

**Northern Kentucky University
Procurement Services
Invitation to Bid # NKU-52-19**

**ITB
For
Bagged Ice Melt**



August 13, 2019

Proposal NO: NKU-52-19
Issue Date: 08/13/2019
Title: Bagged Ice Melt
Purchasing Officer: Blaine Gilmore
Phone: 859.572.6449

RETURN ORIGINAL COPY OF PROPOSAL TO:

**Northern Kentucky University
Procurement Services
1 Nunn Drive
617 Lucas Administrative Center
Highland Heights, KY 41099**

IMPORTANT: BIDS MUST BE RECEIVED BY: 08/28/2018 BEFORE 2:00 P.M. HIGHLAND HEIGHTS, KY time.

NOTICE OF REQUIREMENTS

- The University's General Terms and Conditions and Instructions to Bidders, viewable at <http://procurement.nku.edu/policies/terms-and-conditions.html>, apply to this Request for Proposal.
- Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
- Any agreement or collusion among Offerors or prospective Offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
- Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, may be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

- That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
- That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;
- That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
- That the offeror is legally entitled to enter into contracts with the Northern Kentucky University and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340, 164.390, and
- That the Offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award
- That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH FINANCE LAWS

In accordance with KRS45A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

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

CERTIFICATION OF NON-SEGREGATED FACILITIES

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

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

DELIVERY TIME:	NAME OF COMPANY:	DUNS #
PROPOSAL FIRM THROUGH:	ADDRESS:	Phone/Fax:
PAYMENT TERMS:	CITY, STATE & ZIP CODE:	E-MAIL:
SHIPPING TERMS: F.O.B. DESTINATION - PREPAID AND ALLOWED	TYPED OR PRINTED NAME:	WEB ADDRESS:
FEDERAL EMPLOYER ID NO.:	SIGNATURE:	DATE:

NOTICE OF ADVERTISEMENT**BRIEF SCOPE OF WORK:**

Northern Kentucky University is advertising a bid for the purchase of Bagged Ice Melt.

PROJECT TIMETABLE:

Invitation for Bid Issued	August 13, 2019
Last Date for Questions	August 21, 2019 at 12:00 Noon
BIDS DUE	August 28, 2018 at 2:00 PM

SUBMITTAL OF BID:

The bidder shall submit, by the time and date specified via US Postal Service, courier or other delivery service, its bid response in a **sealed package** addressed to:

**Blaine Gilmore
Director, Procurement Services
Lucas Administrative Center, Suite 617
1 Nunn Drive
Northern Kentucky University
Highland Heights, KY 41099**

Information relative to this project obtained from other sources, including other university administration, faculty or staff may not be accurate, will not be considered binding and could adversely affect the potential for selection of your proposal. All requests for additional information and all questions should be directed to Ryan Straus, Procurement Services: strausr2@nku.edu

Both inner and outer envelopes/packages should bear respondent's name and address, and clearly marked on package(s) as follows:

**ITB NKU-13-19
Bagged Ice Melt**

Note: Bids received after the closing date and time will not be considered.

QUESTIONS AND REQUESTS FOR INFORMATION

Information relative to this project obtained from other sources, including other university administration, faculty or staff may not be accurate, will not be considered binding and could adversely affect the potential for selection of your bid. All requests for information, questions or comments relative to this project should be directed, in writing to:

**Ryan Straus
Coordinator, Procurement Services
Lucas Administrative Center, Suite 617
Northern Kentucky University
Highland Heights, KY 41099
Strausr2@nku.edu**

GENERAL TERMS AND CONDITIONS TO PROPOSERS:

The general terms and conditions linked below shall be applicable to this Bid and take precedence over any Contractor terms and conditions:

<http://procurement.nku.edu/policies/terms-and-conditions.html>

INSURANCE:

Prior to the award of a contract, Contractor shall furnish a certificate of Insurance with NKU listed as the certificate holder as well as additionally insured. This certificate must include general liability, automotive liability, and worker's compensation insurance. See Article 35 in the Construction General Terms and Conditions

TAXES

Northern Kentucky University is tax exempt. We will provide a copy of or tax exempt status to the winning bidder.

TERM OF CONTRACT

There will be an initial one-time purchase with the potential of additional quantities being purchased through April 30, 2020.

SCOPE:

- 4,410 - 50lbs. bags of lava Melt with calcium Chloride and CMA. The price needs to include delivery on a flatbed truck to 70 Campbell Drive Highland Heights, KY 41099. This should be five truck loads with 18 pallets per truck.
- 44 - 2000lb sacks of lava Melt with calcium Chloride and CMA. The price needs to include delivery on a flatbed truck to 70 Campbell Drive, Highland Heights, KY 41099. This should be four truck loads with 11 sacks per truck.

METHOD OF AWARD:

It is the University's intention to make the award to the qualified, responsive and responsible bidder(s) whose bid offers the best value to Northern Kentucky University.

DELIVERY:

NKU staff will unload delivery trucks at a designated location. The first delivery shall be no later than **November 15, 2019**. All deliveries shall be completed by **December 15, 2019**.

PRICE ADJUSTMENTS:

All prices quoted in response to this Invitation for Bid shall be fixed and firm through the end of the contract term.

INVOICING AND PAYMENT:

The Contractor shall be paid upon submission of a proper invoice, to the billing address shown on the Purchase Order.

DOCUMENTATION

1. Purchase Order Number must be referenced on shipping papers and invoices
2. Ship to address must be clearly stated
3. Accurate quantities for each line item shipped
4. Correct unit prices for each line item, as stipulated in the contract

FORM OF PROPOSAL

Lump Sum Base Bid \$ _____ (Numbers)

Price in Words: _____

Price per pound for potential additional purchase: \$ _____

Payment term is net 30 days.

THIS BID SUBMITTED BY:

(Name and Address of Bidder)

DATE: _____ AUTHORIZED SIGNATURE: _____

No bidder may withdraw his bid for a period of thirty (30) days after the date set for the opening of bids. Bids may be withdrawn, in person only, prior to the closing date and time for the receipt of bids.

NOTE: The Authentication of Bid and Statement of Non-Collusion and Non-Conflict of Interest must be properly executed for this Bid to be valid.

This Bidder, in compliance with this Request for Bid, and having carefully examined the complete contract documents, as well as the specifications for the work as prepared by Northern Kentucky University, hereby proposes to furnish all labor, supervision, materials, supplies and services required to perform the specifics of the Contract Documents, within the time set forth herein and for the final negotiated price.

The Bidder hereby acknowledges receipt of the following Addenda:

ADDENDUM NO. _____ DATED _____ ADDENDUM NO. _____ DATED _____