



FAYETTE COUNTY PUBLIC SCHOOLS

**PURCHASING DEPARTMENT, ROOM 137**  
**1126 RUSSELL CAVE ROAD**  
**LEXINGTON, KY 40505**  
**859.381.3885**  
[www.fcps.net/bids](http://www.fcps.net/bids)

<b>Request for Proposals Number and Title</b> RFP 61-19 Office and Classroom Supplies	<b>Department</b> All Schools and departments
<b>Due Date/Time:</b> Monday, October 21, 2019 at 2:00:00PM Local Time	<b>Term of Contract</b> January 1, 2020 to December 31, 2020

FCPS now uses an internet based platform for all of our Bids and RFPs. Any notifications, including amendments to bids, post bid award notices and future bid advertisements, will be made through this platform. Please go to [www.fcps.net/bids](http://www.fcps.net/bids) to register as a vendor and keep your profile updated to insure you are up to date on all FCPS Bids.

\_\_\_\_\_

**Firm Name**

\_\_\_\_\_

**Address**

\_\_\_\_\_

**City/State/Zip**

\_\_\_\_\_

**Telephone/Fax**

\_\_\_\_\_

**Email**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_     **or**

**Social Security Number**

\_\_\_\_\_/\_\_\_\_\_

**Employer Identification Number**

**RFP DOCUMENTS AND A SUCCESSFUL OFFEROR'S RESPONSE CONSTITUTE THE FINAL CONTRACT/AGREEMENT BETWEEN FCPS AND OFFEROR. NO CONTRACT/ AGREEMENT TERMS REQUIRED BY OFFEROR WILL BE CONSIDERED BY FCPS THAT ARE NOT SUBMITTED WITHIN THE RESPONSE. A SUCCESSFUL OFFEROR UNDERSTANDS AND ACCEPTS THIS AS ESSENTIAL TO THE AWARD OF THE RFP. A SUCCESSFUL OFFEROR WHO SUBMITS ANY SUBSEQUENT DOCUMENT FOR FCPS TO ACCEPT/SIGN UNDERSTANDS AND AGREES THAT THIS WILL NOT BE CONSIDERED OR ACCEPTED BY FCPS.**

**FOLLOWING THE SUBMISSION OF A RESPONSE AND THE AWARD OF THE RFP SHOULD A SUCCESSFUL OFFEROR TAKE THE POSITION THAT AN ADDITIONAL DOCUMENT WITH ADDITIONAL TERMS IS REQUIRED FOR A SUCCESSFUL OFFEROR TO COMPLY WITH TERMS OF THE RFP, THE RFP AWARD SHALL BE CONSIDERED VOID AND OFFEROR MAY BE DEBARRED FROM FUTURE WORK WITH FCPS.**

**CERTIFICATE MUST BE EXECUTED BY OFFEROR**

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

**Offeror agrees to furnish and deliver all items/services set forth or otherwise identified in document and on any additional sheets subject to the terms and conditions herein.**

Date \_\_\_\_\_

Company Name: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

**Signature** \_\_\_\_\_

## General Conditions of Bidding

1. Offerors are advised that any contract resulting from this RFP must comply with all applicable provisions of KRS 45A and other statutes and policies noted in this RFP.
2. Model Procurement Regulations adopted by the Fayette County Board of Education shall be deemed incorporated by reference in these specifications as though quoted fully herein.
3. The Fayette County Board of Education (Board) is implementing revised procedures as of July 1, 2016 for the submittal of bids and proposals. In all Fayette County Public School (FCPS) bidding procedures, all potential offerors are to engage in specifically defined efforts with the Department of Economic Development to include minority-owned, women-owned and veteran-owned business contractors, subcontractors, vendors and suppliers.
4. FCPS Department of Economic Development and Purchasing Department are available to assist and provide a listing, upon request, of certified minority-owned, women-owned and veteran-owned business enterprises (MWVBE). Offerors may consult the list for inclusion of subcontractors currently participating with the offeror. The list is not all-inclusive and may contain only the names of businesses that have [self registered](#) with the Board and have become approved contractors or vendors by contacting either [Department of Economic Development, Division of Physical Support and Purchasing Department](#) and are MBE certified. The contact person for the Department of Economic Development is Marilyn Clark, 859-381-4000, [Marilyn.clark@fayette.kyschools.us](mailto:Marilyn.clark@fayette.kyschools.us). Offerors may use other properly certified MWVBE subcontractors as long as proper certification is provided.
5. When line item pricing is requested, prices must be stated in units of quantity as specified and extended in total column for each item and/or lot. Proposal prices must include transportation and delivery/service to the warehouse or building as specified.
6. To receive consideration proposals must be received at 1126 Russell Cave Road, Lexington, KY 40505, Room 137 prior to time designated in this invitation. None shall be accepted thereafter.
7. An officer or member of the bidding firm authorized to legally bind the firm must sign the bid/proposal.
8. The Board of Education reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in bids received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education reserves the right to award by item, combination of items or lot. The Board of Education also reserves the right to reject any bid where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.
9. By submitting a proposal in response to this RFP, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" firm(s) will require subjective judgments by the Fayette County Board of Education.

10. Proposals are effective for sixty (60) days from date of closing unless otherwise specified in conditions of bidding and general specifications.
11. Manufacturer's catalog numbers, trade names, etc., where shown herein are for descriptive purposes to guide the offeror in interpreting the standard of quality, design and performance desired, and should not be construed to exclude proposals based on furnishing other types of materials or service. However, any substitution or departure proposed by offeror must be clearly noted and described. Otherwise it is understood that offeror intends to supply items specifically mentioned in this RFP. **FCPS reserves the right to determine if materials offered are the type and quality required.**
12. Samples requested must be furnished free of expense to the Board. If not destroyed or consumed in testing or evaluating, or required in connection with the award, samples will upon request be returned at offeror's expense. Right is reserved to mutilate or destroy any samples if considered necessary for testing purposes.
13. If awarded an order or contract, offeror agrees to protect, defend and save harmless The Board from suits or demands for payment that may be brought against it for the use of any patented materials, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract. Offeror further agrees to indemnify and save harmless The Board from suits or actions of every nature and description brought against it for, or on account of injuries or damages received or sustained by any party or parties by, or for any acts of the offeror, his servants or agents.
14. **The Board is not required to pay federal excise taxes or Kentucky Sales and Use Taxes.** Proposals must be priced accordingly and reflect no sales tax to FCPS.
15. Offerors remain liable for applicable taxes on construction and/or furnish-and-install contracts for FCPS. Adjustments and allowances for any applicable taxes shall be provided for in the bid amount. Later adjustments to the Contract Sum shall not be permitted and/or made on this basis by FCPS.
16. Parties to this agreement are solely responsible for costs incurred in fulfilling obligations under this agreement unless otherwise provided in this agreement. No party shall have any claim against the other party for reimbursement of such costs, unless said costs are attributable to enforcing compliance under this agreement or seeking redress from the other party's default under this agreement.
17. If any section, paragraph or clause of this contract is held invalid by any court of competent jurisdiction, the invalidity of said section, paragraph or clause shall not affect any remaining provisions herein.
18. This contract is made under, governed by and construed in accordance with the laws of the Commonwealth of Kentucky.

