



INVITATION TO BID

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

INVITATION NO.: KCT-01186 Issue Date: 06/11/2019 Method of Award: Best Value PtoP Analyst: Tonya Peters Email: Tonya.peters@kctcs.edu	RETURN ORIGINAL COPY OF BID TO: KCTCS PROCUREMENT TO PAYMENT ATTN: BID #KCT-01186 300 NORTH MAIN STREET VERSAILLES, KY 40383
Bids are invited on the following: Charter Travel Services to Disney Orlando FL	
IMPORTANT: SEALED BIDS MUST BE RECEIVED BY 06/18/2019 by 4:00 PM EDT	

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 Do Not Quote Sales Tax.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

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

THIS AREA MUST BE COMPLETED

DELIVERY TIME:	NAME OF COMPANY	PHONE:
BID FIRM THROUGH:	NO. & STREET	FAX:
PAYMENT TERMS: NET 30 Must Accept Purchase Order	CITY, STATE & ZIP CODE	
F.O.B. DELIVERED ALL DELIVERY CHARGES INCLUDED IN PRICES SHOWN	SIGNATURE	DATE:
FEDERAL ID NUMBER (EIN):	TYPED OR PRINTED NAME	
	EMAIL:	

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.

All bids and contracts are subject to General Terms and Conditions of KCTCS. You may download/print a copy of these from our website or you may request a copy be mailed to you by contacting the Procurement to Payment Services Department at tonya.peters@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 Supplier 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.

1. SCOPE

You are invited to submit a Bid for **Charter Travel Services to Disney Orlando FL** as specified below for Somerset Community College in Somerset, KY at 808 Monticello St, Somerset KY 42501.

2. DESCRIPTION OF SERVICES

Services should include providing travel arrangements including but not limited to the specifications listed in the Form of Proposal.

3. SAFETY OF PERSON AND PROPERTY

Protection of all persons and property shall be exercised at all times. The successful supplier shall take all necessary precautions for the safety of KCTCS employees and students and shall comply with all applicable provision of federal and state safety laws to prevent accidents or injury to persons involved in travel.

4. METHOD OF AWARD

The Kentucky Community and Technical College System (KCTCS) intends to issue an order to the responsive and responsible supplier submitting a Bid that is the most advantageous to KCTCS based on Best Value, and that 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 supplier's total score. The supplier with the highest score has the highest ranking. Award is made to the supplier with the highest ranking. If there is only one best value response to the solicitation, the evaluation process may be waived, and award may be made to the only responsive, responsible supplier. Separate orders may be issued if there is a savings of at least \$100.00 to KCTCS.

Measurable Criteria:

Price 100 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 FROM OF PROPOSAL 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 (100 points)

The supplier with the lowest Price receives the maximum score. The supplier with the next lowest Price receives points by dividing the lowest Price by the next lowest price and multiplying that percentage by the available points. For example, 100 points is allocated to the lowest Price criteria for this procurement, Supplier "A" quotes \$3.00 as the lowest bidder and receives the maximum 100 points ($\$3.00 / \$3.00 = 1.00 \times 100 = 100$). Assume Supplier "B" is the next lowest bidder at \$4.00, then "B" receives 75 points ($\$3.00 / \$4.00 = .75 \times 100 = 75$).

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

Method of 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 the 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.

5. KENTUCKY RECIPROCAL PREFERENCE LAWS

In accordance with KRS 45A.490 to 45A.494, Kentucky Resident Supplier Status, a resident Offeror of the Commonwealth of Kentucky should 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 should 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 Supplier 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 supplier wishing to claim qualified supplier status must complete and include an Affidavit for Qualified Supplier Status with their response. In evaluating responses, KCTCS will apply preference in accordance with KRS 45A.470. An Affidavit for Qualified Supplier Status forms is available from KCTCS Procurement to Payment Services, upon request.

6. AUTHORIZATION TO DO BUSINESS IN KENTUCKY

The Bidder 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 Bidder 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.

7. 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.

8. CANCELLATION OF BIDS

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

9. SUPPLIER TERMS AND CONDITIONS

Bids submitted that include terms and conditions not in conformity with, or that alter the terms and conditions of KCTCS and the Statutes of the Commonwealth of Kentucky will be non-responsive.

KCTCS will not be bound by any part(s) of the supplier's response to this Bid that contains information, options, conditions, terms, or prices neither requested nor required in the Solicitation. In the event of any conflicts between the specifications, terms and conditions indicated by the Bid and those indicated by the supplier, those of the Bid take precedence. This Bid supersedes all quotes or other prior agreements, oral or written, and all other communications between the parties relating to this subject.

10. 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.

