



## INVITATION TO BID

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

<b>INVITATION NO.:</b> KCT-01173	<b>RETURN ORIGINAL COPY OF BID TO:</b>
<b>Issue Date:</b> March 22, 2019	<b>KCTCS</b>
<b>Method of Award:</b> Best Value	<b>PROCUREMENT TO PAYMENT DEPT</b>
<b>Procurement Analyst:</b> Sharon Bullard	<b>ATTN: BID # KCT-01173</b>
<b>Email:</b> sharon.bullard@kctcs.edu	<b>300 NORTH MAIN STREET</b>
<b>Bids are invited on the following:</b> MOBILE TRAINING TOWER	<b>VERSAILLES, KY 40383</b>
<b>IMPORTANT: SEALED BIDS MUST BE RECEIVED BY 04/08/2019 by 4:00 PM Eastern Daylight Time</b>	

1. Sealed Bids for furnishing the following will be received by the Procurement to Payment 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 Do Not Quote Sales Tax.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: (Days after receipt of order)</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. DESTINATION</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/Vendor\\_Information](http://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 Issuing Officer in this solicitation.**

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 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 per Group basis. In the event no satisfactory bids are received, we reserve the right to award on a group award basis.

## 1. Introduction

### 1.1. Purpose of Procurement

You are invited to bid on the following MOBILE TRAINING TOWER for the Kentucky Community & Technical College System (KCTCS), Fire Commission.

### 1.2. Overview of the Invitation to Bid Process

The objective of the Invitation to Bid is to select one or more qualified suppliers to provide the goods and/or services outlined in this Invitation to Bid to KCTCS. This Invitation to Bid process will be conducted to gather and evaluate responses from suppliers for potential award. All qualified suppliers are invited to participate by submitting responses, as further defined below. After evaluating all suppliers' responses received prior to the opening date of this Bid, the results of the Bid will be posted at the following link (under "Solicitation Results"):

[https://systemoffice.kctcs.edu/vendor\\_information/opportunities\\_to\\_bid/index.aspx](https://systemoffice.kctcs.edu/vendor_information/opportunities_to_bid/index.aspx)

Offerors should not assume personal notice will be given regarding the solicitation results.

### 1.3. Schedule of Events

The schedule of events set out herein represents KCTCS's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. After the opening of the Invitation to Bid, KCTCS reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation and award on an as needed basis with or without notice.

Description	Date	Time
Release of Invitation to Bid	03/22/19	N/A
Deadline for written questions sent via email to the Issuing Officer referenced in Section 1.6.	03/29/19	N/A
Bid Opening Date and Time	04/08/19	4:00 p.m. ET

### 1.4. Official Issuing Officer (Buyer) sharon.bullard@kctcs.edu

## 2. Instructions to Suppliers

By submitting a response to the Invitation to Bid, the supplier is acknowledging that the supplier:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.

### 2.1. General Information and Instructions

#### 2.1.1. Restrictions on Communicating with Staff

From the issue date of this Invitation to Bid until the final award is announced (or the Invitation to Bid is officially cancelled), the Issuing Officer named herein, shall be the point of contact throughout the solicitation process. KCTCS reserves the right to reject the response of any supplier violating this provision. This does not preclude suppliers who presently hold contracts with KCTCS from communicating with KCTCS individuals regarding existing contracts only, and/or to schedule a site visit.

#### 2.1.2. Submitting Questions

Any explanation desired by a supplier regarding the meaning or interpretation of the solicitation, specifications, etc., must be requested in writing to the Issuing Officer identified in Section 1.6. 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 supplier to inquire with the Issuing Officer.

All suppliers must submit questions by the deadline identified in the Schedule of Events for submitting questions. Suppliers are cautioned that KCTCS may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section.

#### **2.1.3. Attending Bidders Conference**

The Bidders conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in Section 1.5 "Schedule of Events". In the event the conference has been identified as mandatory, then a representative of the supplier must attend the conference in its entirety to be considered eligible for contract award. The supplier is strongly encouraged to allow ample travel time to ensure arrival to the location prior to the beginning of any mandatory conference. KCTCS reserves the right to consider any representative arriving late to be "not in attendance." Therefore, all suppliers are strongly encouraged to arrive early to allow for unexpected travel contingencies.

