



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 75-19 Fiber Gigabit Network Services	<b>Department</b> Education Technology
<b>Due Date/Time:</b> Thursday, December 12, 2019 at 2:00:00PM Local Time	<b>Term of Contract</b> July 1, 2021 and ending June 30, 2026

**There will be a pre-bid conference at 3:00 P.M., November 22, 2019 in Conference Room 106 at 1126 Russell Cave Road. Interested bidders are highly recommended to attend.**

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**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Social Security Number**

**or**

\_\_\_\_\_/\_\_\_\_\_  
**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 [www.fcps.net/bids](http://www.fcps.net/bids). 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 bid 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 RFP listed on the cover page or submitted through 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.**

**There will be a pre-bid conference at 3:00 P.M., November 22, 2019 in Conference Room 106 at 1126 Russell Cave Road. Interested bidders are highly recommended to attend.**

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, 2019 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. Inasmuch as the contract here will extend for more than one fiscal year, though the contract will be paid at least annually, attention of each bidder is called to the fact that the Kentucky Constitution and Kentucky Statute preclude the Board of Education from obligating the expenditure of school funds in excess of its revenue from the current fiscal year; thus, the Board of Education specifically reserves the right to terminate the contract issued hereunder during any subsequent fiscal year of the Board, but with full right for the Board of Education to budget sufficient sums in subsequent fiscal years during the term of the contract to keep the same in effect for its full term.

**7. Fuel Surcharges and other similar charges are not permitted**

**8. 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.**

9. 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:

<b>POINTS</b>	<b>CRITERIA</b>
40	Cost
20	References
20	Experience
20	Service

10. 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.
11. RFP may be awarded based on initial offers/proposals and competitive negotiation may not be used.
12. 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.
13. 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.
14. Successful offeror shall make provision for supplying PO numbers as part of any invoice issued to FCPS as a result of RFP award.
15. 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.
16. Sole proprietors or partnerships must supply Taxpayer Identification Numbers with proposal. Corporations are excluded from this requirement.
17. 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.
18. 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.
19. If there is a conflict between the terms of this document and any document submitted by the offeror the RFP document takes precedence.
20. Offeror agrees to abide by any reasonable request made by FCPS Administration regarding implementation of this contract.
21. 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.

**22. 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.

**23. 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.

**24. 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.

**25. Offeror Initiated Requirements**

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

26. **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.

27. **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.**

28. 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.

29. Bidding company must provide proof of insurance in the minimum amount of \$2,000,000. Insurance should be "Occurrence based". "Claims based" will not be accepted. Insurance coverage must be an occurrence based with "Umbrella" coverage for the excess amount to a minimum total of \$2,000,000. Failure to provide this formal insurance statement or meet the \$2,000,000 minimum requirement will result in bid disqualification.

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

- \_\_\_\_\_ Cover page completed
- \_\_\_\_\_ Name and signature on Page 2
- \_\_\_\_\_ Taxpayer Identification Number (if not a Corporation)
- \_\_\_\_\_ All items included on Page 28
- \_\_\_\_\_ 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

**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.

**Fayette County Public Schools  
Fiber Gigabit Network Services**

**Vendor Information Sheet**

This form shall be completed and returned with the response form.

Submitted by:

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

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

Authorized Signature/Title \_\_\_\_\_

Contact Person (if different than above) \_\_\_\_\_

Telephone Number \_\_\_\_\_

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

Date \_\_\_\_\_

## **Scope of Work**

FOR: Fayette County Public Schools

Fayette County Public Schools (FCPS) is taking Request for Proposals from qualified vendors to provide a solution for upgrading our district-wide WAN infrastructure.

