

OFFICIAL BID DOCUMENT

**KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM OFFICE OF FACILITIES SUPPORT SERVICES
OFFICIAL BID DOCUMENT**

Project No: H0CC50007

Project Title: KCTCS_– Hopkinsville CC HVAC Replacement Technology Center

College: Hopkinsville CC

Location: Hopkinsville Kentucky

Capital Procurement Officer: Brandon Carlson

NOTE: The following Bid Document shall be followed exactly in submitting a proposal for this work. If this copy is lost, an additional copy will be furnished upon written request to the authority issuing Contract Documents.

This Proposal is submitted by: _____

(NAME OF BIDDER)

(ADDRESS OF BIDDER)_____
_____**Telephone:** _____**Date :** _____

VENDOR NUMBER: It is imperative that you furnish your Federal Employer Identification Number in the space provided below. Failure to do so may delay the processing of purchase orders issued to your firm.

(Nine Digit Number)

TO: Capital Procurement Officer

SEALED BID

INVITATION TO BID: RFB-27-004

Kentucky Community and Technical College

BID OPENING DATE:**September 10, 2026 2:00 PM ET****BID OPENING LOCATION:****Public Reading via Teams at 2:30 PM ET**

The Bidder, in compliance with your Invitation for Bids for the above referenced Project, having carefully examined the site of the Work, the Drawings and complete Contract Documents as defined in Article I of the General Conditions, as well as the Specifications affecting the work as prepared by the Consultant, hereby proposes to furnish all labor, materials, supplies and services required to construct the Project in accordance with the Contract Documents, within the time set forth therein, and at the price stated below without qualification.

The Bidder hereby acknowledges receipt of the following Addenda:

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

(Here insert the number and date of any Addenda issued and received. If none has been issued and received, the word NONE should be inserted.)

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All blanks in the bid documents shall be completed and all required support data shall be furnished. If indicated in the bidding documents, sums shall be expressed in both words and figures. In the case of discrepancy between the two, the amount in words shall prevail.

LUMP SUM PROPOSAL:

The Bidder agrees to furnish all labor, materials, supplies, and services required to complete the Work, for the above referenced Project, for the Office of Facilities Support Services, Kentucky Community and Technical College System, as described in the Specifications and Contract Documents and shown on the Drawings enumerated below and as modified by the Addenda listed above.

FOR THE LUMP SUM OF _____
(USE WORDS)
_____ DOLLARS AND _____ CENTS.
(USE WORDS) (USE WORDS)
(\$ _____)
(USE FIGURES)

Official Bid Document**AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST**

I hereby certify:

1. That I am the Bidder (if the Bidder is an individual), a partner in the Bidder (if the Bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the Bidder is a corporation);
2. That the submitted Bid or Bids covering KCTCS Office for Capital Project Procurement Invitation No. **RFB-27-004** have been arrived at by the Bidder independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other contractor, vendor of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition; as prohibited by provision KRS 45A.325;
3. That the contents of the Bid or Bids have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished with the Bid or Bids and will not be communicated to any such person prior to the official opening of the Bid or Bids;
4. That the Bidder is legally entitled to enter into the contracts with the Kentucky Community and Technical College System and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 164.390, and 45A.330 to 45A.340 and 45A.455;
5. This offer is good for 30 calendar days from the date this Bid is opened. In submitting the above, it is expressly agreed that upon proper acceptance by the Office for Facilities Support Services of any or all items Bid above, a contract shall thereby be created with respect to the items accepted;
6. That I have fully informed myself regarding and affirm the accuracy of all statements made in this Form of Proposal including Bid Amount.
7. Unless otherwise exempted by KRS 45.590, the Bidder intends to comply in full with all requirements of the Kentucky Civil Rights Act and to submit data required by the Kentucky Equal Employment Act upon being designated the successful contractor.
8. That the bidding contractor and all subcontractors to be employed do not and will not maintain any facilities they provide for employees in a segregated manner and they are in full compliance with provisions of 41 CFR 60-1.8 that prohibits the maintaining of segregated facilities.
9. In accordance with KRS45A.110(2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to the bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

READ CAREFULLY - SIGN IN SPACE BELOW - FAILURE TO SIGN INVALIDATES BID

SIGNED BY _____ TITLE _____

PRINT NAME _____ FIRM _____

ADDRESS _____ AREA CODE & PHONE _____

CITY _____ STATE _____ ZIP CODE _____ FAX _____

BIDDER'S EMAIL _____ DATE _____

OFFICIAL BID DOCUMENT- SUBMITTAL DATA

The FOLLOWING ITEMS ARE HEREWITH ENCLOSED AS REQUIRED:

- List of Unit Prices, if applicable
- List of Subcontractors, if applicable
- List of Materials and Equipment, if applicable
- Roofing Certifications, if applicable.

