



REQUEST FOR PROPOSAL

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

PROPOSAL NO.: RFP-0209	RETURN ORIGINAL COPY OF PROPOSAL TO:
Issue Date: March 26, 2019	KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
Purchasing Officer: Vickie Dillion	Procurement to Payment Department
Email: Vickie.Dillon@kctcs.edu	Attn: RFP-0209
Schedule Name: Building & Contents Insurance	300 North Main St.
	Versailles, KY 40383

IMPORTANT: PROPOSALS MUST BE RECEIVED BY: April 23, 2019 4:00 PM Local Time

1. It is the intention of the Request for Proposal (RFP) to enter into competitive negotiation as authorized by KRS 45A.085.
2. Proposals for competitive negotiation shall not be subject to public inspection until negotiations between the purchasing agency and all offerors have been concluded and a contract awarded to the responsible offeror submitting the proposal determined in writing to be the most advantageous to the KCTCS, price and the evaluation factors set forth in the advertisement and solicitations for proposals considered.
3. An award of contract may be made upon the basis of the initial written proposals received without written or oral discussions.
4. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
5. The KCTCS reserves the right to request proposal amendments or modifications after the proposal receiving date.
6. The contents of the successful proposal shall become part of any contract awarded.

NOTICE

1. Any agreement or collusion among offerors or prospective offerors which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, 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.

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 offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
2. That the attached proposal has been arrived at by the offeror 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 Request for Proposal, designed to limit independent bidding or competition;
3. That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal;
4. That the offeror is legally entitled to enter into contracts with the Kentucky Community & Technical College System, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340, 164.390, and
5. That I have fully informed myself regarding the accuracy of the statement made above.

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 proposal 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 the KCTCS by the successful contractor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b), that prohibits the maintaining of segregated facilities.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signator's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.

Company Name

Authorized Signature

Date

Address

Typed or Printed Name

City, State, Zip

Title

Phone Number

Fax Number

1.0 STATEMENT OF INTENT AND PURPOSE

The Kentucky Community and Technical College System (KCTCS) is issuing this Request for Proposal to invite qualified and responsible firms to provide insurance coverage for KCTCS relating to property and liability insurance coverage for buildings and contents. KCTCS may award more than one contract as a result of this RFP, or award a contract for solutions that meet some, but not all requirements stated herein, if it is in their best interest to do so.

The Kentucky Community and Technical College System, the largest institution of higher education in the Commonwealth, is comprised of 16 two-year colleges with 68 campuses with additional centers and leased space totaling approximately 200 locations throughout the state that serve more than 500,000 Kentuckians and 5000 businesses each year in credit programs leading to certificate, diploma, and associate degrees, pre-baccalaureate education for transfer to four-year institutions, and non-credit programs, customized business and industry training, professional continuing education, and personal enrichment opportunities. Key areas of emphasis include increased access to postsecondary education and educational attainment, community and economic development, workforce education and training, adult education and literacy, agriculture and rural development, welfare-to-work, nursing and allied health professions, emerging technologies and occupations, distance learning and online education, global partnerships and international education, and homeland security education and training. KCTCS has approximately 110,000 students enrolled with the full-time equivalent being 66,000. For more information consult our website at <http://www.kctcs.edu>.

2.0 TERMS AND CONDITIONS

2.1 SCHEDULE OF EVENTS

Issue date of RFP	March 26, 2019
Deadline for Written Questions	April 5, 2019
RFP Due Date	April 23, 2019 4:00 p.m. Lexington, KY Time
Offeror Presentations	*To be Scheduled if needed

A review of the written proposals is targeted to be completed by May 1, 2019, at which time the Offerors submitting the best and most responsive proposals may be asked to attend oral interview sessions. If an oral interview session is scheduled, it will be held at the KCTCS System Office, Versailles, Kentucky. All costs associated with the Offeror's required oral presentation will be solely the responsibility of the respective Offeror. Promises and commitments made by Offerors during oral presentations and demonstrations will be considered a part of the Offeror's proposal.