19. Venue for any legal action filed concerning this contract is Fayette County, Kentucky.
20. Parties shall not discriminate in any of the services performed in connection with this contract on the basis of race, color, national origin, sex, genetic information, disability, religion, age, political affiliation, sexual orientation or gender identity.
- 21. K45A.455 PROHIBITS CONFLICTS OF INTEREST, GRATUITIES AND KICKBACKS TO EMPLOYEES OF THE BOARD IN CONNECTION WITH CONTRACTS FOR SUPPLIES OR SERVICES WHETHER DIRECT OR INDIRECT.**
- 22. KRS 45A.990 PROVIDES SEVERE PENALTIES FOR VIOLATIONS OF LAWS RELATING TO GRATUITIES OR KICKBACKS TO EMPLOYEES DESIGNED TO SECURE A PUBLIC CONTRACT FOR SUPPLIES OR SERVICES.**
23. This writing, along with the responsive proposal, reflects the entire agreement between the parties. Changes or modifications of this Agreement shall be invalid or nonbinding upon the parties hereto. Nor shall any waiver of any terms or conditions hereof be deemed a waiver of such terms or conditions in the future, unless such change, modification or waiver is in writing and signed by the parties hereto.
- 24. This Request for proposal, along with proposal submitted, if accepted by the Board shall constitute the entire agreement. In the event of a conflict between the terms of the Request for Proposal and the proposal, the terms in the Request for Proposal shall apply. The Board shall NOT CONSIDER contracts or agreements submitted separate from or subsequent to RFP. Any and all terms considered integral to the proposal submitted must be included in or with the proposal document.**
25. Any addendums or updates to the RFP will be posted on the FCPS Purchasing website. It is the offeror's responsibility to check the website for any updates.
- 26. To be eligible for a contract consideration with FCPS, all companies with nexus in Lexington, Kentucky must be current on all filings and payments of Occupational License and Net Profits Tax for Schools. If it is determined that you are not current on all filings and payments, your bid may be rejected or your contract canceled for noncompliance. For additional information regarding the Occupational License Tax, please visit our website at [www.fcps.net/tax](http://www.fcps.net/tax).**
27. All responses to this RFP become the exclusive property of FCPS. All proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of, as required by KRS 61.878(1)(c)(1), those elements in each bid which are defined by the offeror as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary." FCPS shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under Kentucky Revised Statutes Chapter 61. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" may be regarded as non-responsive. Although KRS 61.878(1)(c)(1) recognizes that certain

confidential trade secret information may be protected from disclosure, FCPS may not accept or approve that the information that a offeror submits is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” and FCPS does not believe that the information is a trade secret, FCPS shall provide the proposer who submitted the information with reasonable notice to allow the proposer to seek protection from disclosure by a court of competent jurisdiction.

28. To meet Kentucky Revised Statutes 45A.430 and 45A.435 purchase orders for construction that are issued that are under \$25,000.00 will not require a bond. Purchase Orders issued that exceed \$25,000.00 will require the contractor to bond. No work shall begin until the offeror has a FCPS issued Purchase Order in hand and has delivered the required Performance and Payment bond to the Department that issued the Purchase Order.
29. The offeror agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 7401 et seq. The Offeror agrees to report each violation to the USDA and the appropriate EPA Regional Office.
30. The Offeror agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq. The Offeror agrees to report each violation to the USDA and the appropriate EPA Regional Office.

31. Suspension and Debarment

The Offeror understands that a contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.”

By signing and submitting its bid or proposal, the offeror or proposer certifies as follows:

The certification in this clause is a material of fact relied upon by FCPS. If it is later determined that the offeror or proposer knowingly rendered an erroneous certification, in addition to remedies available to FCPS, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The offeror or proposer agrees to comply with the requirements of 2 CFR 180.220 while this offer is valid and throughout the period of any contract that may arise from this offer. The offeror or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

32. A debriefing may be available for any entity that submitted a proposal or bid in response to a solicitation (“Offeror”). Debriefing shall be requested in writing by the unsuccessful Offeror within ten (10) business days of the FCPS publicly releasing the identity of the purported winner of the competition, by posting the notice of contract award on the FCPS approved procurement website. An unsuccessful Offeror’s written request for a debriefing shall be submitted to the purchasing officer.

**33. Purchases by other Kentucky Government Entities:**

Any government entity in Kentucky shall have the option of making purchases from a contract executed under this RFP when such actions are agreed to by the awarded vendor(s). FCPS will not be responsible for payment of any purchases by another government entity.

34. State law requires a contractor that is providing services to students on a regularly scheduled and continuing basis to submit to a state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a letter, provided by the individual, from the Cabinet for Health and Family Services stating the individual is clear to hire based on no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records maintained by the Cabinet for Health and Family Services.

Prior to the provision of services by any contractor/sub-contractor, contractor agrees to obtain and submit a current KY State Police and FBI background check and a have a letter provided by the Cabinet for Health and Family Services Child Abuse and Neglect per KRS160.380. The provider will contact the FCPS Human Resources Department Application Center to initiate this process or submit these documents if obtained elsewhere. A fee of \$40 for the State/FBI check and \$10 for the Child Abuse and Neglect letter will apply and the cost will be the responsibility of the contractor when having FCPS run the reports. This fee can be paid via check or money order made out to Fayette County Public Schools. Existing background checks within one year will be accepted, with the approval from FCPS Human Resources department. If there is a break in service, a new background check must be completed.

**Purchases by FCPS Food Service**

35. “Domestic Commodity or Product” are defined as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States.
36. “Substantial” means that over 51% of the final processed product consists of agricultural commodities that were grown domestically.
37. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.
38. The Buy American provision (7 CFR Part 210.21 (d)) is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs.
39. Buy American: Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means and agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51 percent) using agricultural commodities that are produced in the US.

40. Federal regulations require that all foods purchased for Child Nutrition Program be of domestic origin to the maximum extent practicable. While rare, two (2) exceptions may exist when:
  41. The product is not produced or manufactured in the US in sufficient, reasonable and available quantities of a satisfactory quality, such as bananas or pineapple; and
  42. Competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product.
43. All products that are normally purchased by Distributor as non-domestic and proposed as part of this solicitation must be identified with the country of origin. Distributor shall outline their procedures to notify School when products are purchased as non-domestic.
44. Any substitution of a non-domestic product for a domestic product (which was originally part of a solicitation), must be approved, in writing, by the Food Service Director, prior to the delivery of the product to the School. Any non-domestic product delivered to the School, without the prior, written approval of the Food Service Director, will be rejected.
45. Distributor must affirm their willingness to assert their best and reasonable efforts to ensure compliance with this federal rule.