- Sworn Required Affidavit For Bidders, Offerors And Contractors – Campaign Finance Laws
- Sworn Affidavit for Claiming Resident Bidder Status
- Sworn Affidavit – Worker’s Compensation
- Determination of Responsibility
- Vendor Report of Prior Violations of KRS Chapters, 136, 139, 141, 337, 338, 341 and 342.
- Bidder's Qualifications.
- Bid Guaranty in the amount of five percent (5%) of the TOTAL BID AMOUNT.

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UNIT PRICES

Company Name of Bidder: _____

NOTE: Unit Prices shall include the furnishing of all labor, materials, supplies and services and shall include all items of cost, overhead and profit for the Contractor and any subcontractor involved and shall be used uniformly without modifications for either additions or deductions. The Unit Prices as established shall be used to determine the equitable adjustment of the Contract Price in connection with changes, deletions or extra work performed under the Contract and the "Rules of Measurement" set forth in the General Conditions shall govern.

All Bidders will be required to complete and submit the following Unit Prices with the bid.

The apparent low bidder is requested to attend a post bid meeting which will be scheduled at a later date to review/ negotiate these unit prices.

Description of Work	Unit Price	Unit of Measure
Unclassified Utility Trenching with Compacted Backfill		cubic yd
8" HDPE Hydronic Line, Buried		linear ft

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PRIMARY LIST OF PROPOSED SUBCONTRACTORS

Company Name of Bidder: _____

All subcontractors are subject to the approval of Kentucky Community and Technical College System, Office for Facilities Support Services. If certain branches of the Work are to be done by the Prime Contractor, so state.

All Bidders will be required to complete and submit the following Subcontractors with the bid. The information requested in this submittal is required to assist KCTCS Services in determining contractor responsibility to complete the project being bid. The apparent low bidder is requested to attend a post bid meeting which will be scheduled at a later date to discuss acceptance of Subcontractors.

Description of Work	Subcontractor
Fire Protection	
Plumbing	
HVAC	
Mechanical	
Duct Cleaning	
Chemical Treatment	
HVAC Controls	
Electrical	

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LIST OF MATERIALS AND EQUIPMENT

Company Name of Bidder: _____

Each item listed under the different phases of construction must be clearly identified so that the Owner will definitely know what the Bidder proposes to furnish. The use of a manufacturer's or dealer's name only, or stating "as per Plans and Specifications," will not be considered as sufficient identification.

Where more than one "Make" or "Brand" is listed for any one item, the Owner has the right to select the one to be used.

All Bidders will be required to complete and submit the following Materials and Equipment with the bid. The information requested in this submittal is required to assist KCTCS Services in determining contractor responsibility to complete the project being bid. The apparent low bidder is requested to attend a post bid meeting which will be scheduled at a later date to discuss materials and equipment.

Material / Equipment	Manufacturer / Brand Name
Backflow Preventors	
Hydronic Pumps	
Hydronic Boilers	
Closed Loop Fluid Cooler	
Dedicated Outside Air Units	
Water Source Heat Pumps	
HVAC Controls	
Electrical Disconnects	

**SWORN STATEMENT REGARDING CAMPAIGN FINANCE LAWS
PURSUANT TO KRS 45A.110 AND KRS 45A.115**

The following Sworn Statement relative to Campaign Finance Laws shall be completed in total, notarized and returned with your bid. Responsibility of a bidder or offeror for a contract award shall not be made until the bidder or offeror provides this sworn statement.