#### **2.1.4. 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 KCTCS employee are not binding on KCTCS.

#### **2.1.5. Right to Request Additional Information**

Prior to an award, KCTCS must be assured that the selected supplier has all of the resources to successfully perform under the contract. This may include, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of KCTCS, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, KCTCS is unable to assure itself of the supplier's ability to perform, if awarded, KCTCS has the option of requesting from the supplier any information deemed necessary to determine the supplier's responsibility.

#### **2.1.6. Failing to Comply with Submission Instructions**

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the Invitation to Bid will not be considered. Responses must be complete in all respects, as required in each section of this Invitation to Bid.

#### **2.1.7. Amend and/or Cancel the Invitation to Bid**

KCTCS reserves the right to amend this Invitation to Bid prior to the opening date and time. Amendments will be made in writing and posted as one or more addenda to the KCTCS website. Each supplier is individually responsible for reviewing addenda and any other posted documents and making any necessary or appropriate changes and/or additions to the supplier's response. All suppliers are encouraged to frequently check the KCTCS website for additional information at the following link: [https://systemoffice.kctcs.edu/vendor\\_information/opportunities\\_to\\_bid/index.aspx](https://systemoffice.kctcs.edu/vendor_information/opportunities_to_bid/index.aspx)

KCTCS reserves the right to cancel this Invitation to Bid at any time if it is in the best interest of KCTCS to do so.

#### **2.1.8. Costs for Preparing Responses**

Each response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in the procurement process is the sole responsibility of the supplier. KCTCS will not provide reimbursement for such costs.

#### **2.1.9. ADA Guidelines**

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.

## 2.2. Submittal Instructions

Listed below are key action items related to this Invitation to Bid. The Schedule of Events in Section 1.3 identifies the dates and time for these key action items. This portion of the Bid provides instructions regarding the process for reviewing the Bid, preparing a response to the Bid and submitting a response to the Bid.

### 2.2.1. Invitation to Bid Released

The release of this Bid is formally communicated through the posting of this Bid on the KCTCS website, which is accessible online as follows:

[https://systemoffice.kctcs.edu/vendor\\_information/opportunities\\_to\\_bid/index.aspx](https://systemoffice.kctcs.edu/vendor_information/opportunities_to_bid/index.aspx)

### 2.2.2. Invitation to Bid Review

The Invitation to Bid consists of the following:

1. This document, and
2. Any and all documents provided by KCTCS as attachments to the Bid or links contained within the Bid or its attached documents.

Please carefully review all information contained in the Bid, including all documents available as attachments or available through links. Any difficulty accessing the Invitation to Bid or opening provided links or documents should be reported immediately to the Issuing Officer (See Section 1.4).

### 2.2.3. Submitting a Response

Sealed Bids will be received in the offices of the Procurement to Payment department at the following address:

Kentucky Community and Technical College System  
Attn: KCT-01173  
300 North Main Street  
Versailles, Kentucky 40383

All Bids will be time stamped by the KCTCS Procurement to Payment department upon receipt. Bids received after the due date and time will not be evaluated. Bids that are faxed or emailed will be rejected.

## 3. General Business Requirements

This section contains general business requirements. By submitting a response, the supplier is certifying its agreement to comply with all of the identified requirements of this section and that all costs for complying with these general business requirements are included in the supplier's submitted pricing.

### 3.1. 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.

### 3.2. Personal Information Security

To the extent Supplier receives Personal Information as defined by and in accordance with Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, 61.932 and 61.933 (the "Act"), Supplier shall secure and protect the Personal Information by, without limitation: (i)

complying with all requirements applicable to non-affiliated third parties set forth in the Act; (ii) utilizing security and breach investigation procedures that are appropriate to the nature of the Personal Information disclosed, at least as stringent as KCTCS' and reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction; (iii) notifying KCTCS of a security breach relating to Personal Information in the possession of Supplier or its agents or sub-suppliers within seventy-two (72) hours of discovery of an actual or suspected breach unless the exception set forth in KRS 61.932(2)(b)2 applies and Supplier abides by the requirements set forth in that exception; (iv) cooperating with KCTCS in complying with the response, mitigation, correction, investigation, and notification requirements of the Act, (v) paying all costs of notification, investigation and mitigation in the event of a security breach of Personal Information suffered by Supplier; and (vi) at KCTCS' discretion and direction, handling all administrative functions associated with notification, investigation and mitigation.