## Special Conditions

1. All questions must be submitted in writing by emailing [matthew.moore@fayette.kyschools.us](mailto:matthew.moore@fayette.kyschools.us) no later than two (2) weeks before the closing time of the RFP listed on the cover page. Subject of email must include “RFP 61-19 Office and Classroom Supplies Questions”. Questions may also be submitted through the Vendor Registry website.
2. Proposals must be delivered to:

FCPS Purchasing Department  
1126 Russell Cave Road, Rm 137  
Lexington, KY 40505

Proposals may be returned by United States Postal Service, hand delivered or by any commercial carrier. **It is the company’s responsibility** to ensure the proposal arrives at the specified location by the date and time of the closing of proposals. Proposal should not be addressed to a specific person. **E-mail, fax or telephone proposals shall not be accepted. There are no exceptions. The FCPS Purchasing Office is closed and does not accept mail, commercial carriers or hand delivered proposals on weekends and Holidays. Regular hours are 7:00AM to 3:30PM Eastern Time.**

**Please include with your submission one (1) original proposal and one (1) digital copy on a USB flash Drive of the proposal. Digital copy shall be one (1) PDF file.**

3. Late proposals

Any proposals received after the due date listed on the cover page shall be considered a late proposal. A late proposal shall not be considered for award except under the following conditions only:

- 3.1. It was sent by registered or certified mail not later than the fifth (5<sup>th</sup>) calendar date prior to the due date specified on the cover; or
- 3.2. The proposal was sent by mail and it is determined by the Purchasing Department that the late receipt was due solely to the mishandling by FCPS after receipt at the address specified in the solicitation.
- 3.3. If an emergency or unanticipated event or closing interrupts or suspends normal FCPS business operations so that proposals cannot be received at the FCPS Purchasing Office by the due date stated on the cover page, the due date/time specified will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal FCPS business operations resume.
- 3.4. The official time used for receipt of proposals is the satellite clock located in the conference room 131 where bid openings are regularly held. This clock is connected by

satellite to be the official time of the United States as determined by the National Institute of Standards and Technology (NIST) and U. S. Naval Observatory (USNO).

3.5. A late, hand-carried proposal shall not be considered.

4. **There will not be a public bid opening. Results of the RFP will be sent out upon award.**
5. **Contract is effective for 1 year beginning January 1, 2020 or date of Board approval (whichever is later) through December 31, 2020.** Contract may be renewed for four additional one (1)-year terms, up to a total of five (5) years subject to approval of both The Board and successful offeror. Contract prices and discounts shall remain in effect for the entire contract and any agreed upon contract extensions, however additional discounts and/or special pricing are encouraged and may be accepted when consistent with other terms and conditions of the contract. If contract prices are changed during the renewal, offeror must provide new pricing and include sufficient reasoning for the price increase at least 60 days prior to the expiration of the contract.
6. **Fuel Surcharges and other similar charges are not permitted.**
7. **Past Offeror Performance may be considered in the award of this Contract. Offerors with a record of poor performance with the school district in the last 24 months may be found non-responsible and ineligible for award or scoring of proposal may reflect poor performance.**
8. The RFP shall be awarded **to the responsible and responsive offeror(s) as defined in KRS 45A.345, providing the best value. RFP may be awarded to multiple offerors if in the best interest of the district.** In determining the best value the following criteria shall be considered:

POINTS	CRITERIA
500	Cost Proposal – includes catalog discount and sample price list
500	Technical Proposal – includes volume of products in catalog, local vendors/ locations, local sales representatives, experience and history with district

9. **Multiple awards of this contract shall be considered.** Contracts shall be awarded to a maximum of 10 bidders. Bidder agrees to this contract by submitting a proposal. Contract is exclusive to bidder(s) who receive(s) the award with the following exceptions: FCPS Warehouse operation, other agency contracts and cooperatives that FCPS can utilize, bids for items in large quantities and individual purchases under \$2,500 when a lower price can be obtained and the items purchased meet specifications.
10. It shall be understood that the contract shall not obligate FCPS or its schools and departments to purchase from the Contract. If awarded the RFP the vendor shall be placed on an “Approved Vendors List” for the school district. FCPS may use any vendors that are on the list for these items/ services.

11. Prices quoted must have decimal point located in the correct position to separate dollars from cents. Bid prices where the decimal point is omitted shall be calculated as dollar amounts.
12. RFP may be awarded based on initial offers/proposals and competitive negotiation may not be used.
13. Erasures or the use of typewriter correction fluid on proposal forms are unacceptable and may result in rejection of the proposal. Prior to submission or openings, errors may be crossed out, corrections entered and initialed by the person signing the proposal.
14. Modifications, additions or changes to the terms and conditions of this solicitation may be cause for rejection of the proposal. Offerors are requested to submit proposals on FCPS official forms. Proposals submitted on company forms may be rejected.
15. Successful offeror shall make provision for supplying PO numbers as part of any invoice issued to FCPS as a result of RFP award.
16. Payments for bid items are normally approved at the regularly scheduled meeting of the Board on the fourth Monday of most months provided bid items and invoices are properly received by the first Monday of the month. However, payments may be made early to take advantage of cash discounts offered provided the taking of such discounts is advantageous to FCPS.
17. Sole proprietors or partnerships must supply Taxpayer Identification Numbers with proposal. Corporations are excluded from this requirement.
18. Successful offerors shall provide two (2) copies for Safety Data Sheet (SDS) on material covered by OSHA Standard 1910.1200 upon request as a condition of purchase.
19. It is the policy of the Board that no asbestos-containing materials are to be purchased by the school system, supplied by any person supplying to the school system, or installed in or on school property by any person performing work for the school system. Furthermore, all products marked "May Contain Mineral Fibers" will be presumed to contain asbestos unless the manufacturer provides written certification or Safety Data Sheet (SDS) that no asbestos fibers are present in the product and identifies the fibers for which the product is marked or the supplier presents valid analysis data from an NVLAP-or AIHA-certified laboratory that the material does not contain asbestos.
20. If there is a conflict between the terms of this document and any document submitted by the offeror the RFP document takes precedence.
21. Offeror agrees to abide by any reasonable request made by FCPS Administration regarding implementation of this contract.
22. FCPS reserves the right to cancel contract if in the staff's opinion the offeror's work is unsatisfactory, their ability to meet completion schedules is unsatisfactory or billing is found to be excessive for work performed. Offeror may terminate the contract if FCPS fails to meet the specified payment terms.

**23. Termination for Default**

Either the Purchasing Agent or the Superintendent, as the case may require, may make a written determination that a contractor is in breach of any of the terms and conditions of an existing contract. Said determination shall state that the contractor shall have a period of five (5) working days within which to cure the breach. A copy of said determination shall be filed in the contract file and another copy of said determination shall be forwarded to the contractor in breach of the contract.

Upon receipt of said determination the contractor shall make all good faith efforts to comply with all terms and conditions of the contract and to cure the breach. Alternatively, the contractor may submit a written statement admitting default in breach of the contract. At such time the contract shall be deemed immediately terminated and all rights and obligations there under shall be terminated.