Fayette County Public Schools has developed a plan to accomplish the goals of improving the current district-wide fiber network. The plan includes providing single mode fiber optic cable connectivity to each of the district facilities listed in Exhibits A and B provided as a paid monthly/quarterly service by a telco/cable/fiber vendor. The network shall be designed so that the collective number of sites listed in Exhibit A shall be delivered to the District Data Center (Building 1126) on a 10 GB connection with the option of incremental bandwidth upgrades to 40 GB. Additionally, the locations listed in Exhibit B shall be individually delivered to the District Data Center (Building 1126) on a 1 GB connection with the option of incremental bandwidth upgrades to 10 GB per connection as needed for traffic growth. The bid outlines the district plan and provides guidelines for potential Vendors by which to provide their solution and cost schedule.

### **I. INTRODUCTION**

#### **1. Objective**

Fayette County Public Schools (hereinafter referred to as “The Customer”) intends to enter into a network services agreement for a multi-gigabit over fiber network consisting of a dedicated Fiber Optic Backbone throughout the District. The Customer requests proposals for the installation and operation of a dedicated managed multi-gigabit fiber optic network as described in the attached specifications for interested persons (hereinafter known as “The Vendor”). Prices quoted shall be all-inclusive and represent complete installation, operation, and maintenance at the sites listed in the attached specifications. The Vendors shall be responsible for all equipment, software, parts, labor, and all other associated apparatus necessary to completely install, test, and turnover for acceptance of the Fiber Optic system detailed herein.



## 2. Schedule of Events

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule shall be established prior to contracting with the successful Vendor.

<b>EVENT</b>	<b>DATE</b>
1. Release of BID to Bidders	November 14, 2019
2. Pre-bid Conference at 1126 Russell Cave Road	November 22, 2019
3. Site Survey	By individual appointment
4. Response Received from Bidders	December 12, 2019
5. Evaluation of Responses	To Be Announced
6. Contract Award	To Be Announced
7. Installation Starts	To Be Announced
8. Installation Completes	To Be Determined
9. End to End Testing	To Be Determined
10. Review of Testing	To Be Determined
11. Final Punch List	To Be Determined
12. Acceptance by The Customer	To Be Determined

## 3. Site Survey

Representative surveys shall be conducted by appointment only. A maximum of 4 schools may be surveyed by request. Appointments shall be made by calling Raymond Ross at 859-494-1442 for scheduling. Multiple vendors may be scheduled to visit schools simultaneously.

## 4. Subcontractors

Should The Vendor use subcontractors for portions of the work, The Customer reserves the right to reject any subcontractor without explanation or recourse by The Vendor or subcontractor.

## 5. Quality of Service

### 5.1 System availability

The Vendor shall guarantee connectivity to be available 99.5% of the time, to be measured on a monthly basis per network segment.

### 5.2 Damages

Failure of The Vendor to deliver guaranteed network availability for a network segment shall result, at the discretion of The Customer, in forfeiture of the subsequent month billing for the affected network segment.

### **5.3 Exclusions**

The Vendor shall not be held to availability standard if network outages are as a result of natural disasters as declared by the Governor of Kentucky or Mayor of Lexington or their designee or, terrorist action, war, invasion, act of foreign enemy, hostilities (whether or not war has been declared), civil war, rebellion, military or usurped power, riot or civil commotion or revolution or similar event.

### **6. Project Manager**

The Vendor shall provide a Project Manager who shall act as a single point of contact for all activities regarding this project. The Project Manager shall be required to make on-site decisions regarding the scope of the work and any changes required by the work. The Project Manager shall be totally responsible for all aspects of the work and shall have the authority to make immediate decisions regarding implementation or changes to the work.

### **7. Customer Network Services Manager**

The Customer shall provide a Network Services Manager who shall act as a single point of contact for all activities regarding this project. The Network Services Manager shall be responsible for all decisions required of The Customer and shall coordinate with all departments during installation activities.

### **8. The Vendor Qualifications**

#### **8.1 Experience**

The selected Vendor shall be fully capable and have previous experience in providing network services over a Fiber Optic systems as well as at least 2 years of experience with any specified networking equipment, specifically any and all electronic devices providing connectivity for network devices. To ensure the system has continued support, The Customer shall contract only with Vendors having a successful history of sales, installation, service, and support. During the evaluation process, The Customer may, with full cooperation of The Vendor, visit The Vendors' places of business, observe operations, and inspect relevant records.

