



INVITATION TO BID

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

INVITATION NO.:	KCT-01102	RETURN ORIGINAL COPY OF BID TO:
Issue Date:	April 27, 2018	KCTCS PROCUREMENT TO PAYMENT DEPARTMENT 300 NORTH MAIN STREET VERSAILLES, KY 40383
Method of Award:	Best Value	
Procurement Officer:	Tonya Peters	
Phone:	No Phone Calls	
Bids are invited on the following:		Equine Veterinarian Services (Personal Service Contract)
IMPORTANT: SEALED BIDS MUST BE RECEIVED BY May 8, 2018 by 4:00 PM Eastern Daylight Time		

1. Sealed Bids for furnishing the following will be received by the Procurement to Payment Services Department, KCTCS, Versailles, Kentucky, until the date and time stated above or in Addenda. *Bid documents must be submitted in a sealed envelope identified with the Invitation to Bid number and the opening/return date on the face of the envelope* **FACSIMILE BIDS WILL NOT BE ACCEPTED.**
2. Please quote your single best net price on each item, unless a discount from list price is requested, delivered to the address specified, all transportation charges prepaid. Price shall include delivery to the department address shown on this Invitation. Submission of two (2) bids may result in disqualification of both bids.
3. Bids must be firm. Those containing escalator clauses cannot be accepted, unless provided for in Special Conditions. To receive consideration, bids must be made on this form and signed in full. Prices must be based on stated units and extended. Delivery guarantee must be shown. Bids will be rejected unless filled out in ink or on typewriter and signed in ink.
4. The KCTCS Sales Tax Exemption Number is A-20633. Certificate will be provided upon request. Do Not Quote Sales Tax. (...continued on following page.....)

SIGNATURE REQUIRED: This bid cannot be considered valid unless signed and dated by an authorized agent of the bidder. Type or print the information requested in the spaces provided.
ALL BIDS ARE TO BE "TRANSPORTATION CHARGES PREPAID, F.O.B. DESTINATION"

THIS AREA MUST BE COMPLETED

DELIVERY TIME:	NAME OF COMPANY	PHONE:
BID FIRM THROUGH:	NO. & STREET	FAX:
PAYMENT TERMS: Net 30 days Must Accept PO	CITY, STATE & ZIP CODE	
F.O.B. DESTINATION ALL DELIVERY CHARGES TO BE INCLUDED IN PRICES SHOWN	SIGNATURE	DATE:
Email		
FEDERAL ID NUMBER (EIN):	TYPED OR PRINTED NAME	

In submitting this bid, it is expressly agreed that, upon proper acceptance by Kentucky Community and Technical College System of any or all items bid, a contract shall thereby be created with respect to the items accepted.

BIDS MAY ALSO BE VIEWED AT OUR WEBSITE: [http://systemoffice.kctcs.edu/Vendor Information](http://systemoffice.kctcs.edu/Vendor%20Information).
All bids and contracts are subject to General Terms and Conditions of KCTCS. You may download/print a copy of these from our website or you may request a copy be mailed to you by contacting the Procurement to Payment Services Department at 859-256-3264.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

- I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:
1. That I am the bidder (if the bidder is an individual), a partner, (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);
 2. That the attached bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Invitation to Bid, designed to limit independent bidding or competition;
 3. That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;
 4. That the bidder is legally entitled to enter into contracts with KCTCS and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 164.390, 61.096, and 42.990, and;
 5. That I have fully informed myself regarding the accuracy of the statement made above.

NOTICE

1. Any agreement or collusion among bidders or prospective bidders which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from bidding, or otherwise, is prohibited.
2. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association which violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars nor more than twenty thousand dollars.

SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS

In accordance with KRS 45A.110(2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

VENDOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The offeror by signing and submitting a bid on this invitation agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to KCTCS by the successful vendor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The offeror, by submitting a bid on this Invitation, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b), that prohibits maintaining segregated facilities.