Upon receipt of the contractor's admission of default and breach or upon the contractor's failure to cure said breach within five (5) working days of the issuance of the written determination, FCPS shall procure a substitute contractor which shall operate under the remainder of the existing contract breached by the contractor. The original contractor shall be liable for any and all excess costs incurred in the procurement of the substitute contractor.

**24. Termination for Convenience**

The Purchasing Agent or the Superintendent may make a written determination at any time that the contract shall be terminated for the convenience of FCPS and shall issue a notice of termination therewith. Said notice of termination shall state the date and time upon which termination shall become effective and the extent to which the contract is terminated. A copy of said determination and notice of termination shall be placed in the contract file and a second copy of said determination shall be forwarded to the contractor.

The contractor shall cease performance of the contract upon the date and time set in the written notice of termination. Within ten (10) working days thereafter, the contractor shall issue an itemized statement of any and all services performed; or goods delivered; or construction completed, and said statement shall be paid by the Board according to the procedure set forth in the existing contract.

The determination made by either the Purchasing Agent or the Superintendent, as the case may require, shall be final and conclusive as to the necessity for termination for convenience. No party to an existing contract shall have the right to appeal from said determination as it shall be final and conclusive.

**25. Successor in Interest or Contractor Name Changes**

No assignment of this contract without specific, written pre-approval of FCPS. Failure to get this written, pre-approval by FCPS shall VOID the assignment and the contractor on this contract shall remain responsible for continued compliance with terms of this RFP/response.

**26. Offeror Initiated Requirements**

Requirements that the offeror has or shall need if awarded the contract must be provided as part of the proposal response.

27. **Additionally, offeror shall provide documents necessary to initiate a contractual relationship between the offeror and FCPS.** Conflicts that exist with the content of this RFP, board policy or regulation and offeror initiated requirements may result in the rejection of the proposal.

28. **Consumption of alcohol or drugs or being under the influence of alcohol or drugs, use of tobacco products or possession of firearms while on a job for FCPS by any worker is strictly prohibited. Any contractor, subcontractor or person working for the contractor or subcontractor who violates rules regarding alcohol, drugs, tobacco products or firearms is subject to immediate removal from the job site. Violation of rules is considered a breach of contract between the contractor and FCPS and may lead to the termination of said contract FOR CAUSE by FCPS.**

29. FCPS does not discriminate on the basis of sex in the educational programs or activities that it operates, and is required by Title IX of the Education Amendments of 1972 (P.L. 92-318) to not discriminate in such a manner. Further, FCPS does not discriminate on the basis of disabling condition, in treatment, admission or access to, or employment in its programs or activities as required by the Rehabilitation Act of 1973 (P.L. 93-112), as amended, Section 504. Nor does FCPS discriminate on the basis of race, color, national origin, sex, genetic information, disability, religion, age, political affiliation, sexual orientation or gender identity in the education programs or activities it operates.

**30. Offeror must furnish all necessary insurance such as:**

**Workers' Compensation and Employer's Liability**  
**Public Liability \$1,000,000.00 minimum**  
**Property Damage \$1,000,000.00 minimum.**

A Certificate of Insurance should be included with proposal or filed with the Purchasing Department within 10 days after notification of award.

**CHECKLIST OF ITEMS TO INCLUDE WITH PROPOSAL SUBMISSION**

- \_\_\_\_\_ Cover page completed
- \_\_\_\_\_ Name and signature on Page 2
- \_\_\_\_\_ Taxpayer Identification Number (if not a Corporation)
- \_\_\_\_\_ Technical Proposal
- \_\_\_\_\_ Cost Proposal
- \_\_\_\_\_ Resident Bidder Affidavit if declaring Resident Bidder Status
- \_\_\_\_\_ Supplier Diversity Program Contract Forms (If applicable)
- \_\_\_\_\_ Documentation of Good Faith Efforts (If applicable)
- \_\_\_\_\_ Completed W9 form
- \_\_\_\_\_ Sample Price Sheet – Attachment A

**Does your company allow EFT? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If yes please send a completed EFT Authorization Form to our Accounts Payable Department upon award of bid.**

Thank you for providing this information:

- 1.  Yes    I am a minority owned business. Certified  Not Certified   
    No
- 2.  Yes    I am a woman owned business. Certified  Not Certified   
    No
- 3.  Yes    I am a veteran owned business. Certified  Not Certified   
    No

If “no” please submit signed “Pledge of Non-Discrimination” form included in RFP packet. If “yes” and certified please include a copy of certification.

## ANTICIPATED TIMELINE

Date	Event
Sept 25, 2019	Release RFP
Oct 7, 2019	Deadline for RFP questions
Oct 9, 2019	Deadline for FCPS to respond to questions and post responses
Oct 21, 2019	Proposals due
Oct 22 – Oct 31, 2019	Evaluation of proposals
Nov 25, 2019	FCPS Board meeting for approval of contract
Jan 1, 2020	Contract start date

## SCOPE OF WORK

1. Fayette County Public Schools is soliciting proposals to establish contracts for a catalog discount for office and classroom supplies that will be utilized by all schools and departments in the district.
2. Individual schools and departments shall order from contract. FCPS does not have centralized purchasing.
3. School bookkeeper or department administrative assistant will be the staff contact for orders and for questions regarding orders.
4. Online ordering will not be allowed unless a district PO number is included with the order.
5. Deliveries shall be made to the FCPS warehouse between the hours of 7:00 a.m. – 12:00 p.m. and 12:30 p.m. - 3:30 p.m. local time, except Saturdays, Sundays and Holidays when the FCPS warehouse is closed.
6. All individual items weighing 70 pounds or less procured from this contract are to be delivered free of freight charges (FOB Destination). The bidder may charge shipping for all hazardous materials, live materials, oversized items that must ship freight, and all individual items weighing 71 pounds or more.
7. **Contract shall not be awarded by line item. Line item pricing shall be used in evaluating part of the cost proposal per evaluation criteria.**

**FORMAT OF PROPOSAL**

The proposal shall consist of five parts: RFP documents; Technical Proposal; Cost Proposal; Added Value; and FCPS Supplier Diversity Program Contract Forms.

One printed copy shall be submitted to FCPS. The paper copy shall be three-hole punched and contained in a single three-ring binder with labeled tabs for each of the parts described below.

One electronic copy of the proposal shall also be submitted on a USB storage device as one PDF file.

**Part I** is the RFP documents that are required to be signed and included with the proposal such as Page 1 and 2 of the RFP as well as the checklist on page 14. Any addenda that may be sent out should be included in this part. This will exclude the Supplier Diversity Program documents.

**Part II** is the Technical Proposal. Technical proposal shall include all information related to the scope of work and specifications.

**Part III** is the Cost Proposal, all costs associated with the scope of work and shall be included in this section. Cost proposal consists of discount and sample pricing.