#### **8.2 References**

The Customer may, with full cooperation of The Vendor, visit client installations to observe equipment operations and consult with references. Specified visits and discussion shall be arranged through The Vendor; however, The Vendor personnel shall not be present during discussions with references. The Vendor must provide a minimum of three (3) reference accounts at which similar work, both in scope and design, have been completed by The Vendor within the last five years.

## **9. Prime Vendor**

In the event multiple Vendors submit a joint response to this BID, the submitted BID shall name a single Vendor identified as the Prime Vendor. Prime Vendor responsibilities shall include performance of overall project administration and serving as a focal point for The Customer to coordinate and monitor plans and schedules, maintain project budget and status information, administer changes required, preside over other Vendors participating or present at The Customer meetings, and oversee preparation of reports and presentations.

## **10. Wage Rate and Labor Agreement**

Successful proposer must be in compliance with all State and Federal wage rates.

## **11. Compliance with Laws and Regulations**

The Vendor performance of the work shall comply with applicable federal, state, and local laws, rules, and regulations. The Vendor shall give required notices, shall procure necessary governmental licenses and inspections, and shall pay without burden to The Customer all fees and charges in connection therewith unless specifically provided otherwise. In the event of violation, The Vendor shall pay all fines and penalties, including attorney's fees, and other defense costs and expenses in connection therewith.

### **11.1 Federal Communications Commission**

Equipment requiring FCC registration or approval shall have received such approval and shall be appropriately identified.

### **11.2 Codes, Standards, and Ordinances**

All work shall conform to the latest year edition of the National Electrical Code, the Building Code, and all local codes and ordinances, as applicable. EIA/TIA Documents shall be adhered to during all installation activities. Methodologies outlined in the latest edition of the BICSI Telecommunications Distribution Methods Manual shall also be used during all installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement shall have responsibility for making interpretation.

### **11.3 Franchises and Pole Attachment Agreements**

Vendor shall be solely responsible for city franchise agreements and compliance thereof with all required municipalities. Vendor shall be solely responsible for any pole attachment agreements as required to construct and operate the network and compliance thereof with requirements of those agreements.

## **12. Safety**

The Vendor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Vendor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning “OSHA” and all applicable state labor laws, regulations and standards. The Vendor shall indemnify and hold harmless The Customer from and against all liabilities, suits, damages, costs and expenses (including attorney’s fees and court costs) which may be imposed on The Customer because of The Vendor, subcontractor, or supplier’s failure to comply with the regulations stated herein.

## **13. Patents and Royalties**

The Vendor, without exception, shall indemnify and hold harmless The Customer and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the Contract, including its use by The Customer. If The Vendor or subcontractor uses any design, device, or materials covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

## **14. Indemnification**

The Vendor shall indemnify and hold harmless The Customer, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequence of any negligence (excluding negligence by The Customer, its agents or employees) in connection with the same; or by use of any improper materials or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants or employees. The Vendor further agrees to indemnify and hold harmless The Customer, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city or other applicable laws, bylaws, ordinances, or regulations by The Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate The Vendor to defend at its own expense or to provide for such defense, at The Customer’s option, of any and all claims of liability and all suits and actions of every name and description that may be brought against The Customer which may result from the operations and activities under this Contract whether the installation operations be performed by The Vendor, subcontractor, or by anyone directly or indirectly employed by either.

The award of this Contract to The Vendor shall obligate The Vendor to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.

## **15. Specific Statement of Need**

The Vendor shall provide, install and configure a fiber optic cabling to connect all Customer facilities as shown in Exhibits A and B. The Vendor shall provide for all phases of the connectivity process to include cabling and cutover assistance if required.

### **15.1 General Specifications**

#### **15.1.1 Management Racks/Patch Panels**

- The Vendor shall provide one rack mounted fiber distribution panel (FDP) per fiber sheath at each facility capable of terminating a minimum of 6 individual fibers. The Customer shall specifically designate the location in the closet where the FDP shall be mounted.

