



INVITATION TO BID

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

INVITATION NO.: KCT-01201	<u>RETURN ORIGINAL COPY OF BID TO:</u>
Issue Date: October 3, 2019	KCTCS
Method of Award: Best Value – Per Group	PROCUREMENT TO PAYMENT DEPT
Issuing Officer: Tonya Peters	ATTN: BID # KCT-01201
Email: Tonya.Peters@kctcs.edu	300 NORTH MAIN STREET
	VERSAILLES, KY 40383

Bids are invited on the following: Nursing Equipment

IMPORTANT: SEALED BIDS MUST BE RECEIVED BY 10/17/2019 by 4:00 PM Eastern Daylight Time

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 will 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 must be filled out in ink or typed 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 Do Not Quote Sales Tax.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.

THIS AREA MUST BE COMPLETED

DELIVERY TIME: (Days after receipt of order)	NAME OF COMPANY	PHONE:
BID FIRM THROUGH:	NO. & STREET	FAX:
PAYMENT TERMS: Net 30 days Must Accept PO	CITY, STATE & ZIP CODE	
SHIPPING TERMS: FOB DESTINATION	SIGNATURE	DATE:
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 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 may 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.

1. Introduction

1.1. Purpose of Procurement

You are invited to bid on the following Nursing Equipment for the Kentucky Community & Technical College System (KCTCS), Bluegrass Community and Technical College campuses.

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

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.

If applicable, Suppliers are encouraged to visit the specified KCTCS location(s) prior to submitting a bid to inspect the conditions at the site. Any bidders wishing to schedule a site visit must contact the KCTCS representative listed below. KCTCS will not be responsible for additional charges for conditions at the site that could have been foreseen during a site visit.

Description	Date	Time
Release of Invitation to Bid	10/03/2019	N/A
Deadline for written questions sent via email to the Issuing Officer referenced in Section 1.4.	10/10/2019	N/A
Bid Opening Date and Time	10/17/2019	4:00 p.m. ET
Bid Evaluation Completed (estimated)	1 to 2 weeks after opening	N/A
Notice of Award (estimated)	1 to 2 weeks after opening	N/A

1.4. Issuing Officer

Tonya.peters@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 1.4. 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. In order to stay on track of the solicitation timeline, Suppliers are cautioned that KCTCS may not respond to late questions or questions submitted by any other method than as directed by this section.

2.1.3. Site Visit

The site visit or any other information session (if indicated in the schedule of events) will be held at the offices referred to in Section 1.3 "Schedule of Events". In the event the site visit has been identified as mandatory, then a representative of the supplier must attend the site visit 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 site visit. 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 fax or email 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. Addenda 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

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

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: Procurement to Payment Services
Invitation to Bid KCT-01201
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. 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.

3.2. Public Information

KCTCS is 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.

3.3. 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.

3.4. Standard Insurance 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.

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. Alternate equipment proposed by a bidder as equivalent must **substantially meet or exceed** the manufacturer's specifications. 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 (New)

Within this solicitation 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, *unless specified in the form of proposal*. 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.

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 may 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

It is the intent of KCTCS 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.

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. In the event no satisfactory bids are received, we reserve the right to award on a group basis. Separate purchase orders may not be issued unless there is a savings of at least \$100.00 to KCTCS.

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 will be waived and award will be made to the only responsive, responsible contractor.

6.2. Measurable Criteria

TOTAL POINTS 100 Points – per group

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: 100 Points – per group

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, 100 points is allocated to the lowest Price criteria for this procurement, Bidder "A" bids \$3.00 as the lowest bidder and receives the maximum 100 points ($\$3.00 / \$3.00 = 1.00 \times 100 = 100$). Assume Bidder "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.

6.3. 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.

6.4. 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).

6.5. 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

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.