INSTRUCTIONS TO BIDDERS:

Bidder's response on the following items must include full identification of the item(s) proposed, and be accompanied by descriptive literature, etc., to enable the purchaser to evaluate qualifications of the item(s) proposed as equal to those specified. **ALL ALTERNATE QUOTATIONS MUST BE ACCOMPANIED BY COMPLETE LITERATURE AND SPECIFICATIONS TO EVALUATE ALTERNATE QUOTE AS EQUAL TO THAT SPECIFIED. FAILURE TO PROVIDE SUFFICIENT INFORMATION WILL BE CAUSE FOR REJECTION OF THE BID.**

When a Bidder proposes to furnish the exact item specified, he/she shall cite, beside the item, or use the Mfg. & Model No. Proposed blank that follows the line item as follows:

1. If bidding the manufacturer and model number specified in this Invitation, write in "AS SPECIFIED".
2. If bidding an alternate model, identify by manufacturer's number and model.
3. If bidding a private label model, identify as private label and show stock number.

ALL BIDS ARE TO BE "TRANSPORTATION CHARGES PREPAID, F.O.B. DESTINATION"

METHOD OF AWARD

Unless otherwise specified, it is the intent of KCTCS to award this Invitation to Bid on a Best Value basis. In the event no satisfactory bids are received, we reserve the right to award on a group award basis. Separate purchase orders may not be issued unless there is a savings of at least \$100.00 to KCTCS.

Supplier Bid Submission Checklist:	
Supplier is responsible for meeting all bid requirements (including those not listed below):	
YES	NO : Pg. 1 – Invitation to Bid completed & signed
YES	NO : Section XXII – Supplier did <u>not</u> include their own terms and conditions
YES	NO : Form of Proposal completed
YES	NO : Substitute W-9 completed
YES	NO : Supplier meets all requirements throughout the Invitation to Bid

Important Dates (subject to change per applicable Addenda):

May 2nd @ 4:00 PM EST

Deadline to submit questions. All questions must be emailed to tonya.peters@kctcs.edu

May 8th @ 4:00 PM, EST

Deadline to submit bids.

I. SCOPE

You are invited to Bid to establish a Personal Service Contract for Equine Veterinarian Services for the Kentucky Community and Technical College System (KCTCS), North American Racing Academy (NARA), Lexington, KY.

II. EXTENSION TO OTHER INSTITUTIONS

The Supplier should be willing to extend the provision of services under the resulting contract to any other public institution of higher education of the Commonwealth of Kentucky. Such extension will be under terms and conditions substantially the same as those in the resulting contract except that pricing will be negotiated based on then current rates for the specific level of services required.

Is the supplier willing to extend pricing to other campuses and secondary educational / state agencies within the Commonwealth of Kentucky if it is feasible?

Yes No

III. BACKGROUND

The Kentucky Community and Technical College System comprises 16 seamless districts. KCTCS colleges change lives by providing accessible and affordable education and training through academic and technical associate degrees; diploma and certificate programs in occupational fields; pre-baccalaureate education; adult, continuing and developmental education; customized training for business and industry; and distance learning. For additional information regarding KCTCS please visit our website at: <http://www.kctcs.edu>.

IV. CONTRACT PERIOD

The initial term of the contract period will be for one year from date of award through June 30, 2020, with the option to extend the contract for two (2) additional two (2) year periods, in alignment with the then current biennium, upon mutual consent of KCTCS and the successful Supplier.

V. EFFECTIVE DATE

The effective date of any Personal Service Contract from this Bid will be July 1, 2018, and subject to approval by the Kentucky Government Contract Review Committee.

VI. CONTRACT ASSIGNMENT

The supplier is prohibited from assigning, transferring or subletting the contract or its rights, title or interest or its power to execute the contract to any other person, company or corporation without written approval from KCTCS Procurement to Payment. In the event of a change in company ownership, KCTCS reserves the right to re-advertise the contract.

