



## INVITATION TO BID

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

<b>INVITATION NO.:</b>	<b>KCT-01140</b>	<b>RETURN ORIGINAL COPY OF BID TO:</b>
<b>Issue Date:</b>	August 27, 2018	KCTCS
<b>Method of Award:</b>	Best Value	PROCUREMENT TO PAYMENT DEPARTMENT
<b>Purchasing Officer:</b>	Sharon Bullard	BID #KCT-01140
<b>Email:</b>	sharon.bullard@kctcs.edu	300 NORTH MAIN STREET VERSAILLES, KY 40383

**Bids are invited on the following:      LAB EQUIPMENT**

**IMPORTANT: SEALED BIDS MUST BE RECEIVED BY September 11, 2018 by 4:00 PM Eastern Daylight Time**

1. Sealed Bids for furnishing the following will be received by the Purchasing 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 Do Not Quote Sales Tax.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**

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

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: [https://systemoffice.kctcs.edu/Vendor\\_Information/](https://systemoffice.kctcs.edu/Vendor_Information/)**

**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 Purchasing Department at 859-256-3225.**

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.

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

The contractor 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 contractor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The contractor, 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 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.

**Important Dates (subject to change per applicable Addenda):**

September 4, 2018 4:00 PM EST

Deadline to submit questions. All questions must be emailed to [sharon.bullard@kctcs.edu](mailto:sharon.bullard@kctcs.edu).

September 11, 2018 4:00 PM EST

Deadline to submit bids.

**I. Scope**

You are invited to bid on the following **Lab Equipment** for the Kentucky Community and Technical College System (KCTCS), **Maysville Community & Technical College, Morehead KY.**

**II. Equipment**

Attached is the list of items required. All equipment proposed and delivered by the successful vendor must be "New and Current Model(s)". **No used equipment or demonstrator models will be acceptable.** All serial number tags, FCC approval numbers, model numbers, etc. must be affixed on each piece of equipment at the time of delivery. Equipment will be inspected and rejected if these numbers are not affixed or have been altered.

**III. Equipment Listing Requirements**

All equipment and assemblies of equipment offered in response to this Invitation to Bid shall be in full compliance with all current applicable standards established by Federal, State, and Local governments, including, but not limited to OSHA, NFPA 70, NFPA 79, the Kentucky Building Code and all applicable references noted therein.

The equipment must also be listed and labeled by a nationally recognized testing laboratory (NRTL) or certified by field evaluation and labeled by a third party nationally recognized testing laboratory (NRTL) acceptable to the authority having jurisdiction in Kentucky to certify compliance with applicable codes and safety requirements. If a listing does not exist or third party certification cannot be provided for said equipment, the services of a Professional Engineer licensed in the Commonwealth of Kentucky may also be procured by the bidder to certify that the equipment has been constructed in accordance with NFPA 79 and UL 508A standards and their references. **All costs associated with required listings or certifications shall be included in the bid price.** Each piece of equipment or assembly of equipment offered in response to this bid shall either be listed and labeled or certified and labeled prior to shipment by the successful bidder.

**IV. Alternates**

**Alternate equipment proposed by a bidder as equivalent must substantially meet or exceed the manufacturer's specifications for each product listed in this Invitation to Bid. Suppliers bidding alternate equipment must submit complete literature and specifications with their bid in order for an evaluation by KCTCS to be made. Failure to submit complete literature may be cause for rejection of bid.**

**V. Delivery**

All items are to be shipped F.O.B. Destination, all freight charges included in the price. The successful supplier will be responsible for all equipment while in transit. Any freight claims will be the responsibility of the Bidder. The College will reject any damaged shipments and immediate notification will be given to the Bidder. **DELIVERY MUST BE ON OR BEFORE NOVEMBER 14, 2018.**