11. 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

12. CANCELATION OR TERMINATION OF CONTRACT

The contract(s) established from this Invitation to Bid shall be cancelable during its life for mal-performance, non-performance, commodity substitution or other failure to comply with contract terms and conditions on the part of the supplier. Failure to invoice accurately and promptly in accordance with the terms, prices, and conditions of the Price Contract, and failure to meet delivery dates may also be cause for cancellation of contract, removal from KCTCS bid list,

or both. Said contract shall be null and void upon receipt of written notification from the KCTCS Director/Procurement Manager of Procurement to Payment Services Department.

The Kentucky Community and Technical College System reserves the right to terminate, without cause, the contract upon thirty (30) days written notice to the contractor in whole or in part when it is in the best interest of KCTCS to do so.

The supplier may cancel the contract for a properly documented and justifiable reason with ninety (90) days written notice to the authorized personnel of the College and KCTCS Procurement to Payment. Approval must be received in writing at which time the supplier must remove all equipment and inventory belonging to the supplier during the mutually agreed upon time from within the ninety (90) days' notice.

13. 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.

When applicable (e.g. webpages) the supplier'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.

14. 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.

15. WARRANTY

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

16. ORAL DISCUSSIONS

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

17. POST CONTRACT AGREEMENTS

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

18. CONTRACT ASSIGNMENT

The supplier is prohibited from assigning, transferring or subletting the contract or its rights, title or interest or its power to execute the contract to any other person, company or corporation without written approval of the Business Affairs Officer of the College and the Director of the KCTCS Procurement to Payment Services Department.

In the event of a change in company ownership, KCTCS reserves the right to re-advertise the contract.

19. SUBCONTRACTING

No part of the operation may be subcontracted without prior approval of the Business Affairs Officer of the College and the Procurement to Payment Department, or unless approved prior to the award of the contract.

20. EVENTS BEYOND CONTROL

Anything herein to the contrary notwithstanding, KCTCS shall not be liable or responsible for any failure to furnish the services set forth in this bid and the contract, occasioned by strike or other work stoppage, federal, state or local government action, breakdown or failure of apparatus, equipment or machinery employed in supplying services, any temporary stoppage for the repair, improvement, or enlargement thereof, or any act or condition beyond its reasonable control.

21. INSURANCE

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

- General Liability
 - Each Occurrence \$1,000,000
 - General Aggregate \$5,000,000
 - Property Damage Liability \$1,000,000
- Umbrella Liability
 - Each Occurrence \$4,000,000
 - General Aggregate \$4,000,000
 - On a primary non-contributory basis
- Products Liability
 - Each Person \$1,000,000
 - Each Occurrence \$1,000,000
- Automobile Liability
 - Combined Single Limit Each Accident \$1,000,000
- 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
- Waiver of subrogation endorsed on the General Liability, Automotive Liability, and Umbrella Liability

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.

22. INDEMNITY

The Supplier shall hold harmless and indemnify KCTCS against all claims, suits, actions, costs, counsel fees, expenses, damages, and judgment in decrees by reason of persons or property being damaged or injured by the supplier during the term of the contract, whether by negligence or otherwise.

23. ADDITION OR DELETION OF ITEMS OR SERVICES/LOCATIONS

KCTCS Procurement to Payment reserves the right to add new and similar items or services and/or College locations/campuses, with the consent of the supplier, to any contract awarded from this Solicitation. Such extension will be under terms and conditions substantially the same as those in the resulting contract except that pricing may be negotiated based on the specific services required. KCTCS Procurement to Payment shall affect any such change by issuing a Modification to the contract.

No modification to a contract awarded on the basis of this Invitation shall be permitted unless the supplier receives written approval from the KCTCS Procurement to Payment Services Department. All contract modifications shall be subject to the provisions of 200 KAR 5:311.

24. QUESTIONS, SOLICITATION SOLE POINT OF CONTACT - RESTRICTION ON COMMUNICATION

The KCTCS buyer listed below should be the sole point of contact throughout the Bid process. All communications concerning this Invitation to Bid should be submitted in writing via fax 859-256-3120 or email (preferred) to:

Tonya Peters
KCTCS Procurement to Payment Services
300 North Main Street, Versailles KY 40383
859-256-3120 (Fax)

tonya.peters@kctcs.edu

From the issue date of this Bid until a contractor is selected and the selection is announced, suppliers are not allowed to communicate with any KCTCS staff concerning this Bid except via written questions submitted to the sole point of contact.

KCTCS reserves the right to disqualify the bid/quote from suppliers in violation of this provision.

FORM OF PROPOSAL

Scope

You are invited to submit a Bid for **Charter Travel Services to Disney Orlando FL** as specified below for Somerset Community College in Somerset, KY at 808 Monticello St, Somerset KY 42501.

Suppliers must submit a Bid on all to be considered for an award.

