

BOURBON COUNTY BOARD OF EDUCATION
ADMINISTRATION OFFICE
3343 LEXINGTON ROAD
PARIS, KENTUCKY 40361

--INVITATION TO BID--

REFERENCE NUMBER FY 18-01
CLOSING TIME OF BIDS 3pm Sept. 15 2017
DEPARTMENT OR SCHOOL Bourbon County Schools
DATE ADVERTISED August 28th 2017

Sealed bids are requested on the attached list of materials, articles or services for delivery to the school or department designated, subject to the conditions of this invitation.

1. This invitation is supplied in duplicate. The bidder must submit one copy of the completed bid on the enclosed form in a properly addressed envelope clearly designating the above reference number. The duplicate copy is to be retained by the bidder.
2. Prices must be stated in units of quantity as specified and extended in total column for each item and/or lot. All bid prices must include transportation and delivery to the warehouse or building as specified.
3. Bids, to receive consideration, must be received prior to the time designated in this invitation, and none will be accepted thereafter.
4. Bid forms must be signed by either an officer or an agent of the bidding firm who is authorized to legally bind the firm.
5. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to its interest, and to award by item, combination of items or lot.
6. All bids shall be effective for thirty (30) days from date of opening unless otherwise specified in special conditions of bidding, and no bid may be withdrawn prior to that time.
7. Manufacturer's catalogue numbers, trade names, etc., where shown herein, are for descriptive purposes to guide the bidder in interpreting the standard of quality, design and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials or service. However, any substitution or departure proposed by bidder must be clearly noted and described; otherwise, it will be understood that bidder intends to supply items specifically mentioned in the bid invitation.
8. It is to be understood that the bidder, if awarded an order or contract, agrees to protect, defend and save harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract; and the bidder further agrees to indemnify and save harmless the Board of Education from suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties by, or for, any of the acts of the contractor, his/her servants or agents.
9. Federal Excise Taxes or Kentucky Sales and Use Taxes are not applicable to any purchase made for use of the Board of Education. Bids should not include any such taxes. Exemption certificates will be furnished as required. This district's Kentucky Sales and Use Tax Number is C-719.
10. Information pertaining to any item or condition in this request may be obtained by communicating with the business office, Bourbon County Board of Education.

11. If a quotation is not made, the bid form must be returned and marked "NO BID", with reasons stated why a bid is not submitted; otherwise, firm name will be removed from the official mailing roster.
12. The successful bidder shall be the exclusive vendor for the duration of this bid.
13. In case of error in extension, the unit bid will be considered as the correct amount.
14. Failure to comply with the terms and conditions of this bid shall be considered violation of a contract and the district reserves the right to terminate the agreement within thirty (30) days of written notice.

THIS CERTIFICATE MUST BE EXECUTED BY BIDDER

In compliance with this invitation to bid, in consideration of the detailed description attached hereto, and subject to all conditions thereof, the undersigned agrees if this bid be accepted within the time stipulated above, to furnish any or all of the items upon which prices are quoted in accordance with the specifications applying at the price set opposite each item.

The undersigned further declares that this bid is in all respects fair and without collusion or fraud, that no member of this Board of Education of the Bourbon County School District or other officer of said school district or any person in the employ of said school district is directly or indirectly interested in this bid or any portion of the profits thereof.

Firm Name _____

By _____

Title _____

Address _____

Telephone _____

Date _____

Further information may be obtained by contacting—

Andrea Kiser, Food Service Director
Bourbon County Schools Administration Office
3343 Lexington Road
Paris, Kentucky 40361
Telephone No. -859-987-2180

BOURBON COUNTY SCHOOLS
SOFT DRINKS BID

Special Conditions and Specifications

SOFT DRINKS

1. Vending Machines
The successful bidder shall furnish vending machines to all schools within the Bourbon County School System and other sites such as, but not limited to, the Central Office and the Bus Garage. Volume of sales shall determine the number and type of machines to be placed in each school and at each site. Repair and maintenance shall be the responsibility of the vendor. In the event any given vending machine is out of order or inoperable the vendor shall have 7 (seven) working days from date of notification by the school district to render such machine operable. In the event any such machine remains out of order or inoperable after 20 (twenty) working days of such notification, vendor shall supply a replacement machine.
2. Placing of Orders
The successful bidder shall have a representative visit the school weekly for the purpose of taking orders or shall supply the schools and Central Office with a toll-free number for placing orders.
3. Delivery of Soft Drinks
Soft drinks shall be delivered at least weekly to all schools and sites. Deliveries shall be made on weekdays between the hours of 8:00 a.m. and 3:00 p.m. If sales warrant, the vendor shall make additional deliveries at the request of the school principal or superintendent. Vendor shall be responsible for filling all machines and for keeping them supplied.
4. Security
The Bourbon County Board of Education will assume normal responsibility for the care and protection of vending machines; however, no specific responsibility nor liability for the protection of the machines shall be assumed. The Bourbon County Board of Education does assume complete responsibility for all soft drinks following delivery and the signing of the invoice by a designated employee.
5. Invoices and Statements
The vendor shall collect the money from vending machines at the time of delivery. With each delivery, the vendor shall issue an invoice showing the total number of cases delivered, the case price, and the money collected from each machine. The principal or superintendent shall designate an employee(s) to sign all invoices. The vendor shall assign an account number for each site. The account number shall appear on all invoices and statements. The successful bidder shall submit a monthly statement to the school principal for all sites under his jurisdiction and a copy forwarded to the Central Office. Profits checks shall be mailed monthly to the appropriate school.
6. Connection of Vending Machines
Electrical outlets shall be provided for each machine by the Bourbon County Board of Education. The vendor shall be required to deliver the machines, set in place, and make all connections. Extension cords shall not be used.
7. Special Purchases
When requested to do so by the school principal, the successful bidder shall furnish soft drinks and/or premix set-ups to school booster organizations such as, but not limited to, Parent-Teacher Organizations and Athletic and Band Boosters. The items shall be furnished in accordance with the bid price and all conditions and specifications.

Special Conditions and Specifications (Continued)

8. Competitive Food and Beverage Sales and Services Requirement
All schools in the Bourbon County School District will comply with the Competitive Food and Beverage Sales and Service requirements which prohibits the sale of any food or beverage item to students during the school day until one-half (1/2) hour after the close of the last lunch period. The vendor shall be required to install timing devices in strategic areas identified by the Principal. Competitive food and beverage sales permit the sale of additional non-carbonated beverages.

9. Schedules
Schedules for high school and middle school sports activities shall be provided by the successful bidder.

10. Cups for Sports Activities
Each major sport will receive two (2) cases of cups and minor sports will receive one (1) case of cups per season.

11. Items Furnished
Successful bidder shall furnish lockable coolers for concession stand areas.

12. Calculation for Bid Consideration
The only calculation made when considering bids shall be price per unit and case.

13. Critical Dates
All prices established by this bid shall be in effect for the period from October 1, 2017 to September 30, 2018. The contract issued on this bid shall contain a clause giving the Bourbon County Board of Education the option to renew the service on an annual basis for two (2) additional years, providing such renewal is mutually agreeable to the firm receiving the award and the Bourbon County Board of Education.

Signed _____

Company _____

Address _____

Phone No. _____

Date _____