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 1.3, 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. Substitute W-9 / Supplier Onboarding**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. **Existing Suppliers, (that have done business with KCTCS in the past), 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
- Select Supplier Registration Portal (left side menu)
- Follow the steps in the instructions and online

If you are an existing Supplier and have had information changes, please include the following 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:	Tonya Peters	College Contact Email:	tonya.peters@kctcs.edu
College Contact Ph:	(859) 256-3338	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 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, 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) |

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

10. Special Terms

Space reserved

11. Form of Proposal

If any field is left blank the bid will be rejected. Bidder must bid on all items within a group to be considered for award, but bidder is not required to bid on all groups. Product numbers are from Pocket Nurse. Specifications include, but are not limited to the following:

Group Item	Qty	Description *FOR EDUCATIONAL PURPOSES ONLY*	Unit Cost	Extended Cost
1	2	Product #11-81-1505-WH: Nursing Anne Simulator, Full body To Include: Full body manikin with articulating arms and legs. Brunette wig, brown pupil set, trach tube training tool and fill syringe, Ostomy set, blood pressure cuff, manikin lubricant spray, simulated blood, adult gown and quick set up guide Minimum 1 Year Manufacturer's Warranty	\$	\$
1.1	2	Product #11-98-3051 Nursing Anne Installation at the college campus	\$	\$
		Freight/Delivery Bluegrass CTC, 164 Opportunity Way, Bldg M, Room 132, Lexington KY 40511	\$	\$
		NO ALTERNATES ACCEPTED – MUST INTERCHANGE WITH EXISTING	Group Item 1 Total:	\$

Warranty: _____

Lead time: _____

Group Item	Qty	Description *FOR EDUCATIONAL PURPOSES ONLY*	Unit Cost	Extended Cost
2	2	Product #11-81-4026-WH: KERI Auscultation Manikin Advanced, Full body <ul style="list-style-type: none"> • KERi; has a non-age-specific appearance • Complete lifelike range of motion, realistic patient positioning, and non-pinching joints - moves like a person • Lightweight - approximately 28 lbs. • Full-size adult manikin - measures 58" • Overall female appearance • Converts to male with removal of wig and attachment of male genitals • Ideal for OBRA Required Training Realistic Patient Positioning, Flexibility, & Superior Range of Motion <ul style="list-style-type: none"> • No other manikin features movements as natural as the KERi™ for patient positioning, range of motion, and patient flexibility • All major joints have natural movement to provide realistic practice of patient handling • Hands and feet are made of soft, flexible Life/form® material for added realism: Ankle - Eversion, Inversion, Dorsiflexion, Plantarflexion; Elbow - Extension, Flexion, Pronation, Supination; Fingers - Abduction, Adduction, Flexion (soft, lifelike material); Hip - Abduction, Adduction, Rotation, Hyperextension; Knee - Extension, Flexion; Neck - Rotation, Hyperextension, Lateral Flexion; Shoulder - Abduction, Adduction, Rotation, Hyperextension; Toes - Abduction, Adduction, Flexion (soft, lifelike material); Trunk - Rotation, Hyperextension; Wrist - Flexion, Hyperextension, Radial Flexion, Ulnar Flexion 	\$	\$
**Continued on Next Page			\$	\$