### 3.3. Access to Record

The Contractor, as defined in KRS 45A.030 (9) agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided in KRS 61.878(1)(c). The contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884.

### 3.4. Public Information

KCTCS is a governmental entity subject to disclosure obligations under KRS 61.870 through 61.884 or successor legislation. Information clearly marked "confidential" under this agreement shall be treated as information identified by the offeror as confidential, trade secret, commercially sensitive information and shall not be disclosed except as provided by law.

### 3.5. Governing Law

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

### 3.6. Standard Insurance and Bonding Requirements

Prior to the beginning of the contract, the contractor will furnish to the Procurement to Payment 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 Procurement to Payment Department. Modification of this requirement must be requested in writing with supporting statements, prior to the time of the bid submission.

Within ten (10) business days of award, the awarded supplier must procure the required insurance and provide the KCTCS with two (2) Certificates of Insurance. Please see section 3.1 for more details.

**4. Form of Proposal Factors**

The Invitation to Bid contains the requirements and related services that the supplier must meet. KCTCS has determined that it is best to define its own needs, desired operating objectives, and desired operating environment. KCTCS will not tailor these needs to fit a particular solution a supplier may have available; rather, the suppliers shall propose to meet KCTCS's needs as defined in this Invitation to Bid.

**4.1. Alternates**

Unless otherwise specified, references to brand name or trade name/mark products are intended to be descriptive, but not restrictive, and are used to indicate the quality and characteristics of products that may be offered. Other products may be considered for award if such products are clearly identified and are determined by KCTCS to meet its needs in all respects. Each supplier's response must indicate the brand name and model or series number of the product offered and include such specifications, catalog pages, or other data that will provide an adequate basis for determining the quality and functional capabilities of the product offered.

**4.2. Equipment**

Attached is the list of products required. All equipment proposed and delivered by the successful supplier must be "New and Current Model(s)". No used/refurbished 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.

**4.3. Supplier References**

Suppliers must submit with their bid at least three (3) references where services have been provided that are similar to the scope of work of this solicitation. Information provided must include persons to contact with addresses, email addresses, the size of the institution/business served, and other pertinent information, which would aid in the determination of an experienced Supplier. KCTCS reserves the right to request additional information to determine the responsibility of the apparent successful Supplier relative to its ability to comply with the terms and conditions of this Invitation to Bid. Please write legibly.

Name/Address and contact email/Size: \_\_\_\_\_  
\_\_\_\_\_

Name/Address and contact email/Size: \_\_\_\_\_  
\_\_\_\_\_

Name/Address and contact email/Size: \_\_\_\_\_  
\_\_\_\_\_



## 5. Costs/Pricing

### 5.1. General Pricing Rules

Each supplier is required to submit pricing as part of its response. By submitting a response, the supplier agrees that it has read, understood, and will abide by the following instructions/rules:

1. The submitted pricing must include all costs of performing pursuant to the resulting PO; and
2. The supplier is required to provide net prices. In the event there is discrepancy between a supplier's unit price and extended price, the unit price shall govern;
3. All product deliveries will be F.O.B. destination and all shipping charges must be included in the quoted cost; and
4. Responses containing prepayment and/or progress payment requirements may be determined non-responsive; and
5. Responses requiring payment from KCTCS in less than thirty (30) days will be considered non-responsive; and
6. KCTCS is exempt from certain taxes and no provision for such taxes should be included in the supplier's response.

### 5.2 Cost Structure

The KCTCS's intent is to structure the cost format in order to facilitate comparison among all suppliers and foster competition to obtain the best market pricing. Consequently, KCTCS requires that each supplier's cost be structured as directed in the Invitation to Bid. Additional alternative cost structures will not be considered. Each supplier is hereby advised that failure to comply with the Invitation to Bid instructions, submission of an incomplete offer, or submission of an offer in a different format than the one requested may result in the rejection of the supplier's response.