**Part IV** is the Added Value. Please submit any information that would be considered added value to your response that is not already discussed in the solicitation.

**Part V** is the FCPS Supplier Diversity Program Contract Forms Packet used for subcontracting if sub-contractors shall be used. If there will be no subcontracting please complete the waiver of non-participation and include it in this section.



**COST PROPOSAL – 500 Points**

---

Name of company

agrees to furnish items from the included catalog/pricelist/website ordered by FCPS or its subsidiaries for the listed percent off the catalog/pricelist/website price or at our company's sale price, whichever is less. If a range of discounts is provided the lowest discount will be used in evaluations.

**Discount:** \_\_\_\_\_ %

**Sample Price List:** See Attachment A – this list is made up of some of the most popular items ordered from this contract. Teaching Aids and materials are bid separately. Contract shall not be awarded by line item and pricing shall be used in cost proposal evaluation. Price lists that are not completed will receive the lowest possible score according to the criteria listed in the RFP.

Cost proposal scoring is subject to **Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410).**

In accordance with KRS 45A.490 to 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating bids/proposals, Fayette County Public Schools will apply a reciprocal preference against an Offeror submitting a bid/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 shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above referenced statute.

**TECHNICAL PROPOSAL – 500 Points**

**1. Availability:**

Our company certifies that approximately \_\_\_\_\_ different items are listed in our catalog/website or are available in our local store.

Printed Catalog available at school/department request? Yes \_\_\_\_\_ No \_\_\_\_\_

On-line Catalog Available: Yes \_\_\_\_\_ No \_\_\_\_\_

Contract pricing available on website? Yes \_\_\_\_\_ No \_\_\_\_\_

On-line ordering available on website? Yes \_\_\_\_\_ No \_\_\_\_\_

Catalog Website Address \_\_\_\_\_

Please include with proposal a brief summary of the website and the on-line ordering process.

**2. Locations/Delivery**

Number of local physical locations in Lexington, KY that could be utilized in this contract.

\_\_\_\_\_ Please list on a separate page the addresses of local physical locations in Lexington, KY.

Please indicate **one** of the below delivery times for most items in your catalog.

Most items delivered within 24 hours after receiving Purchase Order Yes \_\_\_\_\_ No \_\_\_\_\_

Most items delivered within 1-3 Days after receiving Purchase Order Yes \_\_\_\_\_ No \_\_\_\_\_

Most items delivered within 4-7 days after receiving Purchase Order Yes \_\_\_\_\_ No \_\_\_\_\_

Most items delivered within 7-14 days after receiving Purchase Order Yes \_\_\_\_\_ No \_\_\_\_\_

**Sales Representative Contact Information**

FCPS prefers to work with a specific sales representative for ordering, deliveries, problem solving or any other customer service situations that may arise during the contract. Please include contact information for the sales representative that will handle the FCPS contract if awarded RFP.

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Does the Sales Representative reside within 60 miles of Lexington, KY? Yes \_\_\_\_\_ No \_\_\_\_\_

If there will not be a sales representative assigned to the FCPS account please include contact information for customer service department.

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**PLEDGE OF NON-DISCRIMINATION**

\_\_\_\_\_, is responding to RFP/BID # \_\_\_\_\_ issued  
Insert Name of Company (hereinafter "Company")  
by the Board of Education of Fayette County, Kentucky, and hereby pledges:

(1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, sex, genetic information, disability, religion, age, political affiliation, sexual orientation or gender identity in connection with the performance of any contract award by the district on this RFP/BID.

(2) The Company shall provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including various local small business enterprises;

(3) The Company has been made aware of, understands and agrees to make good faith efforts to solicit MBE/WBEs to do business with this Company in the performance of work on any contract awarded on this RFP/BID.

The Company acknowledges that failure to make a good faith effort may have a negative impact on future contract opportunities.

\_\_\_\_\_  
(Authorized Company Representative Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

RFP / BID #: \_\_\_\_\_

**This affidavit shall be completed if your company is a Kentucky based company.**

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING  
RESIDENT BIDDER STATUS**

**FOR BIDS AND CONTRACTS IN GENERAL:**

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
  - a. Filed Kentucky corporate income taxes;
  - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
  - c. Maintained a Kentucky workers' compensation policy in effect.

FCPS reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

\_\_\_\_\_  
Signature Printed Name

\_\_\_\_\_  
Title Date

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_, \_\_\_\_\_  
(Name) (Title)  
of \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.  
(Company Name)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

(Affix Notary Seal)



# Fayette County Public Schools

## Supplier Diversity Program

### Contract Forms

Marilyn Clark  
Manager of Economic Development  
Fayette County Public Schools  
Department of Economic Development  
1126 Russell Cave Road  
Lexington, Kentucky 40505  
859-381-4000  
[Marilyn.Clark@fayette.kyschools.us](mailto:Marilyn.Clark@fayette.kyschools.us)

**NOTICE OF REQUIREMENT FOR  
FCPS GOALS TO CREATE EQUAL OPPORTUNITIES AND  
MINORITY, WOMEN AND VETERAN-OWNED BUSINESS (MWVBE)  
CONTRACT PARTICIPATION**

The mission of the Fayette County Public Schools (FCPS) is to create a collaborative community that ensures all students achieve at high levels and graduate prepared to excel in a global society. FCPS values diversity, inclusion and equity. As one of the largest employers in Fayette County, we know the impact of how we spend the money entrusted to us by taxpayers has a far-reaching effect in the greater economic development of the entire community. As a result, the Fayette County School Board (Board) set goals that not less than twelve percent (12%) of the total value of this contract be subcontracted to MWVBES. The goal for the utilization of certified MWVBES as subcontractors are recommended goals. All bids and requests for proposals will be reviewed in detail by the Office of Economic Development prior to awards being submitted to the Board for approval. Bidders who fail to meet such goals are expected to provide written explanations to the Manager of Economic Development of efforts they have made to accomplish the recommended goals and the extent to which they are successful in accomplishing the recommended goals will be a consideration in the procurement selection process.

FCPS reserves the right to work with the most responsible and responsive bidder. That means that the district may need to move to the next lowest bidder in the event that the proposed winning bidder is unwilling and unable to demonstrate documented good faith efforts to comply with these requirements.

