

Request for Proposal:

The Garrard County Board of Education is seeking proposals for four packaged gas/electric rooftop units as follows:

- Two RTU – 4,7 - 25 Ton Gas/Electric Dehumidification/Reheat RTU's (Model Number YFD301C4H0)
- Two RTU – 5,6 - 25 Ton Gas/Electric Dehumidification/Reheat RTU's (Model Number YFD301C4L0)

Bids should be received by the Finance Department no later than 1:00 p.m. on Tuesday, May 8, 2018. Mailing address: Garrard County Board of Education, Finance Department, 322 W. Maple Avenue, Lancaster, KY 40444. Proposals shall be submitted in a sealed envelope clearly marked "RTU Bid." Electronic submissions are prohibited.

General Considerations:

- Bid forms must be signed by either an officer or an agent of the bidding firm who is authorized to legally bind the firm.
- All proposals which are in order and properly signed shall be opened and reviewed. No immediate decisions will be rendered. Proposals will be awarded or rejected at the regularly scheduled board meeting.
- All responses may be rejected at the discretion of the Garrard County Board of Education. The Board of Education reserves the right to choose the response that best suits the district's needs. This RFP in no way constitutes a contract or commitment to purchase. If all responses are rejected, the Board of Education reserves the right to publish an RFP at a later date.
- All equipment must be 100% new and not used, remanufactured, or newly remanufactured.
- Deadline for delivery of the equipment shall be no later than May 21, 2018.
- Bidders will provide a detailed plan for delivery. RTU's will be delivered to the Garrard County Middle School at the following address: 304 W. Maple Avenue, Lancaster, KY 40444.
- Bidders understand that the Garrard County Board of Education must approve all bills prior to payment – a process that sometimes results in payments extending past 30 days of the invoice date. No late charges will be allowed.

- Kentucky state sales tax is not applicable to any purchase made for Garrard County Schools. Purchase exemption certificates will be furnished as requested.
- It is to be understood that the successful bidder agrees to protect, defend and save harmless the Garrard County Board of Education from any suits, demands or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or for any of the acts of the contractor, his servants, or agents.
- The Model Procurement Regulations adopted by the Garrard County Board of Education shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this invitation for proposal and the Model Procurement Regulations, the Regulations shall control.

Protection from Damage:

The successful bidder shall be responsible for the necessary protection in shipping, handling and delivery, and required to guarantee that all items shall be in first class condition in every respect upon delivery.

Prohibition against Conflict of Interest, Gratuities and Kickbacks:

KRS 45A.455 prohibits conflicts of interest, gratuities and kickbacks to employees of Garrard County Schools in connection with contractors, regardless if they are direct or indirect.

RFP Questions:

Our object is to ensure that we provide you with all of the information you need in order for you to provide the most complete response to this RFP as possible. As such, we welcome any and all questions that you might have. Questions or requests for clarification must be emailed to stacy.coffey@garrard.kyschools.us.