#### **15.1.2 Fiber Optic Cabling**

- The Vendor shall install and manage a Single-Mode Fiber Optic Cable backbone between each district facility.
- The Vendor shall ensure all cables meet generally accepted industry standards and specifications.
- The Vendor shall install necessary rack mounted fiber transceivers and/or layer 2 switches that shall convert Vendor's single mode fiber backbone connection to duplex multi-mode fiber handoff. The Customer shall specifically designate the location in the closet where the transceiver/switch shall be mounted.
- The Vendor shall provide 50-micron OM3 multi-mode fiber patch cable to connect Vendor equipment to Customer layer 3 routing switch.
- The Vendor shall install, maintain and own all active and passive network components from and inclusive of the fiber transceiver or layer 2 switch outward.
- The Vendor shall supply and install and maintain a rack-mounted uninterruptible power supply device to temporarily power the Vendor's equipment in the event of a power outage.
- Any fiber-optic cabling installed within any Customer facility shall be installed within orange innerduct or use orange armored fiber optic cabling and adequately supported to the building structure.
- If it is necessary to breach any firewall the innerduct or cabling shall pass through the breach within metal conduit and necessary fire-stop shall be applied to maintain the integrity of the firewall.
- All fiber-optic cabling or innerduct installed within any Customer Facility shall be plenum rated.

#### **15.1.3 Terms and Conditions for Maintenance/Repair**

- The Vendor is responsible for all fiber cable maintenance.
- In the event of a network outage on one or more network segment(s) The Vendor personnel shall begin problem resolution within one (1) hour of initial call by The Customer during Normal Business Days. The Vendor shall provide a local network engineer who shall act as a single point of contact for the duration of the network outage. If necessary, The Vendor shall dispatch within two (2) hours technicians to perform on-site repairs. The Vendor shall complete all problem resolutions and restore full connectivity within four (4) hours. Time allotted for all phases of problem resolution shall be doubled for non-Business Days. If onsite repair is necessary it shall be the obligation of The Customer to provide building access. If building access isn't available then the resolution period requirements shall be extended until such a time as access is available.
- The Vendor is responsible for maintaining the uninterruptible power supply device, including batteries, to power all Vendor equipment for at least the first 15 minutes of a power outage.
- "Business Days" are defined as Monday through Friday 7:30 AM – 4:30 PM, excepting generally accepted holidays.
- In all cases, The Vendor shall notify The Customer immediately upon repair and resolution.
- The Vendor agrees to keep records of all communications with The Customer.
- Service includes parts and labor (on-site if needed) for the full-term of the agreement.
- The Vendor shall carry insurance on behalf of The Customer when its employees are on The Customer's property or providing services to The Customer (liability as well as property insurance).
- A problem escalation procedure shall be developed between The Customer and The Vendor.

#### **15.1.4 Damages**

Failure of The Vendor to meet problem resolution time requirements shall result, at the discretion of The Customer, in forfeiture of the subsequent month billing for the affected network segment.

### **16. Implementation and Contract Term**

Implementation/construction period shall begin immediately upon signature of the contract by both The Vendor and The Customer and shall continue through June 30, 2021. The actual installation/construction sequence and schedule shall be determined jointly by The Vendor and The Customer and outlined in the Network Services Agreement. After completion of installation at all district facilities a 60 month service term shall begin July 1, 2021.

## **17. Monthly fees**

The Vendor shall include in monthly fees all initial and recurring costs. There shall be no upfront or site by site charges considered.

## **18. Proposal Preparation and Submission Requirements**

Vendors must submit a complete response to this RFP in order to be considered. One original and one copy of each response shall be submitted to the Customer no later than the date specified in the bid.

### **18.1 Bid Preparation**

**18.1.1** All responses must be signed by an authorized representative of The Vendor. All information requested must be submitted. Failure to submit all information requested may result in the exclusion of the submitted response from consideration, a lower score in the evaluation of the response, or the reviewing parties requesting the missing information.

