid for a thirty (30) day period from the date of opening. No bid may be withdrawn during this period. Successful bidders shall have thirty (30) days from receipt of bid award notice to have shipments of supplies completed.

Bid conditions — Bids, to receive consideration, must be received prior to time designated in this invitation, and none will be accepted thereafter. Any bid received after scheduled time of opening will be returned unopened to the bidder.

Bid Acceptance — 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.

Taxes — Federal Excise Taxes or Kentucky Sales and Use Taxes are not applicable to any purchase made for use of the Board of Education. Bids should not include any such taxes. Purchase exemption certificates will be furnished as required.

Bid Award — Contracts will be awarded on the lowest or best bid meeting all specifications and conditions. The Board of Education reserves the right to make any choice it deems in the interest of the public.

Or Equal — 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 propose material and services that meet or exceed the stated specifications. The Board reserves the right to inspect items purchased after delivery to confirm conformity with specifications and any item that is found defective or does not comply with specifications will be returned at the risk and expenses of the supplier. No alternate proposals will be accepted on the bid form, If substitutes are proposed by a bidder, these items must be bid on company letterhead with a complete explanation as to how they differ from the stated specifications.

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NOTICE TO BIDDERS

Bid Conditions - The Board of Education assumes no responsibility for errors or omissions on the part of any bidder. No bid may be altered or signed after opening and the failure to sign a bid will result in the proposal being rejected. Bid form must be signed by some officer or member of the bidding firm who is authorized to legally bind the firm.

Hold Harmless - The bidder agrees, if awarded an award or contract, to protect, defend, and save harmless the Logan County Board of Education from any suits or demands for payment that may be brought against it arising from 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, injuries or damages received or sustained by any part or parties by, or for, any of the acts of the contractor, his servants, or agents.

Delivery - The prices quoted shall include all delivery to Russellville, Kentucky, unless specified otherwise herein.

Packaging - All supplies shall be packaged as per specifications. No alternates or exceptions will be accepted.

Contents - All supplies shall each contain a label of contents and instructions for use pertaining to each item. 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.

Technical Information — 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 fee); AHERA (asbestos); Federal specifications; and ASTM.

Payment — Invoices are to be rendered on the basis of the purchase orders written or purchases made. Payment will be made within (30) days following delivery of undamaged merchandise that meets specification. The Logan County Board of Education meets on the first Tuesday after the 10th of each month. Payment for merchandise shipped under this contract will be made in accordance with that schedule.

Quantities — Any quantities stated are our best estimate of the amounts to be used during the upcoming school year. Purchase Orders may be issued at more than one time during the school year to consume near the estimated quantity.

Workers' Compensation Successful bidders are responsible for providing workers' compensation coverage on employees as required by local, federal, and state statutes, Compliance with federal OSHA standards is also the responsibility of the successful bidder

SPECIFICATIONS
LOGAN COUNTY SCHOOL DISTRICT
2024-07
Office and Maintenance Supplies/SHELF Bid

1. The bid must reference a specific catalogue or catalogues or store shelf price.
2. The bid must be valid from July 1, 2024 through June 30, 2026, with option for 1 year renewal.
3. The bid must list any discount from the published catalogue price as a percent discount.
4. The bid must list any and all items, departments, and/or sections excluded from the bid.
5. The bid must contain a contact person, the company name, and the company address.
6. The bid must include a phone number for the contact person.
7. The bid may include special notations for purpose of clarification of the bid.
8. The bidder must supply a copy of the catalogue (if available) to the bid officer upon notification of a successful bid.
9. Shelf price lists must contain:
 - a. A discount from shelf pricing stated in percentage form.
 - b. The discount will be for all merchandise in stock and on the store shelf unless specifically excluded.
10. All prices from catalogues and shelf price lists are binding throughout the listed effective dates on the bid.
11. The vendor must accept purchase orders as a form of credit as the buyer cannot legally expend funds without approval of the Board of Education.

Logan County Board of Education Office and Maintenance Supplies

*Bid Form
Bid # 2024-07*

Company Name	
Company Address	
Company Contact Person	
Company Phone	
Catalogue Name or Number or State "Shelf Price"	
Discount from Catalogue or "Shelf Price" (if any)	
Exclusions from the discount above	
Effective Date	<i>July 1, 2024</i>
Expiration Date	<i>June 30, 2026</i>
Any Special Notes from the Vendor (list or attach)	

Please make copies of this form as necessary if you need to bid multiple catalogues.