## 6. Award

### 6.1. Method

KCTCS intends to award a contract to the responsive and responsible supplier(s), based on Best Value, who meets the Terms, Conditions, and Specifications of this Invitation to Bid.

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 contractor's total score. The contractor with the highest score has the highest ranking. Award is made to the contractor 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 contractor.

### 6.2. Measurable Criteria

#### **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.).

**Price: 90 Points**

**Delivery: 10 Points**

#### **Price (90 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 90 points ( $\$3.00 / \$3.00 = 1.00 \times 90 = 90$ ). Assume Bidder "B" is the next lowest bidder at \$4.00, then "B" receives 75 points ( $\$3.00 / \$4.00 = .75 \times 100 = 75$ ).



**Delivery (10 Points)**

The supplier with the best delivery time receives the maximum score. The supplier with the next best delivery time receives points by dividing the lowest time by the next lowest time and multiplying that percentage by the available points. For example, 10 points is allocated to the lowest time criteria for this procurement, Supplier "A" with the best delivery time bids 45 days and receives the maximum 10 points ( $45/45 = 1.00 \times 10 = 10$ ). Assume Supplier "B" has the next best delivery time supplier at 60 days, then "B" receives 7.50 points ( $45/60 = .75 \times 10 = 7.50$ ). **(DELIVERY MUST BE MADE ON OR BEFORE AUGUST 15, 2019)**

Best Value scoring is subject to Reciprocal Preference for Kentucky resident suppliers.

**6.3. Breaking Tie Bids**

Tie low bids on the purchase of commodities may be broken in the following order if price and delivery are equal.

1. Time discount.
2. KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations. (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
3. Supplier who has performed satisfactorily in the past over supplier who has not previously served KCTCS or who has not performed in satisfactory manner.
4. Flip of coin, witnessed by at least two KCTCS personnel.

The bid file shall be documented listing one or more of the above listed factors.

**6.4. Selection**

KCTCS reserves the right to: (a) reject any and all responses, in whole or in part; (b) request clarifications from suppliers; and (c) take any other action as permitted by law.

Any contract award resulting from the Invitation to Bid will be made to the lowest, responsive and responsible supplier meeting all specifications.

Any award(s) resulting from the Invitation to Bid will be made to the lowest, responsive and responsible supplier(s) meeting all specifications. KCTCS reserves the right to select one or more suppliers for award and to award all items to one or more suppliers, individual line items to one or more suppliers, or subcategories of products/services to one or more suppliers when to do so is in the best interests of KCTCS.

**6.5. Consideration**

To be considered for award of a contract, the contractor must be in good standing with KCTCS System Office 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 opening date on this bid event).

**6.6. 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.

## 6.7. Public Award Notice

The solicitation results will be posted at the link below. No supplier should assume personal notice of the solicitation results will be provided by KCTCS.

[https://systemoffice.kctcs.edu/vendor\\_information/opportunities\\_to\\_bid/index.aspx](https://systemoffice.kctcs.edu/vendor_information/opportunities_to_bid/index.aspx)

## 7. Contract Terms and Conditions

The contract that KCTCS expects to award as a result of this Invitation to Bid will be based upon the Bid, the successful supplier's final response as accepted by KCTCS and the contract terms and conditions, which terms and conditions can be downloaded from:

[https://systemoffice.kctcs.edu/vendor\\_information/general\\_terms\\_and\\_conditions.aspx](https://systemoffice.kctcs.edu/vendor_information/general_terms_and_conditions.aspx).

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

### 7.1. Supplier's 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 deemed non-responsive. Suppliers must refrain from imposing conditions that would modify the terms and conditions of the solicitation or limit the supplier's liability to KCTCS on the contract awarded on the basis of such Invitation. Question regarding the terms and conditions of this Invitation to Bid shall be submitted in writing to the Issuing Officer prior to the deadline for submitting written questions as defined by the Section 1.5., Schedule of Events.

## 8. List of Invitation to Bid Attachments

The following documents make up this Invitation to Bid. Any difficulty locating or accessing the following documents should be immediately reported to the Issuing Officer.