**18.1.2** Submitted responses should be written in a concise simple manner, providing a straightforward solution to the RFP. Respondents should focus upon providing the most cost effective yet technologically sound solution to The Customer.

### **18.2 Oral Presentation**

Respondents to the RFP may be required to give an oral presentation of their response to The Customer. The purpose of the oral presentation shall be for the Vendor to elaborate on their response and to provide clarity for the staff of The Customer. No negotiation shall take place at this presentation. The time and date of the presentation, if required, shall be announced. Oral presentations are solely an option for The Customer and may or may not be conducted.

### **18.3 Specific Requirements**

Vendors should provide a thorough and as detailed response as possible such that The Customer shall have the proper information by which to evaluate responses. Specifically, Vendors are required to submit the following information as a complete response: The documents should be prepared, labeled and arranged as follows:

- I. Cover Letter
- II. Management Summary of Response including overview and summary of costs.
- III. Detailed Scope of work
- IV. References
- V. Formal Vendor response to RFP
- VI. Signature Page
- VII. Additional Vendor Addendum

VIII. List of exceptions to RFP requirements.

## **19. Evaluation and Award of Responses**

The Customer may at its discretion and at no fee to The Customer, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response.

## **20. Special Conditions**

The Vendor shall be required to work around all of the general Customer operations along with any subcontractor operations. The Vendor shall be required to accommodate school/classroom schedules to minimize disruption to classroom instruction.

## **21. Additional Sites**

In the event that The Customer has need to add additional sites to the network during the 60 month service phase this shall be done by addendum to contract. The Vendor and The Customer shall negotiate and agree upon in writing reasonable costs for infrastructure construction. Once the additional construction has been completed the new site shall be added for the remainder of the original contract, along with any applicable extensions, at the same monthly cost as similar sites.

## **22. Advertising**

The Vendor agrees not to use the results from this BID as a part of any commercial advertising without prior written approval of The Customer.

## **23. Liability and Insurance**

The Vendor shall assume the full duty, obligation, and expense of obtaining and maintaining necessary insurance.

### **23.1 Insurance Coverage**

The Vendor shall be fully liable to provide and maintain in force during the life of this Contract, such insurance, including Public Liability Insurance, Product Liability Insurance, Auto Liability Insurance, workman's Compensations and Employer's Liability Insurance as shall assure to The Customer the protection contained in the foregoing indemnification provision undertaken by The Vendor.

### **23.2 General Liability**

The Vendor shall have General Liability Insurance as shall protect The Customer, The Vendor, subcontractor, agents, and employees from claims for damages. The limits of liability provided by such policy shall be no less than One Million Dollars (\$1,000,000.00) per occurrence combined



single limit bodily injury and property damage, and an amount not less than Two Million Dollars (\$2,000,000.00) for damages on account of all occurrences.

### **23.3 Product Liability**

The Vendor shall have Product Liability or Completed Operations Insurance with bodily injury limits of liability of not less than One Million Dollars (\$1,000,000.00) per person; One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate.

### **23.4 Auto Liability**

The Vendor shall have Auto Liability Insurance with bodily injury limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and property damage limits of not less than One Million Dollars (\$1,000,000.00).

### **23.5 Workman's Compensation & Employer's Liability**

The Vendor shall have worker's Compensation and Employer's Liability Insurance.

### **23.6 Claims**

In any and all claims against The Customer or any of their agents or employees by any employee of The Vendor, any subcontractor, or anyone directly or indirectly employed by any of the contracting parties or anyone for whose acts any of them may be liable, the indemnification obligation under paragraph 2.30 shall not be limited in any way by any limitation on the amount or types of damages, compensation acts, disability benefit acts, or other employee benefit acts.

## **III. TECHNICAL SPECIFICATIONS**

### **1. Cable Termination**

The distribution frame termination equipment shall be rack mounted in the building closet designated by The Customer.

### **2. Fiber Optic Transceiver or Layer 2 Switch**

The vendor owned transceiver/layer 2 switch must be capable of delivering to The Customer specified 1, 10 or 40 gigabit duplex multi-mode LC connector emitting 850nm "shortwave length" Ethernet signal.