For assistance in locating capable MWVBE subcontractors, contact Marilyn Clark, Manager of Economic Development at the address listed below:

Marilyn Clark, Manager of Economic Development  
Fayette County Public Schools  
1126 Russell Cave Road  
Lexington, Kentucky 40505  
859-381-4000  
[Marilyn.Clark@fayette.kyschools.us](mailto:Marilyn.Clark@fayette.kyschools.us)

The Board's commitment extends to all providers of goods and services, which are broken down into the following categories:

1. Construction Contractors
2. Professional Service Contractors
3. Vendor/Supplier of Tangible Goods and Commodities

## Fayette County Public Schools MWVBE Participation Goals

### A. DEFINITIONS

- 1) A Minority-Owned Business Enterprise (MBE) is defined as a business which is certified as being at least 51% owned, operated and managed by persons of African American, Hispanic, Asian, Pacific Islander, American Indian or Alaskan Native Heritage.
- 2) A Women-Owned Business Enterprise (WBE) defined as a business certified as being at least 51% owned, operated and managed by a woman or women.
- 3) Veteran-Owned Business Enterprise (VBE): a business certified as being at least 51% owned, operated and managed by a veteran.
- 4) Good Faith Efforts are efforts, given all relevant circumstances, a bidder or proposer actively and aggressively seeking to meet the goals can reasonably be expected to make. In evaluating good faith efforts made toward achieving the goals, whether the bidder or proposer has performed the efforts outlined in the Obligations of Bidder for Good Faith Efforts will be considered, along with any other relevant factors (See Schedule 1).
- 5) Certification: FCPS strongly prefers to work with certified MWVBEs. For projects over \$20,000 certification is required for minority, women or veteran owned companies. We accept certifications from third-party certifying agencies like the Tri-State Minority Supplier Development Council (TSMSDC); Women's Business Enterprise National Council (WBENC); National Women's Business Owners Council (NWBOC); Kentucky Minority and Women Business Enterprise Certification (KY MWVBE); and any of various certification from the Small Business Administration (SBA). FCPS will rely on certifying agencies to verify certification of any businesses claiming to be certified.

### B. GENERAL

- 1) FCPS requests all potential contractors to make a concerted effort to include MBE, WBE and VBE businesses as subcontractors or suppliers in their bids.
- 2) Toward that end, FCPS has established 12% of total procurement costs as a Goal for participation of MWVBEs on this contract.
- 3) **It is therefore a request of each Bidder to include in its bid, the same goal (12%) for MWVBE participation and other requirements as outlined in this section.**

### C. PROCEDURES

- 1) The successful bidder will be required to report to FCPS the dollar amounts of all payments submitted to MWVBE subcontractors and suppliers for work done or materials purchased for this contract. (See Subcontractor Monthly Payment Report)
- 2) Replacement of a MWVBE subcontractor or supplier listed in the original submittal must be requested in writing and must be accompanied by documentation of Good Faith

Efforts to replace the subcontractor / supplier with another MWVBE Firm; this is subject to approval by FCPS. (See FCPS MWVBE Substitution Form)

- 3) For assistance in identifying qualified, certified MWVBE businesses to solicit for potential contracting opportunities, bidders may contact:
  - a) The FCPS Purchasing Department and/or the Office of Economic Development at 859-381-4100.
- 4) FCPS will make every effort to notify interested MWVBE subcontractors and suppliers of each Bid Package, including information on the scope of work, the pre-bid meeting time and location, the bid date, and all other pertinent information regarding the project.

#### D. OBLIGATION OF BIDDER FOR GOOD FAITH EFFORTS

- 1) **The bidder shall make a Good Faith Effort to achieve the Participation Goal for MWVBE subcontractors/suppliers. The failure to meet the goal shall not necessarily be cause for disqualification of the bidder; however, bidders not meeting the goal are required to furnish with their bids written documentation of their Good Faith Efforts to do so.**
- 2) Award of Contract shall be conditioned upon satisfaction of the requirements set forth herein.
- 3) The Form of Proposal (Bid Documents) includes the forms set out below. These forms must be completed and submitted with Bid Documents:
  - a. Workforce Analysis Report: FCPS values diversity and inclusion. We strive to work with companies that share our values. Please share the diversity of your workforce in this form.
  - b. Current/Past MWVBE Contract Participation Form: This form will be used to capture your company's percentage of spend with MWVBES on current or past projects.
  - c. MWVBE Solicitation Report: This report verifies that your company contacted MWVBES in a timely manner to submit quotes for this contract.
  - d. MWVBE Participation Form: This report verifies the MWVBE subcontractors and material suppliers to be utilized on this project.
  - e. MWVBE Subcontractor Utilization Form: This form is intended to capture the MWVBE subcontractor's and material supplier's understanding of the work/material to be performed and the price as agreed with the Bidder/Contractor. This form must be completed and signed by the Bidder/Contractor AND the MWVBE subcontractor or material supplier.
  - f. Affidavit of MWVBE Subcontractor Payments Form: If awarded this contract, the prime contractor is obligated to submit a notarized report of all payments made to any MWVBE subcontractors or suppliers working on this project. Reports are due on a monthly basis to be sent to the Manager of Economic Development and Supplier Diversity.



- g. MWVBE Subcontractor Substitution Form: If a MWVBE contractor selected for this project is not able to meet the obligations as assigned, the prime contractor is obligated to replace that MWVBE subcontractor through the Good Faith Efforts steps outlined in this document and to secure another MWVBE contractor with like skills at a comparable contract price. All required forms and documentation for this substitution should be returned to the Manager of Economic Development and Supplier Diversity.
- h. Waiver Form: Contact the Purchasing Department or the Manager of Economic Development and Supplier Diversity to discuss bids you believe have no opportunity for the utilization of any subcontractors.

**4) Failure to submit this information as requested may be cause for rejection of bid.**

**Sole Source**

It is agreed that identified sole source expenditures shall also be excluded from the aggregate total of all sums paid in connection with implementation of the contract, and therefore, shall not be subject to the MWVBE goals. All designations as a sole source expenditure must be supported by data that indicates that only one company can perform the services. The following are examples of basis for sole source expenditures:

- a. The supplies or services to be acquired are unique to the contractor.
- b. Time is of the essence and only one known source can meet the FCPS's needs within the required timeframe.
- c. Data is unavailable for competitive procurement.
- d. It is necessary that the item being acquired from the one source be compatible and interchangeable with existing equipment.

**Excluded Expenditure**

FCPS and its contractors shall use good faith efforts as set forth herein in order to progress towards the achievements of the MWVBE goals, but FCPS shall not be required to pay any amounts in excess of the lowest responsible and responsive price or best evaluated bid to procure any goods or services, or to delay design, development or construction activities in order to progress towards the achievement of the MWVBE goals.

FCPS agrees the bid requirements shall obligate a contractor to agree to execute a contract by which it is contractually obligated to use good faith efforts as set forth herein, and that for a bid or price to be responsible and responsive, it must have been prepared by a contractor that agrees to be so contractually obligated. In the event that the lowest price or best evaluated bid is not responsible and responsive because the contractor does not agree to be contractually obligated to use good faith efforts as set forth herein, then that bid will be considered non-responsive and FCPS shall re-bid that contract or select the next lowest responsive price or best evaluated bid, if permitted by applicable law.

FCPS Manager of Economic Development will be made aware of participation goals of the lowest bidder on all projects. The Manager of Economic Development shall be entitled to review any and all bids and requests for proposals to examine whether they are responsible and responsive with regard to good faith efforts as set forth herein. However, but there shall be no obligation on FCPS

to delay the project pending such review, and any if any contractor that becomes contractually obligated to use good faith efforts as provided herein is ultimately determined to have not used such good faith efforts, the remedies of FCPS shall be set forth in this Agreement with respect to such contractor.