**VI. METHOD OF AWARD**

Best Value– Ranking Approach

**Measurable Criteria:**

**Price 95 Points**

**Delivery 5 Points**

**TOTAL POINTS 100 Points**

Each Supplier is responsible for submitting all relevant, factual and correct information with their offer to enable the evaluator(s) to afford each Supplier the maximum score based on the available data submitted by the Supplier. SUPPLIER SHALL ENTER UNIT PRICE AND TOTAL PRICE ON THE BID SHEET. If adequate space is not available, the Supplier must attach additional information that clearly cross-references the appropriate location in the solicitation (i.e. page number, paragraph, subject, etc.). KCTCS reserves the right to award by line item or by all items to a single supplier if it is in the best interest of KCTCS to do so.

**Price (95 points)**

**The bidder with the lowest Price receives the maximum score.** The bidder 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, 90 points is allocated to the lowest Price criteria for this procurement, Bidder "A" bids \$3.00 as the lowest bidder and receives the maximum 95 points ( $\$3.00 / \$3.00 = 1.00 \times 95 = 95$ ). Assume Bidder "B" is the next lowest bidder at \$4.00, then "B" receives 71.25 points ( $\$3.00 / \$4.00 = .75 \times 95 = 71.25$ ).

**Delivery (5 points)**

**The supplier with the fastest delivery time** will receive the maximum score and the supplier with the next fastest time will be scored by dividing the fastest supplier's time by the next best supplier's time and multiplying that percentage by the available points. For this example, assume 10 days is the best delivery time, then that supplier receives 5 points ( $10/10 = 1 \times 5 = 5$ ). Assume twenty (20) days is the next best delivery time, then that supplier receives 2.5 points ( $10/20 = .5 \times 5 = 2.5$ ).

**VII. 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 Purchasing, upon request.

**VIII. Bid Submittal**

Bids must be received no later than the date and time show on the front page of this Invitation to Bid. **All bids must be received in a sealed envelope/package clearly identified with the Invitation to Bid Number in the lower left corner. Deadline to submit bids is September 11, 2018.**

**IX. Kentucky Sales and Use Taxes**

Sales of tangible personal property or services to the State of Kentucky and its constitutional agencies are not subject to state sales or use taxes.

**X. Compliance with Federal Requirements**

Where this procurement involves the expenditure of federal assistance or contract grant funds, the awarded contractor shall comply with such federal law and authorized regulations which are mandatory applicable and which are not presently set forth elsewhere in this solicitation. Office of Management and Budget Circular A-102, Appendix "O" requires but is not limited to, compliance with the following provisions;

(1) All contracts awarded in excess of \$10,000 by grantees and their contractors or sub grantees require compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).

(2) All negotiated contracts (except those awarded by small purchase procedures) awarded by grantees provide that the grantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to this specific contract, for the purpose of making audit, examination excerpts and transcriptions. Contractors are to maintain all required records for three years after grantees make final payments and all other pending matters are closed.

(3) Contracts, subcontracts and subgrants of amounts in excess of \$100,000 requires compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act 33 U.S.C. 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the

EPA List of Violating Facilities. This provision requires reporting of violations to the grantor agency and to the U.S.E.P.A. Assistant

**XI. INSURANCE**

Prior to the beginning of the contract, the contractor will furnish to the Purchasing Department Certificates of Insurance that show it has and will maintain all insurance protection (including products liability insurance) at the contractor'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.

**XII. KCTCS Travel Procedures**

Unless the bid states otherwise, KCTCS will not pay bidder for travel expenses. If applicable, bidder must adhere to KCTCS travel procedures and policies located at:

<https://publicsearch.kctcs.edu/policies/Business%20Procedures/8-1.pdf>

**XIII. Inspection**

All supplies and equipment shall be subject to inspection or tests by the college prior to acceptance. In the event supplies or equipment are defective in material or workmanship or otherwise not in conformity with specified requirements, the college shall have the right to reject them or require acceptable correction at the supplier's expense. A Statement of Condition and inspection report is required for each item.