### **3. Fiber Optic Topology**

Vendors are left to design their own external fiber plant. The Customer shall assist The Vendor in determining the optimal fiber path for The Customer within Customer facilities.

#### 4. Supported Technologies

The Vendor's network must support the following technologies and services:

- Voice over IP (VoIP)
- Streaming video (RTMP)
- Shortest Path Bridging (SPB) specified in IEEE 802.1aq
- Full support of The Customer's QoS Differentiated Services Code Point (DSCP) values for prioritization of traffic while within The Vendor's network

#### Additional Items

##### 1. Billing

Single monthly summary billing of all fiber accounts itemized by each location showing the account number, name and address of site, size and type of circuit, base cost, taxes and fees and total.

*Example*

Account number: 123455

Any School	10GB	base cost \$xxx.xx
1126 Russell Cave Rd		Taxes/Fees
Lexington, KY 40505		Total

##### 2. Monthly Meetings

The Vendor agrees to have project manager and account manager participate in a monthly hour long meeting to discuss status updates, problem resolutions, and other issues. This meeting will be held during The Customer's Business hours.

##### 3. Service Suspension

The Customer may request suspension or termination of service at one or more sites during the duration of this contract. A minimum of 60 days notice of suspension or termination of service will be given. Vendor shall not charge monthly fees for that location during suspension or after termination.

**Other Costs**

Are there any other costs to The Customer other than monthly rates?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain in detail the additional components and costs to provide a working system for all systems as outlined.

Please note: No additional money shall be allowed for lack of information in providing a complete working system for all systems as outlined. All piece parts are to be included. If there are any missing items, please include with costs in your response.

**Network Services Response Form**

**Monthly Service Rate per 1GB Connection**

**60 Month Service Period based on approval of the Board of Education and availability of funds.**

**Price per Month \$ \_\_\_\_\_**

**Monthly Service Rate per 10GB Connection**

**60 Month Service Period based on approval of the Board of Education and availability of funds.**

**Price per Month \$ \_\_\_\_\_**

**Rates are for the full system to include all material, labor, electronic equipment, FDP's, ongoing maintenance for duration of the agreement, fiber optic cable and associated hardware and all miscellaneous parts, pieces and labor.**

Pricing 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 non-residency 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.

## **Required Vendor Attachments to RFP Response**

1. Project Manager's Certificates.
2. Engineer Certificate(s).
3. Samples of Warranty Certificates on all work.
4. Certificates of insurance covering workers Compensation, Employer's Liability and General Liability.
5. Digital Media of Response (with company name on label).
6. Scope of work to be performed.
7. In-depth description of terms. Include a copy of sample agreement.
8. Proposed schedule of work, listing start and completion timeframe for key milestones, as well as any phases showing differing completion timeframes for various buildings or areas. Timeframes should indicate relative project completion times and not focus on specific dates. Specific dates shall be fully defined during contract negotiations.
9. List of exceptions to bid requirements.