**Certification**

FCPS strongly prefers to work with certified MWVBES. We accept certifications from third-party certifying agencies like the Tri-State Minority Supplier Development Council (TSMSSDC); Women's Business Enterprise Nation Council (WBENC); National Women's Business Owners Council (NWBOC); Kentucky Minority and Women Business Enterprise Certification (KY MWVBE); and any of various certification from the Small Business Administration (SBA). FCPS will rely on certifying agencies to verify certification of any businesses claiming to be certified.

## SCHEDULE 1

### GUIDANCE CONCERNING GOOD FAITH EFFORTS (To be submitted with Bid Documents)

Good faith efforts are efforts that, given all relevant circumstances, a bidder or proposer actively and aggressively seeking to meet the goals can reasonably be expected to make. In evaluating good faith efforts made toward achieving the goals, whether the bidder or proposer has performed the following may be considered, along with other relevant factors **(check all that apply)**:

- \_\_\_\_\_ Advertised opportunities to participate in the contract in general circulation media, trade and professional association publications, small and minority business media, and publications of minority and women business organizations within a reasonable time, prior to the deadline for submission of bids to allow MWVBE firms to participate effectively;
- \_\_\_\_\_ Provided notice to a reasonable number of minority and women business organization of specific opportunities to participate in the contract within a reasonable time, prior to the deadline for submission of bids to allow MWVBE firms to participate effectively;
- \_\_\_\_\_ Sent written notices of proposal, by certified mail, e-mail or facsimile, to qualified, certified MWVBEs soliciting their participation in the contract within a reasonable time, prior to the deadline for submission of bids to allow them to participate effectively;
- \_\_\_\_\_ Attempted to identify portions of the work for qualified, certified MWVBE's participation in order to increase the likelihood of meeting the goals, including breaking down contracts into economically feasible units;
- \_\_\_\_\_ Requested assistance from community organizations that work with minorities and women in achieving the goal;
- \_\_\_\_\_ Conferred with qualified, certified MWVBEs and explained the scope and requirements of the work for which their bids or proposals were solicited;
- \_\_\_\_\_ Attempted to negotiate in good faith with qualified, certified MWVBEs to perform specific subcontracts; not rejecting them as unqualified without sound reason, solely based on price, or without a thorough investigation of their capabilities;
- \_\_\_\_\_ Followed up initial solicitations of interest by contacting MWVBEs to determine their level of interest;
- \_\_\_\_\_ Made efforts to refer interested MWVBEs to entities who may be able to assist them in obtaining required bonding, lines of credit, or insurance; and
- \_\_\_\_\_ Effectively used the services available through minority community organizations, minority contractor groups, local, state and federal minority business assistance offices, and other organizations that provide assistance in the recruitment and placement of MWVBEs.
- \_\_\_\_\_ A bidder or proposer shall submit documentation of good faith efforts with bid documents or as requested by the Manager of Economic Development or the FCPS Board.

**WORKFORCE ANALYSIS FORM**

Name of Organization: \_\_\_\_\_

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators																	
Professionals																	
Superintendents																	
Supervisors																	
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical																	
Skilled Craft																	
Service/Maintenance																	
<b>Total:</b>																	

Prepared by: \_\_\_\_\_

*(Name and Title)*

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Fayette County Public Schools**  
**MWVBE Solicitation Report**  
**(Form to be submitted with Bid Documents)**

**Project Name:** \_\_\_\_\_

**Project Bid #:** \_\_\_\_\_

**Bidder / Contractor:** \_\_\_\_\_

**Total Bid Price or Estimate: \$** \_\_\_\_\_

I have contacted the following minority- and women-owned business enterprises and will not be subcontracting any work with them due to the reasons cited below: (Attach additional pages as necessary).

<b>MWVBE Company</b>	<b>MWVBE Point of Contact Address/Phone/Email</b>	<b>Reason Not Utilized</b>

I certify under penalty of perjury that the information contained in this document is correct.

\_\_\_\_\_  
**Bidder / Contractor / Title**

\_\_\_\_\_  
**Date**

**Fayette County Public Schools**  
**Current/Past MWVBE Contract Participation**

(Form to be submitted with Bid Documents)

**Project Name:** \_\_\_\_\_

**Project Bid/RFP#:** \_\_\_\_\_

**Bidder / Contractor:** \_\_\_\_\_

List current/past contracts (3-5 years) and MWVBE participation in each contract.

Owner	Contract Dates	Project Name & Location	Contract Sum	MWVBE Participation (%)

List MWVBE companies that worked on the projects named above.

Company	MBE WBE VBE	Contact Name	Email/Phone	Scope of Work

(If more room needed, attach separate sheet.)

I certify under penalty of perjury that the information contained in this document is correct.

\_\_\_\_\_  
**Bidder / Contractor / Title**

\_\_\_\_\_  
**Date**

**Fayette County Public Schools**  
**MWVBE Participation Form**  
 (Form to be submitted with Bid Documents)

If awarded this bid/proposal, Bidder / Contractor will subcontract with the following MWVBE subcontractors / suppliers:

**Project Name:** \_\_\_\_\_

**Project Bid #:** \_\_\_\_\_

**Bidder / Contractor:** \_\_\_\_\_

**Total Bid/Estimate: \$** \_\_\_\_\_

<b>Total MBE \$</b> _____	<b>Total WBE \$</b> _____	<b>Total VBE \$</b> _____
<b>Total MBE %</b> _____	<b>Total WBE%</b> _____	<b>Total VBE%</b> _____

Work or Trade to be Subcontracted	MWVBE Business Name	MBE Total \$	WBE Total \$	VBE Total \$

**(For each MWVBE Subcontractor/ Supplier, Attach Utilization Form)**

I certify under penalty of perjury that the information contained in this document is true and correct. I am aware that in the event of a replacement of a MWVBE subcontractor, I will adhere to the replacement requirements set forth in the FCPS bid documents.

\_\_\_\_\_  
**Bidder / Contractor Signature** \_\_\_\_\_  
**Date**

**Fayette County Public Schools**  
**MWVBE Subcontractor Utilization Form**  
**(Form to be submitted with Bid Documents)**

**Project Name:** \_\_\_\_\_

**Project Bid#:** \_\_\_\_\_

**Bidder / Contractor:** \_\_\_\_\_

This form is intended to capture the MWVBE subcontractor's understanding of the work to be performed and the price as agreed with the Bidder / Contractor. This form must be completed and signed by the Bidder / Contractor and the MWVBE subcontractor and submitted as part of the bid or proposal package.

MWVBE Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

MWVBE Subcontractor Price Agreed: \$\_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify under penalty of perjury that the above information is correct.