2.2 SUBMISSION OF OFFER

Contractors desiring to respond to this Request for Proposal should submit one (1) original (clearly marked) with live signature, one (1) CD of the written proposal, and four (4) copies of their response. **No pre-proposal conference is planned.** Sealed proposals will be received in the Procurement to Payment Services Department, Kentucky Community and Technical College System, Attn: RFP-0209, 300 North Main Street, Versailles, Kentucky 40383, until **4:00 p.m. April 23, 2019** unless extended per Addenda. Each proposal will be stamped with the time and date of receipt. Any proposal received after 4:00 p.m. will not be considered for an award of a contract. In accordance with KRS 45A.085, there will be no public opening. However, after contract award, the solicitation file will become a public record.

2.3 RESULTING CONTRACT

Term: The beginning contract period for all insurance will be from 12:01 AM, July 1, 2020 through 12:00 Midnight, June 30, 2021 with the option to extend the contract for one-year future periods upon mutual agreement of the parties involved.

KCTCS is required to provide six months' notice to the Finance Cabinet before terminating current insurance. Once an award of the RFP is announced in May-June 2019, the contract start date will not begin until July 1, 2020. By submitting a proposal, contractors understand and agree that the building and contents coverage amount needed is constantly changing. KCTCS will provide the awarded contractor with updated numbers prior to July 1, 2020.

KCTCS reserves the right to request additional coverage be added to the resulting contract as needed. The resulting contract between KCTCS and the Contractor shall consist of (1) the Request for Proposal (RFP) and any addenda thereto, and (2) the Contractor's proposal submitted in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. In the event that an issue is addressed in one document that is not addressed in the other document, no conflict in language shall be deemed to occur. However, KCTCS reserves the right to clarify any contractual relationship in writing with the concurrence of the

Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Contractor's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

2.3.1 ADDITIONAL RELATED PRODUCTS OR SERVICES

KCTCS reserves the right to add additional related services based on the original offer. Upon mutual consent of KCTCS and the Contractor on pricing, performance, etc., said additional services may be added to the contract.

Extension to Other Institutions

The Contractor should be willing to extend the provision of services under the resulting contract to any other public institution of higher education of the Commonwealth of Kentucky. Such extension will be under terms and conditions substantially the same as those in the resulting contract except that pricing will be negotiated based on then current rates for the specific level of services required.

2.4 ENTIRE AGREEMENT

The resulting contract will represent the entire agreement between the parties with respect to the subject matter thereof and will supersede all prior negotiations, representations or agreements, either written or oral, between the parties hereto relating to the subject matter hereof and shall be independent of and have no effect upon any other contracts. A record of formal contract negotiations between the contractual parties will be prepared by KCTCS and will become a permanent part of the contract file.

2.5 TERMINATION

2.5.1 Resulting Contracts awarded from this RFP may be terminated in the event that both KCTCS and the contractor deem that it is in the best interest of both parties to do so. In that case, a termination date will be set that will be mutually agreeable to the KCTCS and the contractor.

2.5.2 The contracts resulting from this RFP shall be subject to the following termination provisions: for default, non performance; Contractor bankruptcy; and otherwise as specifically provided by the contract.

2.6 CANCELLATION

KCTCS reserves the right to cancel any resulting contract, without cause, by giving written notice to the contractor no later than 30 calendar days before the proposed cancellation date. Notice of intent to cancel shall be made by certified mail. KCTCS also reserves the right to cancel the RFP if it is in the best interest of KCTCS to do so.

2.7 ADDENDA/EXPLANATIONS

2.7.1 Unless it is demonstrated that an adequate response cannot be developed with the data provided in this RFP, KCTCS will not provide additional data based on request from individual respondents. Proposals should be based on the data contained in this RFP. If KCTCS decides to distribute additional information, it will be distributed to all offerors who received the initial RFP or who have subsequently requested one. Receipt of an amendment to the solicitation by an offeror must be acknowledged by signing and returning the amendment or by letter. Such acknowledgement must be received prior to the hour and date specified for receipt of offers.

2.7.2 Any explanation desired by an offeror regarding the meaning or interpretation of the solicitation, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach potential offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding.