<u>Line</u>	<u>Description</u>
1	<p>Trip Specifications/Details:</p> <p>Day 1 - Sunday, July 14, 2019:</p> <ul style="list-style-type: none"> • Coaches arrive at (2) pickup locations for boarding <ul style="list-style-type: none"> ○ (1) 55 Pax @ 808 Monticello St Somerset KY 42501 ○ (1) 55 Pax @ 848 W. Steve Warriner Dr, Russell Springs KY 42642 • Depart from Somerset Community College no later than 8pm EST, drive toward Russell Springs to meet up with second charter • Coaches depart to travel through Nashville. There will be a special student pickup around Nashville. Location TBD <p>Monday, July 15, 2019:</p> <ul style="list-style-type: none"> • Arrive in Orlando • Quick change at Truck Stop • Breakfast stop in route (meal allowance to be included in trip cost) • Tour of University of Central Florida • Lunch on Campus • Arrive at Hollywood Studios • Dinner at Hollywood Studios (to be included in trip cost) <p>Tuesday, July 16, 2019</p> <ul style="list-style-type: none"> • Breakfast available at Hotel • Arrive at Magic Kingdom • Physics in Motion Disney YES Program, remainder of day at Magic Kingdom • Vouchers for lunch & dinner (to be included in trip cost) <p>Wednesday, July 17, 2019</p> <ul style="list-style-type: none"> • Breakfast available at Hotel • Depart Orlando Hotel for Melbourne, FL • Drive to Barrier Island Sanctuary for tour and interactive learning activity • Visit Ron Jon's Surf Shop and have free time on the beach • Dinner (to be included in trip cost) • Visit Disney Springs in the evening following dinner. <p>Thursday, July 18, 2019</p> <ul style="list-style-type: none"> • Breakfast available at Hotel • Depart Orlando • Tour University of Florida • Lunch at Wayne Reitz Student Union • Depart Gainesville • Dinner stop in Atlanta Area (to be included in trip cost) • Depart for Kentucky • Arrive at drop off at the two locations there were used for pickup <p>Package must include:</p> <ul style="list-style-type: none"> • Professional Tour Director (not required to travel with group from time of departure from school) • Deluxe Roundtrip Motorcoach Transportation • (2) Two Deluxe 55-passenger motor coach transportation, featuring DVD, restrooms & air-conditioning

	<ul style="list-style-type: none"> • Bus Driver Lodging and Gratuity must be included in pricing. • Three (3) nights of lodging in a 3-star (or better) in the Orlando area • Private Group Security at hotel required (10pm – 6am each night). One guard will be suffice. • One-day pass for Magic Kingdom and Hollywood Studios • YES Program – Physics in Motions program • Self-guided tour at the Barrier Island Sanctuary and Education Center • Visit Ron Jon’s Surf Shop • Coco Beach Free Time • Two College/University Tours (University of Central Florida and University of Florida) • Include in pricing: (1-day) breakfast, (4-day) lunches, & (4-day) dinners (Do not provide cost for complimentary hotel Breakfasts during stay) • Taxes and gratuities on all included features must be included in pricing • Parking fees and tolls must be included in pricing • Itinerary planning must be included in pricing • SCC will give tour company meal specifications for vegetarians. • SCC will collect required parental permission slips and any medical information. • SCC to compile medical information for participants and have several copies of forms available for directors and chaperones during tour. <p>Motor Coach features:</p> <ul style="list-style-type: none"> • Wifi • DVD player • PA system • 110V plug ins • On board restroom • Comfortable seating • Professional driver <p>Provide pricing for minimum of 76 participants</p> <p>**Please specify any complimentary package additions with Bid**</p>
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<p>GRAND TOTAL</p> <p>Including all above package details.</p>	<p>\$</p>	
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NOTE: *Supplier must reply with payment terms if PO with net 30 terms are not acceptable*****

Payment Terms: _____

Substitute W-9 Form

If you are a new supplier to KCTCS, please register as a Supplier through the KCTCS Supplier Registration Portal so we may obtain your full contact information for mailing future Opportunities to Bid, Quotes, Request for Proposals, ordering information and payment.

If you have previously provided services to KCTCS or received payment from KCTCS you will not be able to register as a new supplier and you will need to submit the SubW9 Form with your bid proposal.

The navigation for new suppliers to register is as follows:

- Click on the following link 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 complete and include the Sub W9 Form below with your bid

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Substitute W-9 Form

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

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

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

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

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

Legal Name used for purposes of IRS reporting _____

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

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

Type of Business (Required):

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

Exempt from backup withholding

Other (Please Explain) _____

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

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

Certification

Under penalties of perjury, I certify that:

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

Signature of U.S. Person	Date
Printed Name:	

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

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

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

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

PRINTED NAME

Authorized Signature

Date