**EXHIBIT A**

**Fayette County Public Schools “10GB Collective” Site List**

<b>School</b>	<b>Address</b>
ARLINGTON EL	928 N. Limestone, 40505
ASHLAND EL	195 N. Ashland Ave., 40502
ATHENS CHILESBURG ES	930 Jouett Creek Dr., 40509
BEAUMONT MIDDLE	2080 Georgian Way, 40504
BOOKER T WASHINGTON ACADEMY	707 Howard St., 40508
BRECKENRIDGE EL	210 St. Mathilda Dr. , 40502
BRENDA COWAN EL	4801 Athens Boonesboro Rd. 40509
CARDINAL VALLEY EL	218 Mandalay Rd. , 40502
CLAYS MILL EL	2319 Clays Mill Rd., 40503
COVENTRY OAK EL	2441 Huntly Place, 40511
CRAWFORD MIDDLE	1813 Charleston Dr, 40505
DAY TREATMENT CENTER	1177 Red Mile Place, 40504
DEEP SPRINGS EL	1919 Brynell Dr. , 40505
DIXIE EL	1940 Eastland Parkway , 40505
EDYTHE J HAYES MIDDLE	260 Richardson Place. 40509
GARDEN SPRINGS EL	2151 Garden Springs Dr. , 40504
GARRETT MORGAN EL	1150 Passage Mound Way, 40509
GLENDOVER EL	710 Glendover Rd. , 40502
HARRISON EL	161 Bruce St. , 40507
JAMES LANE ALLEN EL	1901 Appomattox Rd. , 40504
JESSIE M CLARK MIDDLE	3341 Clays Mill Rd., 40503
JOHNSON CENTER	123 E. Sixth St., 40508
JULIUS MARKS EL	3277 Pepperhill Rd. , 40502
JUVENILE DETENTION CENTER	3475 Spurr Rd. 40511
LANSDOWNE EL	336 Redding Rd. , 40517
LEESTOWN MIDDLE	2010 Leestown Rd. , 40511
LIBERTY EL	2585 Liberty Rd., 40509

LOCUST TRACE AGRISCIENCE CTR.	3591 Leestown Rd., 40511
LTMS	350 N. Limestone, 40508
MARY TODD EL	551 Parkside Dr., 40505
MAXWELL EL	301 Woodland Ave. , 40508
MEADOWTHORPE EL	1710 Forbes Rd. , 40505
MILES POINT WAY GARAGE	780 Miles Point Way, 40510
MILLCREEK EL	1212 Reva Ridge Way., 40517
MLK ACADEMY/LR CAMPUS	2200 Liberty Rd., 40509
CASSIDY/MORTON CAMPUS	1125 Tates Creek Rd., 40502
NORTHERN EL	340 Rookwood ext'd. , 40505
OMC	470 Cooper Drive, 40506
PICADOME EL	1642 Harrodsburg Rd., 40504
ROSA PARKS EL	1215 Beaumont Centre Lane, 40513
RUSSELL CAVE EL	3375 Russell Cave Rd., 40511
SANDERSVILLE EL	3025 Sandersville Rd., 40511
SOUTHERN EL/MS CAMPUS	340 Wilson Downing Rd. , 40511
SOUTHSIDE TECH CENTER	1784 Harrodsburg Rd., 40504
SQUIRES EL	337 Squire Oak Rd. , 40515
STEAM ACADEMY	1555 Georgetown Rd, 40511
STONEWALL EL	3215 Cornwall Dr., 40503
THE LEARNING CENTER	475 Price Road, 40508
THE PROFESSIONAL LEARNING CENTER AT LINLEE	2420 Spurr Rd., 40511
THE RIDGE	3050 Rio Dosa Dr. 40509
THE STABLES	4089 Iron Works Pike, 40511
VETERANS PARK EL	4351 Clearwater Way ,40515
WELLINGTON EL	3280 Keithshire Way, 40503
WILLIAM WELLS BROWN EL	555 E. Fifth St., 40508
WINBURN MIDDLE	1060 Winburn Dr., 40505
YATES EL	695 E. New Circle Rd. ,40505

**EXHIBIT B**

**Fayette County Public Schools “1 GB Dedicated” Site List**

<b>School</b>	<b>Address</b>
TATES CREEK CAMPUS	1105 Centre Parkway, 40517
FREDERICK DOUGLASS HS	2000 Winchester Rd., 40509
DUNBAR HS	1600 Man-O-War Blvd., 40513
IAKSS	701 East Main Street, 40502
HENRY CLAY HS	2100 Fontaine Rd., 40502
BRYAN STATION CAMPUS	201 Eastin Road, 40505
CENTRAL OFFICE	450 Park Place, 40505
SCAPA/LAFAYETTE CAMPUS	400 Lafayette Parkway, 40503

**Fayette County Public Schools District Data Center**

FCPS Building 1126  
1126 Russell Cave Road  
Lexington, KY 40508

**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 (TSMSSDC); 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.

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

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

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**