



## INVITATION TO BID

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

<b>INVITATION NO.:</b>	<b>KCT-01158</b>	<b>RETURN ORIGINAL COPY OF BID TO:</b>
<b>Issue Date:</b>	November 21, 2018	<b>KCTCS</b>
<b>Method of Award:</b>	Best Value	<b>Procurement and Payment Services</b>
<b>Purchasing Officer:</b>	Sharon Bullard	<b>300 NORTH MAIN STREET</b>
<b>Email:</b>	sharon.bullard@kctcs.edu	<b>VERSAILLES, KY 40383</b>
<b>Bids are invited on the following:      MOBILE FLASHOVER TRAILER SIMULATOR</b>		
<b>IMPORTANT: SEALED BIDS MUST BE RECEIVED BY December 7, 2018 by 4:00 PM EST</b>		

1. Sealed Bids for furnishing the following will be received by the Procurement and Payment Services, KCTCS, Versailles, Kentucky, until the date and time stated above. *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 Do Not Quote Sales Tax.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:** [http://systemoffice.kctcs.edu/Bidder\\_Information](http://systemoffice.kctcs.edu/Bidder_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 emailed to you by contacting Sharon Bullard at sharon.bullard@kctcs.edu.**

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 bidder 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 KRS45A.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 \$25.00 to KCTCS.

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

November 28, 2018, 4:00 PM EST

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

December 7, 2018, 4:00 PM EST

Deadline to submit bids.

**Scope**

You are invited to submit a bid for three **(3) Mobile Flashover Training Simulator** for the Kentucky Community and Technical College System (KCTCS), Kentucky Fire Commission to be attached to the existing road semi-tractors.

**Equipment**

Attached is the list of items required. All equipment proposed and delivered by the successful bidder 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.

**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. Bidders bidding alternate equipment must submit complete drawings and specifications with their bid in order for an evaluation by KCTCS to be made. Failure to submit complete drawings and specifications may be cause for rejection of bid.

**Delivery**

All items are to be shipped F.O.B. Destination, all freight charges included in the price. The successful vendor will be responsible for all equipment while in transit. Any freight claims will be the responsibility of the vendor. The College will reject any damaged shipments and immediate notification will be given to the vendor.

**METHOD OF AWARD**

Best Value- Ranking Approach

KCTCS reserves the right to award to one or multiple suppliers, if it is in the best interest to do so.

**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 ( $5/5 = 1 \times 5 = 5$ ). Assume twenty (20) days is the next best delivery time, then that supplier receives 2.5 points ( $5/20 = .25 \times 5 = 2.5$ ).

**Kentucky Reciprocal Preference**

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.

**Bid Submittal**

Bids must be received no later than the date and time shown 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.

**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.

**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

**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 bidder's expense.

**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.

**Cancellation of Bids**

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

**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.

**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.

**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.

**Bidder Terms & Conditions**

Responses submitted that include any additional bidder terms or conditions or contain terms and conditions in conflict with the Statutes of the Commonwealth of Kentucky may be rejected. Bidders shall refrain from imposing conditions that would modify the terms and conditions of the solicitation or limit the bidder's liability to KCTCS.

**Authorization to do Business in Kentucky**

The successful 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.

**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.

**Equipment Safety Requirements**

All equipment and assemblies of equipment offered against this Invitation to Bid must be in full compliance with all current safety standards as established by Federal, State, and Local governments, including, but not limited to, all current OSHA standards applicable to the manufacture, distribution, and use of said equipment and assemblies of equipment. Furthermore, all equipment and assemblies of equipment including the listing and labeling of the equipment and assemblies of equipment, must meet the requirements stated in the current

edition of NFPA 70 National Electrical Code and be certified by an independent testing laboratory. Bidders, by completing and submitting a bid in response to this Invitation, do certify that any equipment proposed shall be in full compliance with all of the above applicable safety standards. Bidders may be required to provide evidence of the certification prior to award of contract. Payment for equipment and assemblies of equipment delivered will be subject to the provision of documentation of the labeling and listing of said equipment and assemblies of equipment.