VII. ORAL DISCUSSIONS

Potential suppliers should clearly understand that any verbal representations made or assumed to be made during any oral discussions held between representatives of potential suppliers and any State employee or official are not binding on the Commonwealth of Kentucky or its constitutional agencies or colleges.

VIII. INDEMNITY

Supplier shall hold harmless from the indemnity Kentucky Community and Technical College System and/or Architect/Engineers against all claims, suites, actions, costs, counsel, fees, expenses, damages, judgment in decrees by reason or persons or property being damaged or injured by the Supplier or any of his subcontractors in a capacity during the progress of the work, whether by negligence or otherwise.

IX. SERVICE PERFORMANCE

All services performed under this contract shall be in accordance with the terms and provisions of the contract. It will be the responsibility of KCTCS and NARA to ensure that such services rendered are performed and acceptable.

Major deviations of services performed will not be made without the written approval of KCTCS Procurement. Problems that arise under any aspect of performance should first be resolved between KCTCS NARA and the Supplier. If such problems and/or disagreements cannot be so resolved they should be referred to Procurement to Payment Services, KCTCS for settlement by either party in writing.

X. CANCELLATION, TERMINATION & NON-RENEWAL OF CONTRACT CLAUSE

This contract shall be cancelable during its life for mal-performance, non-performance, substitution of commodity or other failure to comply on the part of the Supplier. In event of such action being necessitated, the contract shall be null and void upon receipt of written notice from KCTCS Procurement to Payment Services.

KCTCS reserves the right to cancel any resulting contract, without cause, by giving written notice to the successful supplier no later than 30 calendar days before the proposed cancellation date. Notice of intent to cancel may be made via electronic communication and certified mail.

KCTCS reserves the right to terminate this contract when requirements under the contract no longer exist or changes in such services render the contract as not responsive to the needs of the College. A written notice to terminate may be made via electronic communication and certified mail and will be given to the supplier at least thirty (30) days prior to such proposed termination date.

KCTCS reserves the right to not renew the contract at the end of a contract term.

XI. BASIS OF PRICE QUOTATIONS

The cost of the services to be provided shall be established based on an annual lump sum price in accordance with the specifications listed in this Invitation to Bid. The supplier will include in this rate the following factors: Payroll cost and taxes (unemployment and social security), Workman's Compensation, comprehensive liability, bonding, recruiting, training, uniforms, supplies and equipment, direct supervision, pension and fringe benefits, holidays, illness, other absences, vacations, hospitalization, premium wages, overtime.

The price quoted in this Invitation to Bid shall remain firm for the initial contract period. After this time price is subject to revision which may be either an increase or decrease. Said revision may be requested by either of the contracting parties at renewal time only and must be requested in writing. The requesting party must furnish documented evidence substantiating the validity of the request. The party to whom the request is presented must notify the requesting party of a decision within thirty (30) days after receipt of the request or satisfactory supporting documentation whichever occurs later. In the event the requesting revision is refused, the requesting party shall have the right to withdraw from the contract, without prejudice, provided the Supplier continue service at the contract price in effect, until a new contract can be established (usually about sixty (60) days).

Services requested by KCTCS that are not covered in a resulting contract will be based on a separate quote from successful supplier.

XII. OPTIONAL PERIODS

KCTCS reserves the right to renegotiate any terms and/or conditions as may be necessary to meet requirements for the extended period. The supplier will be advised of any proposed revisions prior to the renewal period. In the event proposed revisions cannot be agreed upon, either party shall have the right to withdraw from either exercising the option or continuing the contract in an extended period.

XIII. METHOD OF AWARD**BEST VALUE**

Best Value - Ranking Approach: with the ranking approach, price is one of the measurable criteria components of the solicitation. The measurable criteria are added together to determine the supplier's total score. The supplier with the highest score has the highest ranking. Award is made to the supplier with the highest ranking. If there is only one best value response to the solicitation, the evaluation process may be waived and award may be made to the only responsive, responsible supplier.