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS FOR BIDS
AND CONTRACTS IN GENERAL:**

Each bidder or offeror swears and affirms under penalty of perjury, that:

- a. In accordance with KRS 45A.110 and KRS 45A.115, neither the bidder or offeror as defined in KRS 45A.070(6), nor the entity which he/she represents has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky; and the award of a contract to the bidder or offeror or the entity which he/she represents will not violate any provisions of the campaign finance laws of the Commonwealth.
- b. The bidder or offeror swears and affirms under penalty of perjury that, to the extent required by Kentucky law, the entity bidding, and all subcontractors therein, are aware of the requirements and penalties outlined in KRS 45A.485; have properly disclosed all information required by this statute; and will continue to comply with such requirements for the duration of any contract awarded.
- c. The bidder or offeror swears and affirms under penalty of perjury that, to the extent required by Kentucky law, the entity bidding, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sales and use tax imposed by KRS Chapter 139 and will remain registered for the duration of any contract awarded.
- d. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding is not delinquent on any state taxes or fees owed to the Commonwealth of Kentucky and will remain in good standing for the duration of any contract awarded.
- e. Pursuant to KRS 45A.480 the bidder or offeror swears and affirms under penalty of perjury, that all contractors and subcontractors employed, or that will be employed, under the provisions of this contract shall be in compliance with the requirements for worker's compensation insurance according to KRS Chapter 342 and unemployment insurance according to KRS Chapter 341.
- f. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding is properly authorized under the laws of the Commonwealth of Kentucky to conduct business in this state; is duly registered with the Kentucky Secretary of State to the extent required by Kentucky law; and will remain in good standing to do business in the Commonwealth of Kentucky for the duration of any contract awarded.
- g. By his signature, the offeror certifies that he is legally entitled to enter into this Contract with the Kentucky Community and Technical College System, and by holding and performing this Contract will not be violating any conflict-of-interest statute (KRS 45A.330, KRS 45A.335, KRS 45.340, KRS 45A.990, KRS 164.390) or KRS 11A.040 of the Executive Branch Code of Ethics, relating to employment of former public servants.

**FOR "NON-BID" CONTRACTS (I.E. SOLE-SOURCE; NOT-PRACTICAL OR FEASIBLE TO BID;
OR EMERGENCY CONTRACTS, ETC):**

Each contractor further swears and affirms under penalty of perjury, that:

- a. In accordance with KRS 121.056, and if this is a non-bid contract, neither the contractor, nor any member of his/her immediate family having an interest of 10% or more in any business entity involved in the performance of any contract awarded, have contributed more than the amount specified in KRS 121.150 to the campaign of the gubernatorial slate elected in the election last preceding the date of contract award.
- b. In accordance with KRS 121.330(1) and (2), and if this is a non-bid contract, neither the contractor, nor officers or employees of the contractor or any entity affiliated with the contractor, nor the

spouses of officers or employees of the contractor or any entity affiliated with the contractor, have knowingly contributed more than \$5,000 in aggregate to the campaign of a candidate elected in the election last preceding the date of contract award that has jurisdiction over this contract award.

- a. In accordance with KRS 121.330(3) and (4), and if this is a non-bid contract, to the best of his/her knowledge, neither the contractor, nor any member of his/her immediate family, his/her employer, or his/her employees, or any entity affiliated with any of these entities or individuals, have directly solicited contributions in excess of \$30,000 in the aggregate for the campaign of a candidate elected in the election last preceding the date of contract award that has jurisdiction over this contract.

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS

As a duly authorized representative for the bidder, offeror, or contractor, I have fully informed myself regarding the accuracy of all statements made in this affidavit and acknowledge that the Kentucky Community and Technical College System is reasonably relying upon these statements, in making a decision for contract award and any failure to accurately disclose such information may result in contract termination, repayment of funds and other available remedies under Law.

(Signature) (Printed Name)

(Title) (Date)
Company Name: _____
Address: _____ City _____ State _____ Zip _____

ACKNOWLEDGMENT

State of: _____ County of: _____

On this _____ day of _____, 20____, before me appeared _____,
to me known, who being by me duly sworn, did depose and say that he/she has subscribed and sworn to the foregoing oaths before me, and I have hereunto set my hand and affixed my official seal the day and year first above written.

(SEAL) _____

Notary Public

My Commission Expires: _____

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 income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS341.49;
and
 - c. Maintained a Kentucky workers' compensation policy in effect.