- A. KCTCS Invitation to Bid (this document)

## 9. Specifications (Product description provided by Riverside Metalcraft Inc)

- Trailer Configuration
  - When collapsed, this unit shall conform to DOT Regulations in order to travel over the roadway;
  - Length, width, height shall be of a nature so it has a minimum of four landings;
  - The chassis/trailer shall have reflective markings and required LED lighting to meet DOT requirements;
  - Overall height – 13'6" (approximate) (unit must be able to fit into building with a standard 14' door when unit is in transport mode).
  - King pin location – 24" (approximate) – verify with FSTB prior to completion;
  - Coupler Height – 49" (approximate);
  - Landing gear – MK-V Holland (or acceptable alternative) 2 speed landing gear with 12" sandshoe (lift capacity of 62,500 lbs).
  - Axle/brakes – One (1) 25,000 lb rated trailer axle sufficient to meet DOT highway transport regulations for trailer/unit fully loaded and configured for training plus 10% weight margin. Brakes shall be sized to meet axle and weight requirements with automatic slack adjusters;
  - Air system-WABCO-1S-2M (or acceptable alternative anti-locking braking system (one axle sensed, one "slaved");
  - Slack adjusters – HALDEX (or acceptable alternative) automatic slack adjusters c/w "safety brake" visual stroke indicators;
  - Tires – to meet GVWR requirements for trailer;
  - Hub and drum assembly – 8 stud hub piloted wheels;
  - Conspicuity tape – meets CMVSS and FMVSS 121 law. Installed on main rail, rear door, sill and bumper;

- Trailer frame to be constructed of 24" steel I-beams and must include a belly tank capable of holding a minimum of 1200 gallons and a 4" or 6" pipe to draft water with an engine or other pump
  - A square tubing box frame super structure containing the stairwell shall have a hydraulic method of erection from the "travel" to the "operation" configuration;
  - Hydraulic system shall operate under its own power, with optional mounted generator system along with hydraulic pump and reservoir or from shore-line to provide power to hydraulic system; all hydraulics to be powered by a single hydraulic pump – no substitutions allowed
  - The change from "travel" to "operational" configuration shall be able to be accomplished by one operator from a single control panel; all hydraulics (outriggers, stabilizers and lifting cylinders) to be operated from this single control panel - no substitutions allowed
  - Trailer and tower shall be designed to operate under average wind loads, and shall have out-riggers or other devices as necessary to ensure safety and stability;
  - The square tubing box frame super structure with bracing shall be attached to the trailer with 4 pivot points on the opposite end of the trailer from the kingpin;
  - Onan model HDKBC/2860, 5000 watt generator (or an acceptable alternative). Generator shall include shore power receptacle;
  - All systems shall be reasonably assessable for maintenance, visual inspection and repair.
- Tower Configuration
    - The tower shall be approximately 10'X8'X36'. Within the square tubing box frame structure under operational conditions, there shall be four landings and when collapsed under the trailer, shall not exceed the length limitations as established by DOT guidelines for over the road transport. In addition, the system shall be designed as to not exceed established weight loads for standard transport trailers and therefore shall not require special permits;
    - The box frame structure shall be constructed of A500 steel square tubing, and shall have sufficient strength to perform under heavy and abusive use. Entire square tubing steel frame (including stairs, flooring and handrails) shall be hot dip-galvanized in its entirety - no substitutions allowed. No paint or other organic coatings are to be applied onto the frame, interior walls, stairs, handrails and/or top working surface handrails.
    - All sides and openings shall be constructed so there are no sharp edges or unsafe conditions and shall be designed for a person to climb on or around the system and not be harmed by such protrusions;
    - All sides shall be constructed of galvanized corrugated steel siding 20 ga. or thicker to resist scuffing, corrosion, and wear - no substitutions allowed. Siding not to be painted or covered with any organic coating except anti-slip coverings on the outer corrugations of the galvanized siding - no substitutions allowed.
    - All landings and interior stairs shall be able to handle a minimum live load of 1,500 lbs;
    - Each landing above the base shall have headroom of approximately 9'0";
    - The base landing shall have a standard 3'0"X6'8" solid door constructed of material impervious to water and have sufficient strength to perform under heavy and abusive use. This door shall be on side "C". The lock shall be constructed so that a person cannot be locked in the tower, but the tower can be locked from the exterior to prevent unauthorized entry. Each shall be keyed the same and four sets of keys shall be included upon delivery. Pad lock is acceptable;
    - Each landing above the base shall have a minimum of one 3'0" X 4" window opening. The bottom of the opening shall be of window height from the landing of floor and shall utilize double "dutch-door" type shutter system to close the opening. Each window at individual landings shall be on the side "B or D". There shall be a locking mechanism in place so that the window shutters can be secured from the inside. The window shutters shall be constructed of a material impervious to water and have sufficient strength to perform under heavy water and abusive use. There shall be a system to secure window shutters in an open position for use. The frame around the openings shall be constructed so there are no sharp edges or unsafe conditions and shall be a primary attachment for rappelling hardware;