Measurable Criteria

Price:	95 Points
Years in Business: (Documentation may be requested)	5 Points
Total:	100 Points

Price (95 points) - The supplier with the lowest total price receives the maximum score. The supplier with the next lowest price receives points by dividing the lowest price by the next lowest price and multiplying that percentage by the available points. For example, assume \$40,000 is the low offer from supplier "A", then supplier "A" receives 95 points ($\$40,000/\$40,000 = 1.00 \times 95 = 95$). Assume \$50,000 is the next low offer by supplier "B", then supplier "B" receives 76 points ($\$40,000/\$50,000 = 0.8 \times 95 = 76$), etc.

Years in Business (5 points) - **A minimum of three (3) years in business providing equine veterinarian services is required for this contract.** The supplier with the greatest number of years in business providing equine veterinarian services (five (5) years maximum considered for evaluation purposes) over the three (3) years minimum requirement receives the maximum points. The supplier with the next greatest number of years in business providing these services over the minimum requirement receives points by dividing the number of years in business by the greatest number of years and multiplying that percentage by the available points. For example, assume the greatest offer is five (5) years from supplier "A", then supplier "A" receives 5 points: $5/5 = 1.00 \times 5 = 5$. Assume four (4) years is the next greatest offer from supplier "B", then supplier "B" receives 4 points $4/5 = 0.8 \times 5 = 4$), etc. Suppliers with the same number of years in business will be given the same number of points.

Years in business under the supplier name may be verified by the Secretary of State.

XIV. CONSIDERATION FOR AWARD

To be considered for award of a contract, the supplier must be in good standing with KCTCS regarding past performance. In order to be considered for an award, Supplier cannot have had a contract with KCTCS that was not renewed or terminated early (unless at the Supplier's request) for performance reasons within the previous twelve (12) months (from the bid closing date on this bid event).

XV. AUTHORIZATION TO DO BUSINESS IN KENTUCKY

The supplier affirms that it is properly authorized under the laws of the Commonwealth of Kentucky to conduct business in this state and will remain in good standing to do business in the Commonwealth of Kentucky for the duration of any contract awarded.

The supplier shall maintain certification of authority to conduct business in the Commonwealth of Kentucky during the term of this Contract. Such registration is obtained from the Secretary of State, who will also provide the certification thereof.

XVI. GOVERNING LAW

The contract shall be construed according to the laws of the Commonwealth of Kentucky. Any legal proceedings against KCTCS regarding this Bid or any resultant contract shall be brought in Commonwealth of Kentucky administrative or judicial forums.

XVII. KENTUCKY RECIPROCAL PREFERENCE LAWS

In accordance with KRS 45A.490 to 45A.494, Kentucky Resident Bidder Status, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, KCTCS will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and nonresidency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Offeror claiming Kentucky residency status must submit with its bid/proposal a notarized

affidavit (Resident Bidder Claim Form,) with supporting documentation affirming that it meets the criteria as set for in the above referenced statute. Further, in accordance with KRS 45A.465 and 45A.470, any bidder wishing to claim qualified bidder status must complete and include an Affidavit for Qualified Bidder Status with their response. In evaluating responses, KCTCS will apply preference in accordance with KRS 45A.470. An Affidavit for Qualified Bidder Status forms is available from KCTCS Procurement to Payment, upon request.

XVIII. SERVICE ACCEPTABILITY PRIOR TO PAYMENT

The successful supplier shall correct all deficiencies concerning the services that are noted by NARA as failing to meet the requirements of the contract. If the corrections are not made within a reasonable time, KCTCS NARA may take action to correct the deficiencies and the supplier will be responsible for all costs associated with the corrections.