Any information given to a prospective offeror concerning the solicitation will be furnished to all prospective offerors as an amendment of the solicitation if such information is necessary to offerors in submitting offers on the solicitation or if the lack of such information would be prejudicial to uninformed offerors. KCTCS reserves the right to require verification or clarification of data and information presented in the offeror's proposal. In the event any item, requirement, term or condition of this RFP is not clear, or is not according to regulation, it shall be the sole responsibility of the interested prospective offeror to inquire as to intent, or to state the exception in writing.

All questions must be submitted in writing to Vickie.Dillon@kctcs.edu no later than April 5, 2019.

Any proposals emailed or faxed will be rejected.

2.7.3 Any “addenda” issued by KCTCS Procurement to Payment prior to the time for receiving proposals shall be covered in the proposal and in closing a contract they shall become a part thereof. Such “addenda” shall be acknowledged in the proposal. No interpretation or change in this Request for Proposal shall be binding except when such change is duly issued by Addendum to RFP by KCTCS Procurement to Payment.

2.8 AUDIT

KCTCS reserves the right to audit the contractor relative to its ability to perform the required services.

2.9 METHOD OF AWARD

KCTCS may award a contract to that responsive and responsible Offeror whose proposal, conforming to this solicitation, will be the most advantageous to KCTCS based on the criteria as shown in the Evaluation of Proposal section. Final determination shall be the responsibility of KCTCS. Only those proposals received which reflect a comprehensive appreciation of the requested services to KCTCS and offer a realistic solution that will benefit KCTCS will be considered for award of a contract. An award of a contract shall be made by KCTCS to the Offeror who offers the best proposal and with whom negotiations result in a contract package of greatest benefit to KCTCS based upon evaluation methods contained herein.

The Offeror is required to submit one quote that covers both 6.0 (building/contents) and 7.0 (inland marine), to be considered for award of a contract. Proposal may be rejected if only one policy is quoted and not the other.

2.10 REJECTION OF PROPOSALS

2.10.1 KCTCS reserves the right to reject any and all proposals and to waive technicalities and minor irregularities in proposals for good cause. Grounds for the rejection of a proposal include, but shall not be limited to:

1. Failure of a proposal to conform to the essential requirements of the solicitation.
2. A proposal imposing conditions that would modify the terms and conditions of the solicitation, or limit the Contractor's liability to KCTCS on the contract awarded on the basis of such solicitation.
3. Failure of the Offeror to sign the required documents.
4. Any proposal determined by KCTCS to be unreasonable as to price.
5. Proposals received that are determined to be from Offerors who are not qualified.

2.10.2 Technicalities or minor irregularities in a Offeror's proposal may be waived, when KCTCS determines that it will be in the their best interest to do so, are mere matters of form not affecting the material substance of a proposal or some immaterial deviation from or variation in the precise requirements of this RFP and having no or a trivial or negligible effect on price, quality, quantity or delivery of supplies or performance of the services being procured, the correction or waiver of which will not affect the relative standing of, or be otherwise prejudicial to other Offerors. KCTCS may either give a Offeror an opportunity to cure any deficiency resulting from a technicality or minor irregularity in its proposal, or waive such deficiency where it is advantageous to KCTCS to do so.

2.11 INDEMNITY

The Contractor 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 Contractor during the term of the contract, whether by negligence or otherwise.

2.12 GOVERNING LAW

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

2.13 GENERAL TERMS AND CONDITIONS SOLICITATIONS AND CONTRACTS

The General Conditions and Instructions for Solicitations and Contracts, hereby incorporated by reference, shall be an integral part of this solicitation and resulting contract. The General Terms and Conditions are not repeated in each Solicitation. Therefore, it is the bidder's responsibility to access the General Terms and Conditions at the KCTCS Website: <http://www.kctcs.edu>, or request a copy by contacting KCTCS Procurement to Payment, 859-256-3483. By submitting a proposal to KCTCS an offeror agrees to these conditions.

2.14 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.

2.15 NONCONTINGENT FEES

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure the resulting contract, except bona fide employees of the Offeror or bona fide established commercial or selling agencies maintained by the Offeror for the purpose of securing business. For breach or violation of this provision, KCTCS shall have the right to reject the proposal, annul a resulting contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage, contingent fee or other benefit.