	<p>Simulates over 35 nursing and medical procedures:</p> <ul style="list-style-type: none"> • Auscultation Sites with Heart and Lung Sounds: Heart Sites - Six anterior locations with 12 heart conditions; Lung Sites - Five Anterior, six upper posterior, four lower posterior, and two midaxillary locations with 16 lung conditions • Bandaging and Wound Dressing • Bed Baths • Clothing Changes • Denture Placement and Removal - Upper and Lower Ear Canal Irrigation, Otic Drops, and Hearing Aid Placement • Dilated and Constricted Pupils • Enema Administration - Female Only • Eye Irrigation • Finger and Toe Manipulation with Bandaging - Flexible and Individually Molded • Gastrostomy Procedures - Lavage and Gavage • Hair Care Washing and Combing • Heart Conditions: Aortic Regurgitation, Atrial Septal Defect, Holosystolic, Mid-systolic, Mitral Stenosis, Normal, PDA, Pulmonary Stenosis, S3 Gallop, S4 Gallop, Systolic Click, and VSD • Internal Fluid Reservoirs • Intramuscular Injection Sites - Arm, Thigh, and Buttock • Left Blood Pressure Training Arm reproduces all five Korotkoff sounds and allows the instructor to vary systolic and diastolic levels, pulse rate, volume, and auscultatory gap • Lung Conditions: Bronchial, Bronchovesicular, Cavernous, Coarse Crackle, Egophony, Fine Crackle, Friction Rub, Infant, Mono Wheeze, Normal, Pectoriloquy, Pulmonary Edema, Rhonchi, Stridor, Vesicular, and Wheeze • Nasogastric Tube Placement • Normal and Cancerous Mole • Oral and Nasal Hygiene - Lavage, Gavage, and Suctioning • Ostomy Care - Ileostomy and Colostomy Tissue Maintenance and Appliance Application, Lavage, and Suctioning • Pap Smears and Douching • Patient Positioning • Patient Transfer Techniques • Pericare • Prostate Exam - Stage B • Reddened Skin Folds • Right IV Training Arm with a shoulder intramuscular injection site features replaceable skin and veins that roll when palpated; realistic flashback confirms proper needle placement • Stage 1 Sacral Ulcer • Standard arms with right and left shoulder intramuscular injection sites are also included • Tracheostomy Care - Lavage and Suctioning • Urinary Catheterization - Female and uncircumcised male • Does not include carry case 		
	<p>Freight/Delivery to: Bluegrass CTC, 164 Opportunity Way, Lexington KY 40511</p>	\$	\$
	<p>NO ALTERNATES ACCEPTED – MUST INTERCHANGE WITH EXISTING</p>	Group Item 2	Total: \$

Warranty: _____

Lead time: _____

If any field is left blank the bid will be rejected. Bidder must bid on all items within a group to be considered for award, but bidder is not required to bid on all groups. Product numbers are from Pocket Nurse. Specifications include, but are not limited to the following:

GERI Manikin Specification for Line Items 3 & 4

GERi has an elderly appearance with skin wrinkles and folds. Complete lifelike range of motion.

- Lightweight - approximately 28 lbs.
- Full-size adult manikin - measures 58
- Overall female appearance
- Converts to male with removal of wig and attachment of male genitals

Visual Inspection:

- Normal and cancerous mole
- Stage 1 sacral ulcer
- Dilated and constricted pupils
- Reddened skin folds

Patient Care Simulation:

- Bandaging and wound dressing
- Bed baths
- Clothing changes
- Denture placement and removal, upper and lower
- Ear canal irrigation, otic drops, and hearing aid placement
- Eye irrigation
- Finger and toe manipulation with bandaging - flexible and Individually molded
- Hair care washing and combing
- Intramuscular injection sites: arm, thigh, buttock
- Oral and nasal hygiene: lavage, gavage, and suctioning
- Ostomy care: ileostomy and colostomy tissue
- Maintenance and appliance application, lavage, and suctioning
- Patient positioning
- Patient transfer techniques
- Pericare
- Tracheostomy care, lavage and suctioning
- Urinary catheterization female and male (uncircumcised)
- Enema administration female
- Prostate exam, stage B male
- Pap smears and douching
- Ostomy

Group Item	Qty	Description *FOR EDUCATIONAL PURPOSES ONLY*	Unit Cost	Extended Cost
3	1	Product #11-81-4001-BLK: GERI Nursing Skills Manikin – Complete – Black Skin Tone	\$	\$
4	1	Product #11-81-4001-WH: GERI Nursing Skills Manikin – Complete – White Skin Tone	\$	\$
Freight/Delivery Bluegrass CTC, 59 Corporate Drive, Danville KY 40422			\$	\$
		NO ALTERNATES ACCEPTED – MUST INTERCHANGE WITH EXISTING	Group Total for both Items 3 & 4:	\$