**Multiple Bids**

**Unless otherwise specified, only one price, brand and/or model may be proposed for each item on this Invitation to Bid. Bidders must determine their single best offering based on the manufacturers specified. Bids not conforming to this requirement may be rejected.**

**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 contractor to maintain, in force, insurance coverage acceptable to KCTCS, KCTCS will have the right to terminate this Agreement immediately upon written notice to the contractor. Copies of the Insurance Certificates are to be furnished to the KCTCS Purchasing Department. Modification of this requirement must be requested in writing with supporting statements, prior to the time of the bid submission.

**QUESTIONS & RESTRICTION ON COMMUNICATIONS**

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. Any attempt to communicate with the college during the bid process, including evaluation, regarding the status of results or other information may be cause of rejection of bid submission. This does not preclude bidders 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 to the Procurement Analyst, and with sufficient time allowed for a reply to reach potential bidders before the submission of their bids.

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. **NO PHONE CALLS. Questions must be submitted in writing no later than November 26, 2018 4pm EST).**

Sharon Bullard - KCTCS Procurement to Payment Services  
 300 North Main Street  
 Versailles KY 40383  
 859-256-3124 (Fax)  
[Sharon.Bullard@kctcs.edu](mailto:Sharon.Bullard@kctcs.edu)

**Must meet or exceed the following Mobile Flashover Simulator specifications:**

**Bid response must include detailed drawings with a list of specifications. Bid responses received without drawings and list of specifications may be rejected.**

**Alternates are acceptable if they meet or exceed original specifications.**

	UNIT COMPONENTS
	20' high cube container used for the lower chamber
	10' standard height container used for the upper chamber
	30ft in length
Upper Chamber	2000 degree insulation including floor to protect storage area
	3/16" tubular framing between insulation and inner wall liner
	Inner Wall – 3/16" stainless steel flat sheeting lining
	Inner Wall Lining – reinforced with 2.5"x2.5"x1/4" stainless steel angle
	Inner Lining – continuous solid weld
	1/4" thick stainless steel material ledges on 3 sides
	Flooring – minimum 1/8" stainless steel
	Cargo Loading Doors – 1800 degree vermiculite double sealed
	3/8" adjustable material suspension chains
	2 rear cargo entry doors for re-loading fuel materials
	Burn material support on each door to hold 4'x4' sheet
	OSHA approved stairway railings and landing
Lower Chamber	2 non-locking spring loaded egress doors, insulated and stainless steel
	2 swing away stainless steel baffles
	3/16" stainless steel flat sheets; 5' down side walls, 10' long
	3/16" stainless steel flat sheets; 10' long on ceiling
	Reinforced using SS angle 10x5 out HEAT Shield
	Mechanically operated roof vent that will stay in place during transport and chamber operation with minimum set up required
	10ft, 2000 degree insulated and stainless steel lined
	1/8" stainless steel diamond plate
	Step in left corner of front of chamber to step into upper chamber
Chassis	Gooseneck style with 5 <sup>th</sup> wheel coupler for semi-tractor
	Minimum of 30,000 GVWR tandem axle with ABS (15 per axle dually)
	Powder coated and customer choice of color
	Air brakes