2.16 CONTRACT ASSIGNMENT

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

2.17 KENTUCKY RECIPROCAL PREFERENCE LAWS

In accordance with KRS 45A.490 to 45 A.494, Kentucky Resident Bidder Status or Qualified Bidder Status, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluation 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 non-residency 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 with support documentation affirming that it meets the criteria as set forth in the above referenced statute

2.18 ATTORNEYS' FEES

In the event that either party deems it necessary to take legal action to enforce any provision of the contract, and in the event KCTCS prevails, the selected Offeror agrees to pay all expenses of such action, including attorneys' fees and costs at all stages of litigation.

3.0 PREPARATION OF PROPOSALS

3.1 Offeror is expected to examine all specifications, terms, conditions, and instructions in this Request for Proposal. Failure to do so will be at the Offeror's risk.

3.2 Offeror will furnish the information required by this RFP. The Offeror will sign the RFP cover page and print or type name, firm, address, telephone number and date. The person signing the offer must initial erasures or other changes. An offer signed by an agent is to be accompanied by evidence of his or her authority unless such evidence has been previously furnished to the issuing office. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud, and the signer is authorized to bind the principal offeror.

3.3 The proposal should be prepared simply and economically, providing a straightforward concise description of the Contractor's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal should be bound in single volume where practical. All documentation submitted with the proposal should be bound in the single volume except as otherwise specified.

3.4 Any proposal containing terms and conditions not in conformity with the statutes of the Commonwealth of Kentucky will be rejected.

4.0 CONTRACTOR QUALIFICATIONS

4.1 Request for Proposals will be accepted from any insurer holding a certificate of authority from the Commonwealth of Kentucky. A certificate of authority equates to being licensed in accordance with the insurance code, KRS Chapter 304. The insurer shall have an A.M. Best's rating of A or better and a Financial Performance Rating (FPR) of 5 or better.

- 4.2** KCTCS will consider proposals from qualified outside Contractors who are capable of meeting the terms and conditions stated herein. The Contractor must be ordinarily engaged in the business of providing these services and have sufficient experience, financial and human resources to provide the services specified in this proposal. The Contractor may be required to submit sufficient financial information, such as audited financial statements and Dunn & Bradstreet ratings, to allow KCTCS to evaluate the Contractor's ability to meet the responsibilities of the contract.
- 4.3** The Contractor must submit with the proposal references of successful programs it has previously implemented at other institutions. Contractor's proposal should include no less than five (5) client references located within Kentucky, which may be contacted by KCTCS. Each reference shall include the name of the company, name and title of person responsible for the company's insurance, address, and telephone number. Information provided must include persons to contact with addresses and phone numbers, the size of the institution/business served, and other pertinent information that would aid in the determination of an experienced Contractor. KCTCS reserves the right to request additional information to determine the responsibility of the apparent successful Contractor relative to its ability to comply with the terms and conditions of this Request for Proposal.
- 4.4** All firms submitting proposals must meet the following minimum qualifications:
- a. Firms must be able to demonstrate the ability to provide full insurance services in the Commonwealth of Kentucky. The Contractor 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.
 - b. The Contractor 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.
 - c. The Account Manager must be licensed as an agent by the Commonwealth of Kentucky for insurance coverage specified herein.
 - d. Firms must be able to demonstrate the ability to provide full services for an organization as large and geographically dispersed as KCTCS. KCTCS currently employs nearly 11,400 employees in 16 Colleges, the North American Racing Academy (NARA), KY Board of Emergency Medical Services (KBEMS), the KY Fire Commission/Fire Rescue, the KY Coal Academy, and the System Office throughout the Commonwealth of Kentucky.

