

**INVITATION TO BID**

**BOARD OF EDUCATION OF CAMPBELL COUNTY KENTUCKY  
EQUAL OPPORTUNITY EMPLOYER**

**101 Orchard Lane  
Alexandria, KY 41001**

**Surplus Property - Request for Bids  
Silver Grove Greenhouse**

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

Bids must be mailed or delivered to Tracey Jolly, Treasurer, Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky, 41001, in an envelope marked "Silver Grove Greenhouse" in the lower left-hand corner. The bidder's return address should appear in the upper left-hand corner.

Copies of the invitation to bid may be obtained in the Central Office at the above address, between 9:00 a.m. and 3:30 p.m. Monday through Friday, or on the District's website prior to the date specified for bid opening.

**Proposal Deadline:** Bids must be received by 11:00 a.m. EST, on Friday, October 8, 2021, at which time (or as soon as the business of the Board permits) they shall be publicly opened and read aloud. All bids must be received by the designated time stated in the invitation and none will be considered thereafter. **Failure to have the bid in the receptionist office prior to the bid opening will automatically prevent the reading of your bid. We do not accept FAX bids.**

The Board of Education cannot assume the responsibility for any delay as a result of failure of the mail to deliver bids on time.

**Location of bid opening:** Bids will be opened and read at the Central Office, Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky, 41001.

**Bid Award:** Contract(s) may be awarded to the lowest and/or best evaluated bidder(s) 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 shall be awarded at the regular board meeting held on October 25, 2021. The Board has the right to reject any and all bids.

**Legal Notice**  
**Surplus Property - Request for Bids**

The Campbell County Board of Education will accept sealed bids at the Central Office, 101 Orchard Lane, Alexandria, Kentucky until 11:00 a.m., Friday, October 8, 2021, at which time, they will be opened and read aloud for the sale of the following surplus equipment:

**Silver Grove Greenhouse**

The contract(s) will be awarded to the highest and/or best bidder. All bidders must use approved forms and base their bids on specifications that are available at the Board of Education's Central Office. The Board of Education reserves the right to reject any or all bids. Bids should be sent to Tracey Jolly, Treasurer, Campbell County Board of Education, 101 Orchard Lane, Alexandria, KY 41001.

**BID FORM**  
**Surplus Property**  
**Silver Grove Greenhouse**

To: Tracey Jolly, Treasurer  
Campbell County Board of Education  
101 Orchard Lane  
Alexandria, KY 41001

**CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS**

In compliance with the INVITATION TO BID, and subject to all the conditions thereof, the undersigned hereby certifies that all items and/or services included in this bid shall be in compliance with all requirements and technical specifications included in this invitation to bid, except as noted below.

**Exceptions:**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Authorized Signature \_\_\_\_\_

Please Print or Type Name \_\_\_\_\_

Official Title \_\_\_\_\_ Date \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No \_\_\_\_\_

**BID FORM  
CONFLICT OF INTEREST**

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract or subcontract; and any solicitation or proposal therefore, in which to his/her knowledge:

- (A) He/she, or any member of his/her immediate family, has a financial interest herein; or
- (B) A business or organization in which he/she or any member of his/her immediate family has a financial interest as an officer, director, trustee, partner, or employee is a party; or
- (C) Any other person, business, or organization with whom he/she or any member of his/her immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include, but is not limited to, involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity.

It is a violation of Kentucky law for any Board member or employee with procurement authority, or a member of his/her immediate family, to have a pecuniary interest either directly or indirectly in an amount exceeding \$25.00 per year in any purchase of goods or services by the Board of Education or any school thereof. Violation of this provision subjects the Board member or employee to forfeiture of his/her position and/or employment with the school system.