XIX. INVOICING AND PAYMENT

The successful supplier shall submit an invoice within the first ten (10) workdays of each following month, to KCTCS NARA via a designated email or fax at the end of each month after the services have been performed in the past calendar month. Invoices must contain the Supplier’s Company Name, Personal Service Contract Number, invoice number; remit to information, phone number, contract and order number (if applicable), a description of the services provided and the total amount due in accordance with the price as stipulated by the Invitation to Bid submitted. Invoices shall be accompanied by a completed Personal Service Contract Invoice Form awaiting KCTCS signature. Payment will be made upon receipt of acceptable documentation and agreement that work was satisfactorily performed. KCTCS’ payment terms are NET 30 days.

XX. FEDERAL, STATE AND LOCAL LAWS

The successful contractor will be responsible for compliance with all applicable Federal, State and Local Laws, Regulations and Mandates. The successful contractor shall ensure that all of its employees comply with these Federal, State and Local Laws, Regulations and Mandates.

XXI. INSURANCE

Prior to the beginning of the contract, the supplier will furnish to KCTCS Procurement to Payment Services Certificates of Insurance that show it has and will maintain all insurance protection (including products liability insurance) at the supplier's expense.

Minimum liability coverage must be:

Public Liability -	Comprehensive General Owners, Landlords and Tenants	
Bodily Injury Liability	Each Person	\$1,000,000
	Each Occurrence	\$1,000,000
Property Damage Liability		\$1,000,000
Products Liability	Each Person	\$1,000,000
	Each Occurrence	\$1,000,000
Automobile Liability		
Bodily Injury	Each Person	\$1,000,000
	Each Occurrence	\$1,000,000
Personal Injury Liability	Each Person	\$1,000,000
Property Damage Liability		\$1,000,000
Worker's Compensation		Statutory
Employers Liability		\$ 500,000

The Kentucky Community and Technical College System must be named as an additional insured in the policy for Comprehensive General Liability. In the event of failure by the supplier to maintain, in force, insurance coverage acceptable to KCTCS, KCTCS will have the right to terminate this Agreement immediately upon written notice to the supplier. Copies of the Insurance Certificates are to be furnished to the KCTCS Procurement to Payment Division. Modification of this requirement must be requested in writing with supporting statements, prior to the time of the bid submission.

XXII. COMPLIANCE WITH STATE LAWS

Any contracts or orders placed as a result of an offer shall be governed by the laws of the Commonwealth of Kentucky. The rights and obligations of the parties thereto shall be determined in accordance with these laws. Any offer conditioned upon governance by the laws of a state other than Kentucky shall not be considered.

XXIII. ADA COMPLIANCE

When applicable (e.g. webpages) the Contractor's products and services will be in compliance with current Americans with Disability Act (ADA) requirements including the applicable current ADA Standards for Accessible Design, Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), Section 255 of the Communications Act, as amended and applicable regs.

XXIV. POST CONTRACT AGREEMENTS

The resulting contract and KCTCS Purchase Order shall constitute the entire agreement between the parties. Unless contractually provided, KCTCS will not be required to enter into nor sign any additional agreements, leases, company orders or other documents to complete or initiate the terms of a contract that may result from an award of this Invitation to Bid. Any documents obtained shall be non-binding on KCTCS and may be considered a breach of contract.

XXV. SUPPLIER TERMS & CONDITIONS

Responses submitted that include any additional supplier terms or conditions or contain terms and conditions in conflict with the Statutes of the Commonwealth of Kentucky shall be rejected. Suppliers shall refrain from imposing conditions that would modify the terms and conditions of the solicitation or limit the bidder's liability to KCTCS on the contract awarded on the basis of such Invitation.

XXVI. MULTIPLE BIDS

Only one price may be bid for the services to be provided in this Invitation to Bid. Suppliers must determine their single best offering on the services specified. Bids not conforming to this requirement will be rejected.

XXVII. 90 DAY PROBATIONARY PERIOD

The successful supplier will be given 90 days from the date of award of contract, to meet and adhere to all terms, specifications and conditions of this contract. Failure to meet the outlined criteria will be cause for cancellation.

XXVIII. SUBCONTRACTING

No part of the operation may be subcontracted without prior written or email approval from NARA and the KCTCS Procurement to Payment Department. Subcontracting may be allowable if there will be a local representative from the supplier's firm that can be on-site if needed.