The Kentucky Community and Technical College System 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: _____ City _____ State _____ Zip _____

ACKNOWLEDGMENT

State of: _____ County of: _____

On this _____ day of _____, 20____, before me appeared _____,
to me known, who being by me duly sworn, did depose and say that he/she has subscribed and sworn to the foregoing
oaths before me, and I have hereunto set my hand and affixed my official seal the day and year first above written.

(SEAL) _____

Notary Public

My Commission Expires: _____

A F F I D A V I T
Worker's Compensation Requirements Compliance

Comes the affiant and after having been duly sworn states as follows:

1. That affiant is the contractor awarded a contract by the Kentucky Community and Technical College System, Office for Facilities Support Services Project, Number: H0CC50007, Hopkinsville CC HVAC Replacement Technology Center, Hopkinsville CC, Hopkinsville Kentucky
2. That all contractors and subcontractors employed, or that will be employed, under the provisions of this contract are in compliance with Kentucky requirements for Workers' Compensation Insurance according to KRS Chapter 342 and Unemployment Insurance according to KRS Chapter 341.

Further, the affiant sayeth naught.

By: _____

Title: _____

Contractor: _____

State of _____)

County of _____)

Subscribed and sworn to before me by _____ on this _____

day of _____, 20_.

My commission expires _____

Notary Public, State at Large

CONTRACTOR/BIDDER DETERMINATION OF RESPONSIBILITY

The Kentucky Model Procurement Code (KRS 45A.080) requires that a contract be awarded to the lowest responsive and responsible bidder whose bid offers the best value. KRS 45A.070(6) defines "Responsible bidder or offeror" as "a person who has the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance," and "Best value" as "a Procurement in which the decision is based on the primary objective of meeting the specific business requirements and best interests of the Commonwealth." The Kentucky Community and Technical College System procures Professional Design Services and Construction Services following this Model Procurement Code.

The information requested in this document is to be used to evaluate the "responsibility" by verifying the apparent low bidder:

- (a) Has adequate financial resources (in working capital and bonding capacity) in relation to the scope and dollar amount of the project or the ability to secure such resources.
- (b) Has the experience, organization, technical qualification, available personnel resources, and has or can acquire the equipment necessary to perform the scope of work bid.
- (c) Can comply with the required performance schedule or completion date, taking into account existing commitments (i.e., capacity); and
- (d) Has a satisfactory record of performance, integrity, judgment, and skills to complete the project bid.

The information provided must verify that the bidding firm has a sufficient level of expertise, experience, financial stability, and personnel resources to qualify the firm as being "responsible" prior to proceeding with an award of Contract. The determination of the firm's capability and responsibility will be made as fairly and honestly as possible using a reasonable exercise of sound judgment and discretion in the review of information provided or otherwise secured through references or other sources.

2. Application Submittal

The low responsive Bidder must complete the information requested by typing or clearly printing responses in ink. All information requested must be provided. If a question does not apply, insert "NA" for not applicable. The Kentucky Community and Technical College System reserves the right to request supplemental information to fully determine responsibility of the Bidder. The Bidder agrees to provide supplemental information, if requested by the Kentucky Community and Technical College System.

3. Insurance Requirements

The Successful Bidder will be required to provide proof of insurance indicating current liability coverages, including workers compensation, with limits equal to or exceeding the amounts required by the bid documents. Additionally, builders risk coverage equal to the Contract amount will be required of the successful contractor.

*NOTE: Pursuant to KRS 45A. 110, except as otherwise provided under the Open Records Act and any other applicable law, the Bidder has the right of nondisclosure to the public of certain information required by this submittal. If the Bidder wishes nondisclosure of certain information, he/she shall enclose the confidential information in a separate envelope marked CONFIDENTIAL and forward it with the information and other submittals required by this document. If this is not done, he/she waives the right of nondisclosure of this information and the signing of the Bid Proposal shall constitute written waiver of that right.

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BIDDER'S QUALIFICATIONS

The apparent low bidders will be required to complete and submit to KCTCS Office of Capital Project Procurement the following information within one hour following the bid opening. The information requested in this submittal is required to assist KCTCS Services in determining contractor responsibility to complete the project being bid.