**I hereby certify that no member of my immediate family is an employee with procurement authority or a Board member of the Campbell County Board of Education.**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

References: KRS 156.480, OAG 80-32, Model Procurement Code 45A.455

**Note: This certificate must be signed and attached to the bid form in order for your bid to be qualified**

**Campbell County Board of Education  
BID FORM – Surplus Property  
SPECIFICATIONS AND RESPONSE TO BID REQUEST  
Silver Grove Greenhouse**

1. Bid opening will be at 11:00 a.m., on Friday, October 8, 2021.
2. Bid is for Silver Grove Greenhouse
3. Greenhouse is being sold “As Is.”
4. Bidder needs to return only Bid Forms Pages 3 thru 5.
5. Prior to taking possession of the greenhouse, payment must be made in the form of a certified or cashier’s check.
6. Greenhouse must be removed from Board property by Monday, February 28, 2022.
7. Greenhouse is available for inspection at 116 W. 3<sup>rd</sup> Street, Silver Grove, KY 41085. Call Sharon Alexander at 859-991-0525 for questions.

**BID AMOUNT** (Bidder to pay for all taxes, title, and other transfer expenses)

**Silver Grove Greenhouse** Bid Amount \_\_\_\_\_

Name of Company/Individual \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Please Print or Type Name \_\_\_\_\_ Date \_\_\_\_\_

**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. The Board of Education also reserves the right to reject any bid where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.

**B. BID DOCUMENTS**

All "Bid Forms" provided with this "Invitation to Bid" must be submitted.

**C. MODEL PROCUREMENT REGULATIONS**

The Model Procurement Regulations adopted by the Board of Education shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this invitation to bid and the Model Procurement Regulations, the Regulations shall control.

**D. QUANTITIES:**

The quantities listed herein cannot be guaranteed. However, the staff anticipates selling the minimum quantities listed. The quantity listed for each individual item will be sold for one shipment. The Board of Education reserves the right to sell additional quantities, as needed, and at the bid prices, for the duration of the contract period. Prices are to remain firm for the period of the contract.

**E. REQUIREMENTS:**

Surplus property must be removed from the property by Monday, February 28, 2022. Prior to receipt of goods, payment must be made in the form of a certified or cashier's check.

**A. CONDITION OF PROPERTY:**

This greenhouse is being sold as is. The seller is not responsible for any defects.

**G. OTHER CONDITIONS:**

All blanks and information requests are to be completed on the bid forms in order to qualify your bid.

**H. INSURANCE**

The Bidder shall furnish and keep in force for the life of this contract the following insurance coverage:

- a. All insurance must be maintained at the Bidder's expense.
- b. Bidder's General Liability insurance must be maintained at the Bidder's expense in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate; including naming the Campbell County Board of Education as additional insured.

- c. Automobile Liability Coverage, including coverage for owned, hired or borrowed auto: \$1,000,000
- d. Umbrella or Excess Liability coverage following form of underlying General and Automobile Liability coverage: \$1,000,000 (Note: existence of umbrella coverage may serve to satisfy underlying limits for Automobile and General Liability.)
- e. Workers' Compensation coverage and Kentucky unemployment insurance (per Kentucky law).
- f. All of the above-mentioned policies will include a provision that the District will receive 30 days advance notice of cancellation or reduction in the limits of liability or coverages.
- g. In addition, it is understood and agreed that the District will not be held responsible for damage to provider's equipment or vehicle regardless of cause.

All required insurance shall be certified by a duly authorized representative of the insurer(s). Properly executed certificates signifying adequate coverage in effect for the duration of the contract with renewal certificates issued no less than 30 days prior to expiration of a policy period, must be submitted with the proposal and on file with District prior to commencement of an Agreement.

To the extent allowed by Kentucky law, the Bidder agrees to be responsible for, and to protect, save harmless, and indemnify the District and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by the District or for which the District may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Bidder under this Agreement.

**IMPORTANT: Do not bid if you cannot meet the delivery requirements listed above.**

## **PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND KICKBACKS**

**Any employee or any official of the Board of Education of Campbell County, 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 open market seeking to make sales to the Board of Education of Campbell County, Kentucky 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 (\$5,000.00) 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 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 Board of Education of Campbell County, Kentucky, 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 (\$5,000.00) 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 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 \$5,000.00 fine or one year imprisonment or both upon conviction.**