- All steps and landings shall have "Grip Strut Steps" to provide a slip free walking surface - no substitutions allowed. This Grip Strut flooring shall be welded to the square tubing steel frame (along with angle iron and channels) and hot dipped galvanized in its entirety - no substitutions allowed. Handrails shall be provided as necessary;
- The upper most level shall have a safety railing constructed of steel square tubing and shall be constructed to withstand heavy and abusive use, welded to the frame of the tower (non-removable, permanent) and shall be hot dip galvanized. The height of the railing shall meet applicable codes and regulations, such as OSHA, to protect persons from falling. There shall be gates on all four sides of this railing to allow rappelling access;
- Access to the uppermost landing shall be by means of a "ship ladder" continued from the interior of the structure. The opening shall be large enough to allow a fully equipped firefighter to walk up the ship ladder and onto the uppermost landing. There shall be a method of closing this opening. When closed, there shall be a lock, which is securable from the inside and each to access from the ship ladder. When open, the door shall not impede work or movement on the uppermost landing;
- The uppermost landing shall have a minimum of two primary and two secondary attachments for rappelling hardware.
- Operations: Power
  - Power: The system shall be under its own power and shall have a self-starting generator;
  - Weatherproof outlets providing household current shall be provided and shall be protected from water spray. They shall be installed in accordance with the latest version of the National Electric Code and shall be ground fault circuit interruptible;
  - The main breaker panel shall be provided with a main disconnect. In addition, applicable separate and independent circuits shall be separated and labeled. This shall be independent of readily accessible lighting switches (see lighting section).
- Operations: Lighting
  - The exterior shall be lighted in such fashion so all sides can be illuminated for safety and use during night hours without the aid of any other external lighting;
  - Each landing shall be lighted in such a fashion so travel around the landing or up or down the stairs is illuminated for safety and use during night hours without the aid of any external lighting;
  - Each light group shall be independently controlled without regard to any other (each stairwell group, exterior sides, etc);
  - Lighting shall be installed according to the latest version of the National Electric Code specifications for outdoor/wet area use. Lighting shall be protected from water spray, contact with equipment, or any other foreseeable contact that may cause damage. However, lighting shall be installed in a manner that can be maintained and bulbs or other appliances may be serviced as needed;
  - All exterior/interior lights will be controlled at ground level;
  - All lighting shall have the ability to be switched from generator to an outside source.
- Operations: Controls
  - The system controls shall be in a single location protected from the elements and installed in accordance with applicable codes. System controls include, but are not limited to: light switches, generator controls, smoke controls, etc. Controls may be grouped for convenience or for necessity.
- Specialized Features: Sprinkler System
  - The system shall have a dry-pipe sprinkler system installed;
  - The parts shall consist of a Fire Department Connection (FDC) with a check valve, a riser, and a cross main feeding an ordinary classification sprinkler head at each landing, and a main drain;