**XIV. 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.

**XV. Cancellation of Bids**

KCTCS reserves the right to cancel the bid when it is in the best interest of KCTCS to do so.

**XVI. Warranty**

The manufacturer's most favorable warranty offered to preferred customers shall apply to all items. A copy of such warranty shall be furnished to the college upon delivery of the equipment or product.

**XVII. Oral Discussions**

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

**XVIII. 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.

**XIX. 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 may be rejected. Suppliers must 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.

**XX. 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 Acceptable 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.

**XXI. 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. Contact with KCTCS other than the Procurement to Payment department may be cause for rejection of 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 to:

**Sharon Bullard**  
 KCTCS Procurement to Payment Services  
[Sharon.bullard@kctcs.edu](mailto:Sharon.bullard@kctcs.edu)  
**Phone calls will not be accepted.**

All questions are to be submitted to the Purchasing Department **no later than September 4, 2018 4:00PM EST** via email to [Sharon.bullard@kctcs.edu](mailto:Sharon.bullard@kctcs.edu).

**XXII. Form of Proposal**

**Scope**

You are invited to bid on **Lab Equipment** for the Kentucky Community and Technical College System (KCTCS), Maysville Community & Technical College, Morehead KY. **Suppliers bidding alternate equipment must submit complete literature and specifications with their bid in order for an evaluation by KCTCS to be made. Failure to submit complete literature may be cause for rejection of bid.**

**YOU MUST BID ON ALL ITEMS FOR YOUR PROPOSAL TO BE CONSIDERED.**

**DELIVERY & INSTALL MUST BE ON OR BEFORE NOVEMBER 14, 2018.**

Model number and description provided by Haas Factory Outlet:

<u>ITEM</u>	<u>QTY</u>	<u>Product Code / DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1	1	VF-2 (Vertical Machining Center) <ul style="list-style-type: none"> <li>• X Axis – 762mm/30"</li> <li>• Y Axis – 406mm/16"</li> <li>• Z Axis – 508mm/20"</li> <li>• Spindle Nose to Table (~max) – 610mm/24"</li> <li>• Spindle Nose to Table (~min) – 102mm/4"</li> </ul>	\$	\$
	1	Remote monitoring	\$	\$
	1	Tooling Taper (BT/CT): CT option	\$	\$
	1	4th-Axis Drive and Wiring	\$	\$

1	Ethernet Interface	\$	\$
1	Rigid Tapping	\$	\$
1	Standard Program Memory, 1 GB	\$	\$
1	55-Gallon (208 liter) Coolant Tank with 3/4 hp (0.6 kW) pump	\$	\$
1	Early Power-Failure Detection Module	\$	\$
1	8100-rpm Spindle, 40 taper, 30 hp (22.4kW) vector drive, inline direct-drive	\$	\$
1	Wireless Intuitive Probing System; Renishaw. Includes the Haas Visual Programming System, macros, spindle orientation, and coordinate rotation and scaling.	\$	\$
1	Visual Part Programming System	\$	\$
1	User-Definable Macros	\$	\$
1	Spindle Orientation	\$	\$
1	Coordinate Rotation and Scaling	\$	\$
1	Chip Auger	\$	\$
1	Media Display M-Code; M-130 is used within an NC program to call up media files (images, videos, PDF files) from memory and display them on the control screen as the program runs. NextGen Control only.	\$	\$
1	20-Station Automatic Tool Changer	\$	\$
1	Airgun-activated feature for clearing coolant from the machine's window during machining	\$	\$
	Warranty _____		
	<p>REQUIRED - Must be <i>either listed and labeled by a nationally recognized testing laboratory (NRTL) or certified by field evaluation and labeled by a third party acceptable to the authority having jurisdiction in Kentucky to certify compliance with applicable codes and safety requirements</i></p> <p>YES or NO _____ listed and labeled by a nationally recognized testing laboratory (NRTL)?</p> <p>YES or NO _____ certified by field evaluation and labeled by a third party acceptable to the authority having jurisdiction in Kentucky to certify compliance with applicable codes and safety requirements?</p> <p>Indicate the nationally recognized testing laboratory (NRTL) providing the listing or third party providing the field evaluation and certification _____</p>	<p>COST OF ELECTRICAL CERTIFICATION</p> <p>\$</p>	
	<p>Installation:</p> <p><i>Installation must include unloading from the delivery vehicle, transporting the equipment into the building and installing/positioning the equipment at site at the time of delivery.</i></p> <p><i>College will hook up electrical.</i></p>	\$	
	Training - (AT THE COLLEGE LOCATION; MUST BE ON OR BEFORE NOVEMBER 14, 2018)		\$