XXIX. REJECTION OF BIDS

KCTCS reserves the right to reject any and all bids when it is in the best interest of KCTCS to do so.

XXX. ADDITION OR DELETION OF ITEMS OR SERVICES

KCTCS Procurement to Payment reserves the right to add new and similar items or services, with the consent of the supplier, to any contract awarded from this Solicitation. KCTCS Procurement to Payment shall effect any such change by issuing a Modification to the contract.

The supplier agrees that a resulting contract is the complete and exclusive statement of the agreement between the parties, which supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Invitation to Bid. It is further agreed between the parties, that any valid modification of contractual agreement must be formalized by issuance of an Amendment to Contract issued and approved by the KCTCS Procurement Manager.

XXXI. SUPPLIER ELIGIBILITY REQUIREMENTS

Supplier's responding to this Invitation must have been in the equine veterinarian services business full-time for at least three years. Supplier shall provide a minimum of one (1) reference of equine veterinarian services. Have the capacity to provide services on a timely basis. Have an established office within a 50-mile radius of the city of Lexington with sufficient number of staff to provide services to NARA.

Employees that would be providing the services as a result of a contract in response to this Invitation to Bid must have a minimum of one-year experience with the services to be provided.

XXX. QUESTIONS, SOLICITATION SOLE POINT OF CONTACT – RESTRICTION ON COMMUNICATION

The KCTCS Procurement to Payment Department shall be the point of contact throughout the solicitation process regarding the terms and conditions contained in this Invitation to Bid. This does not preclude Suppliers who presently hold contracts with KCTCS from communicating with KCTCS individuals regarding existing contracts only.

Any explanation desired by a bidder regarding the meaning or interpretation of the solicitation, specifications, etc., must be requested in writing. Questions will not be addressed via telephone. Oral explanations or instructions given before the award of the contract will not be binding. In the event any item, requirement, term or condition of this Invitation to Bid is not clear, or is not according to regulation, it shall be the sole responsibility of the interested prospective bidder to inquire as to intent, or to state the exception in writing, via email or fax to:

Tonya Peters

KCTCS Procurement to Payment Services

tonya.peters@kctcs.edu

Fax: 859-256-3124

From the issue date of this Invitation until a supplier is selected and the selection is announced, bidders are not allowed to communicate with any KCTCS staff concerning this bid except via written questions submitted to the sole point of contact. This provision does not preclude bidders who presently hold contracts with KCTCS from communicating with the College regarding regular operations required to implement existing contracts.

XXXI. SUCCESSFUL SUPPLIER RESPONSIBILITIES

- a. The supplier shall provide the NARA with contact information including telephone/cell numbers and pager numbers.
- b. The supplier shall personally answer a minimum of 75% of the service calls to the NARA in order to have the necessary familiarity with the NARA horse and staff.
- c. The supplier shall submit all necessary documentation in a timely manner.
- d. The supplier shall have an accurate accounting method and maintain records through the term of the contract in a manner that is consistent with the veterinary profession.
- e. The supplier shall have general professional liability insurance that is consistent within the veterinary profession.
- f. The supplier shall check in with the NARA representative prior to conducting service.
- g. The supplier shall make the NARA representative aware of all issues regarding the care of the NARA horses.
- h. The supplier shall provide at the supplier's sole expense all needed personnel, supplies, and equipment needed for the supplier's operation.
- i. The supplier shall provide NARA with a notice of three (3) days if the supplier will be unavailable to perform veterinary services for an extended time. This would include situations such as vacations, continuing education or other.
- j. The supplier shall provide at least two (2) back-up licensed veterinarians that will provide temporary service in place of supplier in the event that the supplier is unavailable to provide service to KCTCS NARA. The back up veterinarians shall provide the services to NARA at the contracted prices. If relevant, the supplier shall follow up with NARA at the supplier's expense.