5.0 EVALUATION OF PROPOSALS

Contract award will be made by KCTCS Procurement to Payment after evaluation by a committee selected solely for this purpose. Proposals should be prepared addressing each of the criteria listed below. Proposals will be evaluated using a predetermined method to ascertain which offer best meets the needs of KCTCS. The successful offeror of this selection process must provide strong evidence of its ability to meet the following evaluation criteria which are listed below in order of relative importance:

1. The proposal's quality and responsiveness in clearly stating the understanding of the work to be performed
2. Bidder's familiarity and experience providing coverage to Higher Education or other government entities
3. A.M. Best Rating
4. Financial Stability
5. Program approach for coverage and communications to include: Claims Handling Process and Proven results and demonstrated responsiveness to clients needs
6. Ability of the Bidder to quote all items in a group at competitive rates
7. References
8. Fees for the proposed insurance coverage

5.0 LIST OF RFP ATTACHMENTS

The following documents make up this RFP (and addenda).

- A. This document

The following documents can be downloaded at the following KCTCS link:

https://systemoffice.kctcs.edu/vendor_information/opportunities_to_bid/index.aspx

- B. KCTCS Inventory & Asset Classes – A class listing, which lists the different classifications of equipment.
- C. KCTCS Building Coverage – A list of buildings with coverage required.
- D. KCTCS Contents Coverage - A list of contents with coverage required. There is a tab for each college listing coverage amounts as of our last contents update to State Risk.
- E. KCTCS Location – A list of owned locations by college.
- F. KCTCS Scheduled Items – A list of scheduled items that are not on the individual college contents lists. These are specialty items such as signage and artwork.

INSURANCE COVERAGES

Please note:

- All Community and Technical Colleges, the KCTCS System Office, the North American Racing Academy, Kentucky Board of Emergency Medical Services, and the Kentucky Fire Commission fall under the Kentucky Community & Technical College System (KCTCS.)
- KCTCS currently insures building and contents through the Kentucky State Fire and Tornado Insurance Fund (F&T fund). The F&T fund provides property insurance coverage on an “all risk” basis, including losses caused by floods and earthquakes, subject to specified exclusions. Coverage includes a statewide sprinkler inspection service for all reported sprinkler systems for no additional premium.
- The coverage requested in this RFP must be comparable to or greater than the insurance coverage currently provided through the F&T fund.
- Our current insurance policy for building and contents coverage can be found at the following link:
<https://finance.ky.gov/Office%20of%20the%20Controller/ControllerDocuments/2018%202019%20F%20T%20Policy%20and%20Renewal%20Packet.pdf>
- KCTCS is required to provide at least 6 months-notice to our current insurer before we can terminate insurance.
- Coverage would be expected to begin on July 1, 2020, with annual billing on a fiscal year basis from July 1 through June 30 of each year. The coverage amounts required are constantly changing. KCTCS will provide vendor revised coverage amounts prior to July 1, 2020.
- KCTCS insures owned vehicles and trailers through the Kentucky Self-Insured Auto Program (KSAP) and will continue to do so.
- The following reports are included with this RFP:
 - A list of buildings with coverage amounts required
 - A list contents with coverage amounts required
 - A list of scheduled items that are not on the individual colleges contents lists. These are specialty items such as signage and artwork.
 - A list of owned locations by college
 - A class listing, which lists the different classifications of equipment
- KCTCS has not had any insurance coverage cancelled since securing coverage.
- Loss control visits are not being set up at this time.
- Loss Run Statement information is available by request. You may email Vickie Dillon at Vickie.Dillon@kctcs.edu to request the required information. Beyond the loss run statements, we are not providing any additional claims information at this time.
- A copy of our most recent financial statement may be viewed at the following link
https://systemoffice.kctcs.edu/the_system_office/services_and_departments/financial_services/budget_books.aspx

CLAIM RESPONSE REQUIREMENTS

- Responsive and timely claims processing capable of serving college campuses located throughout Kentucky. Once KCTCS provides all the needed claim information, we would expect resolution and payment of the claim within 30 days.