- The stand pipe system and sprinkler system are combined; both are from 1 FDC Siamese or Storz. There is a connection (2 1/2") on 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Floors with individual ball valves to each sprinkler.
- Specialized Features: Standpipe System
  - The system shall have a standpipe system installed;
  - The parts shall be unrelated to the sprinkler system and consist of a FDC, a riser, and a Class 1 connection at a height consistent with applicable code, at each landing except roof. The connections may not interfere with a person's travel along the landing, up or down stairs, or in or out window or door;
  - The standpipe system shall be NFPA 14 compliant. The system shall have a standpipe FDC on the exterior wall of side "B and D" at a height consistent with applicable codes near the sprinkler connection. The FDC shall be for commercial and not residential applications;
  - All connections shall conform to national standard threads.
- Specialized Features: Smoke Generator
  - The system shall have a smoke generator (UF-25 smoke machine – 12,000cfm, or acceptable alternate) with a manual damper fitted outlet on each floor. The smoke generator shall be mounted in a location protected from dust, water or other contaminants, while still accessible for filling the fluid or other routine maintenance;
  - The smoke generator shall have its controls easily accessible and shall be the smoke capable of being piped to any or all of the landings independent of any other.
- Safety:
  - Mobile Training Tower must have a wind load rating of at least 50 Miles Per Hour. Please send stamped documentation from a registered Professional Engineer stating wind load rating with bid. Only mobile training towers with a wind load rating of at least 50 MPH and a safety factor of at least 1.5 will be considered;
  - Various internationally recognized symbols and/or language shall be used at hazardous locations on the system. Those notifications will include, but are not limited to, conditions that may cause death or serious injury and injury or damage to equipment, high voltage areas, pinch points or crush zones;
  - Warning signs shall be clearly displayed in all areas that could present a dangerous or unsafe condition;
  - The system shall be in compliance with recognized engineering practices along with NFPA, OSHA, national, state, local codes and standards.
  - Manufacturer of Mobile Training Tower must have experience manufacturing at least 3 (mobile training towers at least 36 feet tall) and reference letters from these 3 institutions to be eligible for consideration to manufacture.

## 10. Form of Proposal

ITEM	QTY	PRODUCT DESCRIPTION	PRICING	EXTENDED PRICE
1	1	Mobile Training Tower	\$	\$
2		Shipping	\$	\$
3		Warranty		
4		Delivery Date <b>(DELIVERY MUST BE MADE ON OR BEFORE AUGUST 15, 2019)</b>		

If submitting an alternate item, be sure to include all literature and diagrams.

## 11. Supplier Checklist and Substitute W-9

### 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 : Supplier did not include their own terms and conditions

YES NO : Form of Proposal completed in its entirety – no incomplete sections

YES NO : Substitute W-9 completed

YES NO : Supplier meets all requirements throughout the Invitation to Bid

YES NO : If bidding an alternate item, literature and diagrams are included with proposal

#### Substitute W-9 Form

If you are a new supplier with KCTCS, please register as a Supplier through the KCTCS Supplier Registration Portal so we may obtain your full contact information for ordering and payment. **New and existing suppliers, 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 Form

**Substitute W-9**

Revised 12/6/13

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

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.

**Changes to existing vendor**

TIN/EIN     SSN

Federal Tax ID #: (Required) \_\_\_\_\_

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):

- Corporation
- Partnership
- Non Profit/501 (c) Entity Citizen)
- Exempt from backup withholding
- Government Entity
- Foreign Entity (other than individual)
- U.S. Agent of Foreign Person/Entity
- Foreign Nonresident Individual
- Limited Liability Company
- Individual/Sole Proprietor (US)

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

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

<input type="radio"/>	<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="radio"/>	Hispanic-American	<input type="radio"/>	African-American
		<input type="radio"/>	Asian-American	<input type="radio"/>	American Indian
		<input type="radio"/>	Other (explain):		
<input type="radio"/>	<b>Women-Owned Business Enterprise/WBE</b> <i>Defined as a business at least 51% owned by one or more women.</i>	<input type="radio"/>	<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="radio"/>	<b>Veteran Owned Business/VOB</b> <i>Defined as a business at least 51% owned and operated by a service veteran.</i>	<input type="radio"/>	<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="radio"/>	<b>None of the Above</b>	<input type="radio"/>	<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					
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																	
Vendor Name (if different from																	
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																	
Remit to Address																	
City						State						Zip					
Remit to Contact						Email											
Remit to Phone						Fax											
<input type="checkbox"/> Remit to Address –																	

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)</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  
Date

Authorized Signature