XXXII. NARA'S RESPONSIBILITIES

NARA shall:

- a. notify the supplier of any equine health concerns at the earliest opportunity.
- b. make prior medical/vaccine records available upon the supplier's request.
- c. work closely with the supplier to ensure the best care of NARA's horses.
- d. encourage the supplier to implement cost savings where applicable.

XXXIII. GENERAL NATURE OF SERVICES REQUIRED

The services will need to be provided during NARA's normal operating hours, usually between Monday – Friday, however on occasion veterinary services may be required during evening hours, weekends and or/holidays. Veterinary services shall include but not be limited to various exams, diagnostic lab work, vaccinations, making recommendations to NARA as it relates to the veterinary care of the horses.

NARA will contact and/or schedule required veterinary visits. The supplier is to first check in with the NARA Representative. After service is performed to the satisfaction of the NARA representative, the supplier may submit an invoice for payment.

XXXIV. COST PROPOSAL

The supplier shall submit a Price Schedule as a part of their Offer for the following services:

Minimum Call charge \$_____ per \$_____

Emergency Call charge \$_____

Dispense medications at cost? YES___ No___. If no, state percent above cost.

Examinations:

General exam \$_____

Colic Exam (minimum) \$_____

Insurance Exam- vet certificate \$_____

Interstate Health Certificate \$_____

Lameness Exam \$_____

Preventive Services:

Floating Teeth and Tranquilization \$_____

Deworming: Tube \$_____

Deworming: past (to be administered by NARA personnel) \$_____

Diagnostic

CBC (Complete Blood Count) \$_____

Chemistry: per complete profile \$_____

Fecals \$_____

Nerve Block (minimum/lameness exam) \$_____

Radiographs (per view) \$_____

Vaccinations (administered by Vet) \$_____

Botulism (annually) \$_____

Strepvax (annually) \$_____

Rabies (annually) \$_____

EEE,WEE, Flu, Tetanus (annually) \$_____

Rhinopneumotis (every six months) \$_____

Medications/Drugs:

Price for sale directly to NARA representative:

Banamine (100ml) \$ _____

Bute tablets (100 count bottle) \$ _____

Regumate \$ _____

Tribissen \$ _____

Atrophine Ointment \$ _____

Neobacimyx Ointment \$ _____

Farrier Services: Yes ___ No ___ \$ _____

Specialty services, e.g. surgery will be requested separately by NARA in the event that they are needed.

Please state if your firm can perform surgeries if requested. YES _____ NO _____

Substitute W-9 Form

A completed, signed KCTCS Substitute W-9 form must be submitted with the bid. This information must be obtained prior to award of a contract. Bids received without a completed W-9 form may be rejected. A form has been attached for completion.



Substitute W-9 Form

Kentucky Community and Technical College System
300 North Main Street, Versailles, KY 40383

College:			
College Contact:		College Contact Email:	
College Contact Ph:		College Contact Fax:	

To avoid Internal Revenue Service (IRS) mandated backup withholding KCTCS is required to obtain your Taxpayer Identification Number (TIN) for reporting income paid to you or your organization. KCTCS uses a Substitute W-9 Form to obtain certification of your TIN and retains this information in its secure payee/vendor database. This form may be completed online and then printed for signature. Tab to fields and populate with your information. New Vendors must complete the entire form. Existing Vendor's may the complete shaded area of form. New and updated forms must be signed and dated.