_____		_____	
<b>MWVBE Signature</b>		<b>Bidder / Contractor Signature</b>	<b>Date</b>

_____		_____	
<b>Title</b>		<b>Title</b>	

**Submit Separate Form per MWVBE Subcontractor to be Utilized**  
**Attach MWVBE Certification**



**Fayette County Public Schools**  
**Waiver for Participation of Minority-, Women- and Veteran-Owned**  
**Business Enterprises**  
**(Form to be submitted with Bid Document)**

**Project Name:** \_\_\_\_\_

**Project Bid#:** \_\_\_\_\_

**Bidder / Contractor:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The above named bidder cannot fulfill its commitment to minority, women and veteran-owned business enterprises participation due to the following reasons:

\_\_\_\_\_ Items being bid are not applicable for subcontracting.

\_\_\_\_\_ Other – Provide detailed explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge and belief, the above information is accurate and true, and reflects our commitment to support the minority- and women-owned business enterprise initiative of Fayette County Public Schools.

\_\_\_\_\_  
**Bidder / Contractor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

**Fayette County Public Schools**  
**Affidavit of MWVBE Subcontractor Payments**  
**(To be Completed and Submitted Monthly by Successful Bidder)**

This affidavit verifies that minority- and women-owned businesses (MWVBE) are performing the work on this project and that timely payments are being made by the prime contractor. This information will be reported to the Fayette County Public Schools (FCPS) Board of Educators as well as to other managers across the district.

By signing below, the prime contractor agrees that the payments recorded below are accurate as of the reporting period. Furthermore, by signing, the prime contractor attests that the MWVBE has performed a “commercially useful function” on this project.

**Project Name:** \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_  
(Month) (Year)

**CONTRACTOR INFORMATION**

<b>Company Name</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>City, State, ZIP</b>	
<b>Email</b>	
<b>Phone</b>	

**MWVBE SUB-CONTRACTOR INFORMATION**

<b>Company Name</b>	
<b>Contact Person</b>	
<b>Address</b>	
<b>City, State, ZIP</b>	
<b>Email</b>	
<b>Phone</b>	

**PAYMENT INFORMATION**

<b>Payment Date</b>	<b>Payment Amount</b>	<b>Check #</b>
	\$	
	\$	

\_\_\_\_\_  
**Bidder / Contractor Signature      Date      Title**

Sworn or affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
**Notary Public**  
**My commission expires: \_\_\_\_\_**

**Submit completed form monthly to the FCPS Manager of Economic Development**  
**Marilyn Clark, 1126 Russell Cave Rd., Lexington KY 40505 or**  
[\*\*Marilyn.Clark@fayette.kyschools.us\*\*](mailto:Marilyn.Clark@fayette.kyschools.us)

**Fayette County Schools**  
**MWVBE Subcontractor Substitution Form**  
**(Form to be utilized by Awarded Bidder, as necessary)**

**Date:** \_\_\_\_\_

**Bid/RFP/Quote Reference #** \_\_\_\_\_

**Prime Total Contract Awarded \$** \_\_\_\_\_

The MWVBE subcontractor listed below has been contacted as a substitute and has agreed to participate on this Bid/RFP/Quote. This substitution was made prior to or after the job was in progress for reasons stated below and are now being submitted to FCPS Economic Development for approval. By the authorized signature of a representative of our company, we understand that Good Faith Efforts procedures were followed in soliciting and retaining this contractor and documentation was submitted with this substitution form. This information will be entered into our file for this project. Signature of both the prime and the MWVBE subcontractor company is required below.

<b>Reason for Substitution</b>	
<b>MWVBE Company being replaced (Include contact name/address/phone and email address)</b>	
<b>New MWVBE Company (Include contact name/address/phone and email address)</b>	
<b>Please attach MBE, WBE or VBE certification for new company</b>	
<b>Work to be Performed</b>	
<b>MWVBE Subcontractor Total Contract \$</b>	
<b>MWVBE % of Total Contract</b>	

I certify under penalty of perjury that the information in this document is correct. By reporting this substitution, my company is adhering to the substitution requirements set forth in the FCPS purchasing documents.

\_\_\_\_\_  
**Prime Contractor/Title**

\_\_\_\_\_  
**MWVBE Subcontractor/Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Cost Proposal Attachment A**

Please provide after discount pricing for the listed items if they are available from your company. These items are some of the most popular items ordered through our Office Supplies contracts. Pricing shall be utilized for the duration of the contract. RFP shall not be awarded per line item. All prices shall be scored based on lowest price receiving the highest score.					
Item #	Description	Brand/Model Bid	Catalog List Price	% off Catalog/List Price	FCPS Price
1	Avery Poly Binder Pockets, 5-pk, Assorted colors				
2	Expo Dry Erase Soft-Pile Eraser				
3	Expo Low-Odor Dry-Erase Markers, Chisel Tip Pack of 12, Black				
4	Manila File Folder, 1/3 Cut, Letter size, Pack of 100, 30% recycled				
5	Composition Book, 7 1/2"x9 3/4", wide ruled, 100 sheets, pack of 3				
6	1/2 " round ring binder, letter size, black, interior cover pockets				
7	Ticonderoga Pencils, yellow, #2 soft lead, pre-sharpened, pack of 12				
8	Ticonderoga #2 Pencils with Microban, yellow, pack of 30				
9	Polypropylene 2-Pocket Portfolio with Fasteners, Red				
10	Spiral Notebook, 7 1/2"x10 1/2", wide ruled, 70 sheets				
11	Post-it Page Markers, 1/2"x1 3/4", 50 flags per pad, pack of 10 pads, assorted colors				
12	Laminating Film, 1.5 mil thickness, 25" x 500' Roll, Pack of 2				
13	Construction Paper 12"x18", Black, pack of 50				
14	Construction Paper 12"x18", White, pack of 50				
15	Elmers School Glue 4oz				

16	12" Plastic Ruler				
17	Scissors, straight, 8"				
18	Energizer Max AA Batteries, pack of 24				
19	Manual Pencil Sharpener for adjustable pencil sizes				
20	Electric Pencil Sharpener				
21	Pressboard Classification Folder 2 Dividers(10/box) Smead ETC400-2D-BR				
22	Expanding File Pocket, 1 3/4" Expansion, 9 1/5" x 11 3/4" (25/box)				
23	Vertical Steel 2-drawer file cabinet 28 3/8"H x 15"W x 22"D with lock				
24	1" x 2 5/8" address labels, jam & smudge resistant, permanent adhesive, 30 labels per sheet, 25 sheets/ package				
25	14" Analog Wall Clock, Black				
26	Medium Binder Clips 1 1/4" Black pack of 12				
27	Rubber bands				
28	Index Cards 3x5 Ruled White pack of 24				
29	Hole Punch 3 hole manual				
30	Brother DR-400 Black Drum Unit OEM				
31	Brother DR-400 Black Drum Unit Generic				
32	HP 952 XL Black High Yield Ink Cartridge OEM				
33	HP 952 XL Black High Yield Ink Cartridge Generic				
34	Lexmark X264H11G Black High Yield Toner Cartridge OEM				
35	Lexmark X264H11G Black High Yield Toner Cartridge Generic				