Warranty: _____

Lead time: _____

If any field is left blank the bid will be rejected. Bidder must bid on all items within a group to be considered for award, but bidder is not required to bid on all groups. Product numbers are from Pocket Nurse. Specifications include, but are not limited to the following:

Group Item	Qty	Description *FOR EDUCATIONAL PURPOSES ONLY*	Unit Cost	Extended Cost
5	1	Product #04-50-7380-NG: Multi-Position 2 Rail Bed w/Mattress Synergy 1000 (New Only) *for Lawrenceburg Campus <ul style="list-style-type: none"> • Maximum height: 30" for max under-bed clearance for lift usage • Minimum height: 7.95" • Maximum safe working loads: 500 lbs. • Edema foot ratchet • (8) casters for easy bed movement • Wall saver to protect walls • Redesigned staff control with auto flat, two stage lockouts • Includes ltc low bed position not found on most hospital style beds • Operational out of the box • Fits through 36"-wide doorway (without rails) with toolless removable siderails • Central pedal lock at FB • Dimensions: 85 3/4" x 40 1/4" • Color: Negotiating in Geneva Laminate Finish Includes: Bed frame Two side rails Mattress	\$	\$
Freight/Delivery Bluegrass CTC, 1500 Bypass N US 127, Lawrenceburg KY 40342 *White Glove delivery not required				\$
Group Item 5 Total:				\$

MANUFACTURER/MODEL if not as specified: _____

Warranty: _____

Lead time: _____

Group Item	Qty	Description *FOR EDUCATIONAL PURPOSES ONLY*	Unit Cost	Extended Cost
6	1	<p>Product #06-54-8015-REFURB: Alaris Medley 8015 Infusion Pump (Refurbished)</p> <ul style="list-style-type: none"> • Each Alaris Medley 8015 PC Unit can support up to four infusion modules with a single power cord • Large, easy to read color programming screen • Programming screen displays drug or IV fluid name, dose or rate and volume infused • Color title bars on the screen help clinicians easily find information; such as, green is a clinical advisory, yellow is a Guardrails alert and red is for an alarm • Real time battery gauge display lets clinicians know the amount of run time available for their current infusions • Back light key pad for programming in low lighted areas <p>Specifications:</p> <ul style="list-style-type: none"> • Dimensions: 6.9"W x 8.8"H x 9"D including pole clamp • Weight: 7.2 lbs • Battery Operation: Battery run time is a function of the number of modules attached and module activity • Communication Data Port: RS-232 with an RJ45 connector • Electronic Memory: System configuration parameters • Stored in volatile memory are retained for at least 6 months by an internal backup lithium battery • Module specific parameters are stored for 8 hours when system is turned off • Power Requirements: 100-240V, 50/60 Hz, 150VA Max <p>Guardrails Suite MX software provides infusion safety and continuous quality improvement software for the BD Alaris System. It can help reduce IV medication errors, enhance patient care, and track and measure system performance. It accepts hard and soft limits on each infusion parameter.</p> <p>Software Features:</p> <ul style="list-style-type: none"> • Sample drug list with many different drugs • Sample solutions list for blood and other common solutions • Programmable custom and basic infusion rate • Programmable patient files <p>PC Unit is needed but does not work without module units, it is the computer for the modules and houses the Guardrails® Suite MX educational training software</p>	\$	\$
Freight/Delivery Bluegrass CTC, 1500 Bypass N US 127, Lawrenceburg KY 40342			\$	\$
Group Item 6 Total:			\$	\$

MANUFACTURER/MODEL if not as specified: _____

Warranty: _____

Lead time: _____

If any field is left blank the bid will be rejected. Bidder must bid on all items within a group to be considered for award, but bidder is not required to bid on all groups. Product numbers are from Pocket Nurse. Specifications include, but are not limited to the following:

Group Item	Qty	Description *FOR EDUCATIONAL PURPOSES ONLY*	Unit Cost	Extended Cost
7	2	Product #04-50-7380-NG: Multi-Position 2 Rail Bed w/Mattress Synergy 1000 (New Only) *for Danville Campus <ul style="list-style-type: none"> • Maximum height: 30" for max under-bed clearance for lift usage • Minimum height: 7.95" • Maximum safe working loads: 500 lbs. • Edema foot ratchet • (8) casters for easy bed movement • Wall saver to protect walls • Redesigned staff control with auto flat, two stage lockouts • Includes ltc low bed position not found on most hospital style beds • Operational out of the box • Fits through 36"-wide doorway (without rails) with toolless removable siderails • Central pedal lock at FB • Dimensions: 85 3/4" x 40 1/4" • Color: Negotiating in Geneva Laminate Finish Includes: Bed frame Two side rails Mattress	\$	\$
7.1		*Required 35-97-2200 White Glove Service Graham Field Includes: Shipping to Bluegrass CTC, 59 Corporate Drive, Danville KY 40422 Set up of Delivered Products Removal of all Packing Materials		\$
Group Item 7 Total:				\$

MANUFACTURER/MODEL if not as specified: _____

Warranty: _____

Lead time: _____

Group Item	Qty	Description *FOR EDUCATIONAL PURPOSES ONLY*	Unit Cost	Extended Cost
8	4	Product #04-50-7380-NG: Multi-Position 2 Rail Bed w/Mattress Synergy 1000 (New Only) *for Leestown Campus <ul style="list-style-type: none"> • Maximum height: 30" for max under-bed clearance for lift usage • Minimum height: 7.95" • Maximum safe working loads: 500 lbs. • Edema foot ratchet • (8) casters for easy bed movement • Wall saver to protect walls • Redesigned staff control with auto flat, two stage lockouts • Includes ltc low bed position not found on most hospital style beds • Operational out of the box • Fits through 36"-wide doorway (without rails) with toolless removable siderails • Central pedal lock at FB • Dimensions: 85 3/4" x 40 1/4" • Color: Negotiating in Geneva Laminate Finish Includes: Bed frame Two side rails Mattress	\$	\$
		Freight/Delivery Bluegrass CTC, 164 Opportunity Way, Bldg M, Room 132, Lexington KY 40511 *White Glove delivery not required		\$
		Group Item 8 Total:		\$

MANUFACTURER/MODEL if not as specified: _____

Warranty: _____

Lead time: _____

Group Item	Qty	Description *FOR EDUCATIONAL PURPOSES ONLY*	Unit Cost	Extended Cost
9	4	Product #05-46-3824-NEW: Covidien Kangaroo ePump Enteral Feeding with Pole Clamp The Kangaroo ePump system is the latest innovation in enteral feeding pump technology. When simulation requires teaching of nutrition through continuous feeding, intermittent feeding or feeding and flushing, Kangaroo ePump enteral feeding pump delivers in one compact, easy-to-use device. <ul style="list-style-type: none"> • 15 Hour battery life • 17 Languages • Flushing and hydration capabilities • 15 psi • "ATM-style" ease of operation • 72 Hour feeding history • DEHP-Free pump sets • Anti-free flow pump sets • Weight - 2.34 lbs without pole clamp, 2.69 lbs with pole clamp • Features safe enteral connections system 	\$	\$
		Freight/Delivery Bluegrass CTC, 164 Opportunity Way, Bldg M, Room 132, Lexington KY 40511	\$	\$
Group Item 9 Total:			\$	\$

MANUFACTURER/MODEL if not as specified: _____

Warranty: _____

Lead time: _____

12. Supplier Checklist

Supplier Bid Submission Checklist:	
Supplier is responsible for meeting all bid requirements (including those not listed below):	
YES	NO : Pg. 1 – Invitation to Bid completed & signed
YES	NO : Section 6.5 – If applicable, completed forms included if claiming reciprocal preference
YES	NO : Per Section 7.1. Supplier did <u>not</u> include their own terms and conditions
YES	NO : Section 9, Substitute W-9 completed
YES	NO : Section 11, Form of Proposal completed in its entirety – no incomplete sections
YES	NO : Supplier meets all requirements throughout the Invitation to Bid