New Vendor (complete entire form) **Changes to existing vendor**

Federal Tax ID #: (Required) _____ TIN/EIN SSN

Legal Name used for purposes of IRS reporting _____

Business Name (if different from name used for purposes of IRS reporting) _____

Does your business accept credit Cards? Yes No If yes, V i s a M C O t h e r : _____

Type of Business (Required):

- | | | |
|---|---|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Government Entity | <input type="checkbox"/> Foreign Nonresident Individual |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Foreign Entity (other than individual) | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Non Profit/501(c) Entity | <input type="checkbox"/> U.S. Agent of Foreign Person/Entity | <input type="checkbox"/> Individual/Sole Proprietor (US Citizen) |

Exempt from backup withholding

Other (Please Explain) _____

Business Classification (Required - Select only one – Does not apply to publically traded entities)

<input type="checkbox"/> Minority Business Enterprise/MBE (please choose one sub-classification at right): <i>Defined as a business at least 51% owned by one or more African-Americans, Hispanics, Native Americans, Asian Pacific Americans, Asian Indian Americans, and other groups as defined by Federal law.</i>	<input type="checkbox"/> <i>Hispanic-American</i>	<input type="checkbox"/> <i>African-American</i>
	<input type="checkbox"/> <i>Asian-American</i>	<input type="checkbox"/> <i>American Indian</i>
	<input type="checkbox"/> <i>Other (explain):</i>	
<input type="checkbox"/> Women-Owned Business Enterprise/WBE <i>Defined as a business at least 51% owned by one or more women.</i>	<input type="checkbox"/> Disadvantaged Business Enterprise/DBE <i>Defined as a business at least 51% owned by at least one differently-abled, socially, or economically disadvantaged individual as defined by Federal law.</i>	
<input type="checkbox"/> Veteran Owned Business/VOB <i>Defined as a business at least 51% owned and operated by a service veteran.</i>	<input type="checkbox"/> Disadvantaged Veteran Owned Business/DVOB <i>Defined as a business at least 51% owned and operated by a service veteran with a service-related disability of at least 10 percent.</i>	
<input type="checkbox"/> None of the Above	<input type="checkbox"/> Other (Explain):	

Certification

Under penalties of perjury, I certify that:

The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien).

Signature of U.S. Person	Date
Printed Name:	

Purchase Order	Purchase Order Information <input type="checkbox"/> Check if remit address is same as PO address			
Preferred Method of Receiving Purchase Orders: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Check if there is a change to your Purchase order address				
Vendor Name (if different from above)				
Order to Address				
City		State		Zip
Sales Contact Name		Email for PO		
Sales Contact Phone		Fax for PO		
<input type="checkbox"/> Purchase Address – Change to				
Remittance	Remittance Address as it appears on your invoice			
Vendor Name (if different from above)				
Remit to Address				
City		State		Zip
Remit to Contact Name		Email		
Remit to Phone		Fax		
<input type="checkbox"/> Remit to Address – Change to				

Wherever possible we desire to replace check payments with an electronic payment (ACH - direct deposit transfer). In order to switch your payment type if already established from paper check to electronic transfer we will need your bank account information entered on this substitute W-9 form. Your email address will only be used to notify you when an electronic payment is issued, to notify you of the issuance of a purchase order, or to notify you of other official business correspondence. Your e-mail and/or banking information will not be shared or distributed outside KCTCS' Business Services Division and will be used solely for KCTCS business applications.

Direct Deposit Information (All fields are required to receive ACH electronic direct deposit payments)	
Name on Bank Account:	
Bank Name (include branch name if applicable):	
Bank Routing Number (9-digit ABA #):	Bank Account Number:
Mark only one (should match information noted above): <input type="checkbox"/> Checking: <input type="checkbox"/> Savings:	
E-mail address -- Please print <i>LEGIBLY</i> -- Required for electronic notification of payment to your bank account.	
Mark if this is a: <input type="checkbox"/> Establishment of a new direct deposit <input type="checkbox"/> Change of existing direct deposit	
Email change only <input type="checkbox"/> New email address to where payment notification to be sent:	

I hereby authorize and request KCTCS to initiate credit entries for payment to my account. If necessary, a debit entry may be made in accordance with National Automated Clearing House Association (NACHA) rules reversing a credit entry made in error at the financial institution named. The electronic payment data remains in effect until withdrawn by written notification to KCTCS, 300 North Main Street, Versailles, KY 40383.

PRINTED NAME

Authorized Signature

Date