	LED lighting
	Material storage box under 10' (over the rear axle) – two swinging doors to allow 4'x8' burn material storage.
	Two hydraulic jacks to allow balance of the trailer
Upper Enclosure	Heavy duty stainless steel materials loading crib
Other Requirements	All new materials
	All doors open to the outside
	Adequate drainage of water to the exterior
	The flooring constructed to prevent pooling of water; to ensure proper drainage and drying of the unit after training evolutions
	All stainless steel attached hardware; mild steel, aluminum or galvanized material is acceptable
	Only non-combustible and corrosion resistant material
	5ft loading platform
Structural Posts	8" x 8" and 0.50" minimum
Exterior Walls	All panels 14 gauge corrugated corten steel with continuous seam welded to structural member
Floor	5-3/4" channel x .125" with weather resistant coating
Floor Decking	Non-skid 1/8" stainless steel diamond plate
Staircase	Corrosion resistant material, galvanized grating with a minimum 36" wide (inside) tread surface
	Stair Risers – maximum of 7" high, minimum tread depth of 11"
	OSHA compliant hand rails
	Non-skid landing
Railings	Open Railings – vertical distance in excess of 30" above grade must be OSHA compliant
	Each railing must have appropriate access through approved openings
	1-1/2' x 1-1/2" x 12 gauge sq tubing
	Exterior Railings – galvanized finish
Exterior	Structure painted red with 1100 degree hi temp finish
Preconstruction	Supplier must attend a preconstruction meeting in Kentucky
Training	Supplier will provide orientation training on proper care, maintenance and use of structure at time of delivery. This cost is to be included in total bid amount.
Compliance	The specified structure is to be built in compliance with the current NFPA Standard
Alternates	Any alternate structure is to be built in compliance with the current NFPA Standard



Any alternates must meet or exceed the specifications as listed.

FORM OF BID

Bid response must include drawings with listed specifications. Bid responses received without drawings with listed specifications may be rejected.

KCTCS reserves the right to order additional quantities for different locations at the same prices proposed within one year of award date.

<u>ITEM</u>	<u>QTY</u>	<u>Description</u>	<u>Base Price</u>	<u>Extended Price</u>
1	3	Mobile Flashover Trailer Simulator		
2		Shipping Cost		
3		Delivery Date		

No terms or conditions permitted outside the scope of this bid document.

Manufacturer/Model \_\_\_\_\_

Alternate Equipment (if not bidding as specified)

\_\_\_\_\_

Warranty \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

<b>Bidder Bid Submission Checklist:</b>	
Bidder is responsible for meeting all bid requirements (including those not listed below):	
YES	NO : Pg. 1 – Invitation to Bid completed & signed
YES	NO : Bidder did not include their own terms and conditions
YES	NO : Form Of Proposal completed – all sections including drawings with listed specifications
YES	NO : Substitute W-9 completed
YES	NO : Bidder meets all requirements throughout the Invitation to Bid
YES	NO : Supplier Registration Complete

**Substitute W-9 Form**

Please register as a Supplier through the KCTCS Supplier Registration Portal so we may obtain your full contact information for ordering and payment. Be sure to attach the completed Sub W9 Form below.

The navigation is as follows:

- Click on the following link [https://systemoffice.kctcs.edu/vendor\\_information/index.aspx](https://systemoffice.kctcs.edu/vendor_information/index.aspx)
- Select Supplier Registration Portal (left side menu)
- Follow the steps in the instructions and online
- If you are an existing supplier, please include the SubW9 form with your bid proposal



Substitute W-9  
Revised 12/6/13

### Substitute W-9 Form

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

College:	System Office - Procure to Pay		
College Contact:	Sharon Bullard	College Contact Email:	sharon.bullard@kctcs.edu
College Contact Ph:	(859) 256-3225	College Contact Fax:	(859) 256-3124

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 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,     Visa     MC     Other: \_\_\_\_\_

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) |
| <input type="checkbox"/> Exempt from backup withholding |   |  |

Other (Please Explain) \_\_\_\_\_

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

<input type="checkbox"/> <b>Minority Business Enterprise/MBE</b> (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"/> <b>Women-Owned Business Enterprise/WBE</b> <i>Defined as a business at least 51% owned by one or more women.</i>	<input type="checkbox"/> <b>Disadvantaged Business Enterprise/DBE</b> <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"/> <b>Veteran Owned Business/VOB</b> <i>Defined as a business at least 51% owned and operated by a service veteran.</i>	<input type="checkbox"/> <b>Disadvantaged Veteran Owned Business/DVOB</b> <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"/> <b>None of the Above</b>	<input type="checkbox"/> <b>Other (Explain):</b> _____	

**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: _____	

<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					

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.

<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:	
E-mail address -- Please print <b>LEGIBLY</b> -- 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