Pulaski County Board of Education

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

925 North Main Street
Somerset, KY 42503
Fax 606-451-3003

Invitation To Bid

Reference Number: 2025-2026 SERVICE VENDORS
Date Bid is Due: May 23, 2025
Department or School: District Wide
Date Bid Information Released: April 11, 2025

Bid Title: PCBOE Bid for Services
Time Bid is Due: 2:00P.M.
Fund: Various
Advertised: April 11, 2025

The PCBOE reserves the right to purchase from State contracts and from Kentucky Purchasing Cooperative bids and agreements when such purchases are to the economic advantage of the school system.

The PCBOE reserves the right to seek proposals and do bids separately any time if deemed to be in the best interest of the school system.

1. BID PURPOSE:
   The Pulaski County Board of Education is soliciting sealed bids, that would, if accepted , establish contracts, with the general and detailed terms conditions and specifications contained in the terms and conditions listed on this invitation.

2. INSTRUCTIONS FOR BIDDERS:
   The terms and conditions apply to all bids submitted. This invitation can be viewed or printed from the internet at www.pulaski.kyschools.us on the bid released date and will remain there until the date specified for the bid opening. All bid tabulations will be reviewed and after the bid is awarded at the next scheduled board meeting, the bid awards will be posted on line at the website listed above. If you have any questions, please feel free to contact Shelley Todd at Pulaski Board of Education by email at shelley.todd@pulaski.kyschools.us or by calling at 606-679-1123.

3. CORRECTION OF MISTAKES:
   Bidders are cautioned to recheck their bid for possible errors. No bid can be corrected, altered or signed after being opened. No bids will be altered or amended after the specific time and date set for the bid opening.

4. WITHDRAWL OF BID:
   All bids shall be valid for a period of thirty (30) days from the bid opening date to allow for tabulation, study and consideration. A bidder may withdraw a bid, with out prejudice, after it has been submitted only if a written request is submitted and received prior to the deadline during which bids may be submitted.

5. BIDDER RESPONSIBILITIES:
   It is the responsibility of the bidder to furnish specific product content data, as required by law (MSDS) stating that the products meet federal, state and local regulations, i.e., OSHA (lead free) AHERA (asbestos free); Federal specifications; and ASTM.

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.

6. PRICING:
   Bid prices should include all freight charges and delivery charges. The PCBOE is exempt from any taxes imposed from the Federal and/or State government.

7. CONTRACT PERIOD:
   Prices shall remain firm July 1, 2025 through June 30, 2026. **The contract may be extended for an additional one year period, if such renewal is in agreement with both parties**.

8. 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.

The Pulaski County Board of Education reserves the right to waive defects and informalities in bids, to reject any or all bids, or to accept any bid as may be deemed to its interest.

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_____

Special Terms and Conditions

1. Scope of Work
   It is the desire of the PCBOE to secure the most qualified contractors for services needed in the school system. Please be cautious to complete all required information. Responding vendors will be required to service all buildings and areas in the Pulaski County School System if requested.

2. Evaluation of Award
   Award is based on "best value" which is evaluated in the following areas:

Quality	Cost
Service	Capabilities
References	Experience

3. Estimated Dollar Value
   No guarantee as to the dollar amount of this contract is implied or given.

4. Insurance Requirements
   Please attach a copy of your existing certificate of insurance evidencing your company does have insurance and should hold harmless the PCBOE from any claims, suits, actions, damages and liabilities as listed on page 2 of the Invitation to Bid.

5. Response
   Responses must be delivered to the Pulaski Board of Education, located at 925 North Main Street , Somerset, Kentucky by May 23, 2025 at 2 pm. Bids should be delivered in sealed envelopes, clearly marked "Service Bid" in the lower right hand corner.

6. CRIMINAL HISTORY VERIFICATION
   Please note that any employees with the following offenses will not be permitted to have any contact with our students: sex-related offense convictions, convictions against minors, felony offense convictions against persons or property, alcohol violation convictions, drug related offense convictions, deadly weapon related offense convictions, or a pattern of irresponsible behavior, based upon the background check. Upon request, the successful bidder will supply evidence that criminal history checks have been completed for employees in contact with our students.

This bid covers services offered in the following **areas of service:**
Asphalt, Carpet Cleaning, Concrete, Fencing, Glassworks, Miscellaneous Services, Painting, Pest Control, Plumbing, Printing and Security

If you have any questions, please feel free to contact Shelley Todd at Pulaski County Board of Education. E-mail address is shelley.todd@pulaski.kyschools.us

Pulaski County Board of Education Bid for Services

Your Area of Service _____

1. The contract term will begin July 1, 2025 and go through June 30,2026.
   Comply ☐
   Cannot Comply ☐

2. The contractor must comply with all pertinent federal, state and local regulations.
   Comply ☐
   Cannot Comply ☐

3. Subcontracting will not be accepted unless approved by the Board of Education.
   Comply ☐
   Cannot Comply ☐

4. Must furnish your own tools, equipment , materials and labor.
   Comply ☐
   Cannot Comply ☐

5. Must provide service that will not interfere with school activities and be performed in a manner that maintains a safe environment for students and staff.
   Comply ☐
   Cannot Comply ☐

6. Must be responsible to damages made to the property caused by your employees.
   Comply ☐
   Cannot Comply ☐

7. Number of years in business _____

8. Number of employees _____

9. Have you remembered to include proof of liability insurance? _____

10. How long have you worked with the PCBOE? _____

Vendor Name _____ Phone Number _____

Your Name _____ Email Address _____

Comments_____

_____