6.0 BUILDING AND CONTENTS COVERAGE

- Building and contents coverage on an all risk basis, including losses caused by floods and earthquakes, that is comparable to our existing policy
- Replacement cost coverage is required on buildings and contents with a per occurrence limit that will cover replacement cost of buildings and equipment on each campus
- Maximum of a \$5,000 deductible for building and content claims
- Boiler and machinery coverage to include pressure vessels, and mechanical and electrical equipment on a permanent scheduled endorsement

7.0 INLAND MARINE COVERAGE

- Mobile Equipment Coverage – For items such as mowers, tractors, and laptops that move from one location to another on a regular basis
- Temporary Coverage - For items at a KCTCS location that are on loan, on exhibit, etc.
- Transit Coverage – For items being transported to and/or from one location to another
- Maximum of a \$5,000 deductible per claim

8.0 OFFEROR INFORMATION SHEET

The following is to be completed and agreed to by all Offerors:

1. _____ will be the agent responsible for handling of this account, and

_____ will be the company representative assigned to this account. Each will be available for immediate consultation.

2. _____ Claims Office will supervise and adjust all reported losses and claims.

_____ is the supervising claims person on this account.

3. We agree to provide an annual listing of all incurred losses.

4. We have enclosed five (5) copies of all insuring agreements, endorsements, etc., for review by the KCTCS Evaluation Committee.

5. We have noted deviations for the specifications, if any, on "RFP SPECIFICATIONS DEVIATION FORM".

6. The "Request for Proposal" form has been signed. We understand that failure to do so will be cause for rejection.

Company's Certificate of Authority No. _____

Date _____

NOTE: THIS INFORMATION SHEET IS TO BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.

Form of Proposal

Offerors must submit one quote that covers both, 6.0 and 7.0, to be considered for award of a contract. Proposal may be rejected if only one policy is completed and not the other.

Quote on 6.0 and 7.0 :

6.0 BUILDING & CONTENTS POLICY

Date: _____

Policy Term: July 1, 2020 to June 30, 2021

- Building and contents coverage on an all risk basis, including losses caused by floods and earthquakes, that is comparable to our existing policy
- Replacement cost coverage is required on buildings and contents with a per occurrence limit that will cover the replacement cost of buildings and equipment on each campus
- Maximum of a \$5,000 deductible for building and content claims
- Boiler and machinery coverage to include pressure vessels, and mechanical and electrical equipment on a permanent scheduled endorsement, with no additional premium required for coverage.

Annual Premium \$ _____

Name of Insurance Agency

Name of Insurer

Signature

Date

Title

Telephone

Fax

7.0 INLAND MARINE POLICY

Date: _____

Policy Term: July 1, 2020 to June 30, 2021

- Mobile Equipment Coverage – For items such as mowers, tractors, and laptops that move from one location to another on a regular basis
- Temporary Coverage - For items at a KCTCS location that are on loan, on exhibit, etc.
- Transit Coverage – For items being transported to and/or from one location to another
- Maximum of \$5,000 deductible per claim

Annual Premium \$ _____

Name of Insurance Agency

Name of Insurer

Signature

Date

Title

Telephone

Fax

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
- Select Supplier Registration Portal (left side menu)
- Follow the steps in the instructions and online
- If you are an existing supplier, please include the SubW9 form with your bid proposal

Substitute W-9
Revised 12/6/13

Substitute W-9 Form

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

College:	Kentucky Community & Technical College System		
College Contact:	Vickie Dillon	College Contact Email:	vickie.dillon@kctcs.edu
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, Visa MC Other: _____

Type of Business (Required):

- Corporation Government Entity Foreign Nonresident Individual
 Partnership Foreign Entity (other than individual) Limited Liability Company
 NonProfit/501(c) Entity U.S. Agent of Foreign Person/Entity 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="radio"/> 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="radio"/> <i>Hispanic-American</i>	<input type="radio"/> <i>African-American</i>
	<input type="radio"/> <i>Asian-American</i>	<input type="radio"/> <i>American Indian</i>
	<input type="radio"/> <i>Other (explain):</i>	
<input type="radio"/> Women-Owned Business Enterprise/WBE <i>Defined as a business at least 51% owned by one or more women.</i>	<input type="radio"/> Disadvantaged Business Enterprise/DBE <i>Defined as a business at least 51% owned by at least one <u>differ-</u>ently-abled, socially, or economically disadvantaged individual as defined by Federal law.</i>	
<input type="radio"/> Veteran Owned Business/VOB <i>Defined as a business at least 51% owned and operated by a service veteran.</i>	<input type="radio"/> 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="radio"/> None of the Above	<input type="radio"/> 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 checked="" 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 LEGIBLY – 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