		Shipping		1\$
		Delivery (exact date – MUST BE ON OR BEFORE NOVEMBER 14, 2018)		
		<b>ITEM # 1 TOTAL</b>	\$	1\$
2	1	HA5C (Digital Indexing Head)	1\$	1\$
	1	Drive Motor: Sigma 5 Servomotor Drive	1\$	1\$
	1	Manual Collet Closer Assembly	1\$	1\$
	1	Rotary unit	1\$	1\$
		Warranty _____		
		<p>REQUIRED - Must be <i>either listed and labeled by a nationally recognized testing laboratory (NRTL) or certified by field evaluation and labeled by a third party acceptable to the authority having jurisdiction in Kentucky to certify compliance with applicable codes and safety requirements</i></p> <p>YES or NO _____ listed and labeled by a nationally recognized testing laboratory (NRTL)?</p> <p>YES or NO _____ certified by field evaluation and labeled by a third party acceptable to the authority having jurisdiction in Kentucky to certify compliance with applicable codes and safety requirements?</p> <p>Indicate the nationally recognized testing laboratory (NRTL) providing the listing or third party providing the field evaluation and certification _____</p>	<p>COST OF ELECTRICAL CERTIFICATION</p> <p>\$</p>	
		<p>Installation:</p> <p><i>Installation must include unloading from the delivery vehicle, transporting the equipment into the building and installing/positioning the equipment at site at the time of delivery.</i></p> <p><i>College will hook up electrical.</i></p>	\$	
		Training – (AT THE COLLEGE LOCATION; MUST BE ON OR BEFORE NOVEMBER 14, 2018)		1\$
		Shipping		1\$
		Delivery (exact date – MUST BE ON OR BEFORE NOVEMBER 14, 2018)		
		<b>ITEM # 2 TOTAL</b>		

**GRAND TOTAL** \_\_\_\_\_



<b>Supplier Bid Submission Checklist:</b>	
Supplier is responsible for meeting all bid requirements (including those not listed below):	
YES	NO : Invitation to Bid completed & signed
YES	NO : Supplier did <u>not</u> include their own terms and conditions
YES	NO : Form of Proposal completed – all sections
YES	NO : Substitute W-9 completed
YES	NO : <b>Suppliers bidding alternate equipment included complete literature and specifications with their bid. Failure to submit complete literature may be cause for rejection of bid.</b>
YES	NO : Supplier meets all requirements throughout the Invitation to Bid
YES	NO : Certificate of Insurance attached
YES	NO : <b>ACKNOWLEDGEMENT OF DELIVERY &amp; INSTALL DEADLINE (ON OR BEFORE NOVEMBER 14, 2018)</b>

**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.



<b>Purchase Order</b>		<b>Purchase Order Information</b>		<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					
<b>Remittance</b>		<b>Remittance Address as it appears on your invoice</b>			
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					

Whenever 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.

<b>Direct Deposit Information (All fields are required to receive ACH electronic direct deposit payments)</b>	
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:	
<b>E-mail address -- Please print LEGIBLY -- Required for electronic notification of payment to your bank account.</b>	
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