1. This firm is: Corporation____, Partnership____, Proprietorship____.
2. Company Name: _____
- Address: _____
- City _____ State _____ Zip _____
- Telephone Number: _____
- Fax number: _____
- Email Address _____

3. The following construction plant and equipment will be made available for use on this contract:

4. In the event the Contract is awarded the undersigned, surety bonds will be furnished by:

- 5: Experience of Contractor on Similar Work:

We currently have the following projects under contract and bonded:

6. Our Contractor's Project Management for this project will be:
Contractor's Project Manager: _____

Contractor's Job Superintendent: _____

The successful Bidder will be required to furnish a resume of the project manager's and job superintendent's qualifications and or past projects.

NOTE:

The Commonwealth of Kentucky Model Procurement Code (KRS 45A.080) requires contracts to be awarded, "to the responsive and responsible bidder whose bid offers the best value" to the Kentucky Community and Technical College System. To determine if the Bidder has the experience, qualifications, resources, and necessary attributes to provide the quality workmanship, materials and management required by the plans and specifications, the Bidder MAY be required to complete and submit the information requested on the Kentucky Community and Technical College Contractor Bidder Determination of Responsibility questionnaire. Failure to provide the information requested on the questionnaire or failure to provide any additional submittals or information that may be requested to make this determination may be grounds for a declaration of non-responsibility with respect To the Bidder. A copy of the Contractor Determination of Responsibility questionnaire is available upon request to all Bidders.

Contractor Report of Prior Violations of
KRS Chapters 136, 139, 141, 337, 338, 341, and 342

This form is applicable to all sealed bids for construction projects issued by the Kentucky Community and Technical College System, Office for Facilities Support Services in accordance with KRS 45A.080. The **Prime Bidder** on any construction sealed bid **shall** provide the required information attached, for the Prime Bidder, as **an attachment to the bid**.

Pursuant to KRS 45A.485, the Contractor shall, prior to the award of a Contract, reveal final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342 by the Contractor that have occurred **in the previous five (5) year period**.

This statute also requires for the duration of the Contract established, the Contractor be in continuous compliance with the provisions of Chapters 136, 139, 141, 337, 338, 341, and 342 that apply to the Contractor's operations. The Contractor's failure to reveal a final determination of a violation of KRS Chapters 136, 139, 141, 337, 338, 341, and 342, or failure to comply with any of the above cited statutes for the duration of the Contract shall be grounds for the cancellation of the Contract, and the disqualification from eligibility for future contracts for a period of two (2) years.

The Contractor, by signing and submitting a Bid on this Invitation, agrees as required by KRS 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342 that have occurred in the previous five (5) years prior to the award of a Contract and agrees to remain in continuous compliance with the provisions of these statutes during the duration of any contract that may be established. Final determinations of any violations of these statutes, must be provided to the University by the successful Contractor prior to the award of a Contract.

If there are no violations for a particular category, vendor should attach a statement to that effect.

If there are violations for a particular category, the vendor should list them and provide the following information for each: the date of the violation, a short description of the violation (including statutory citation), the name of the governmental enforcement agency involved, and the amount of any penalties imposed because of the final determination.

Please note that this information may be provided to other governmental agencies, such as the Kentucky Labor Cabinet, as part of the bid process. KCTCS Office for Capital Project Procurement reserves the unqualified right to disqualify any vendors from participating further in this bid process. Failure to comply with these requirements may result in the bidder and subcontractors being disqualified from participating in future bid opportunities for the Kentucky Community and Technical College System.

THIS VENDOR VIOLATION FORM MAY BE SENT TO THE LABOR CABINET FOR VERIFICATION. PLEASE MAKE SURE ALL YOUR VIOLATIONS ISSUED WITHIN THE LAST FIVE (5) YEARS ARE LISTED. IF YOU LIST "NONE ". BUT THE LABOR CABINET'S RECORDS SHOW OTHERWISE, YOUR BID MAY BE REJECTED . FOR A LIST OF YOUR VENDOR VIOLATIONS, YOU CAN FAX OR EMAIL THE LABOR CABINET WITH YOUR REQUEST. FAX NUMBER IS (502) 696-1984 OR EMAIL: wages@ky.gov.

Contractor Report of Prior Violations of
KRS Chapters 136 ,139, 141, 337, 338, 341, and 342

Company Name: _____
Address: _____ City _____ State _____ Zip _____
Taxpayer ID#: _____

Violation Category	Date	Description	Govt. Enforcement Agency	Penalty Amount

END OF OFFICIAL BID DOCUMENT