

**REQUEST FOR BIDS
FOR
PROPANE PURCHASE AND DELIVERY**

The Lewis County Public School District will receive sealed bid proposals from qualified propane suppliers for purchase and delivery of propane to Garrison Elementary School and The Lewis County School District Bus Garage for the period of 07/01/2020 – 06/30/2021. A scope of services and bid form are available under District News on the district web site at www.lewis.k12.ky.us .

Sealed bids must be labeled “PROPANE BID” and must be received in the Lewis County Public School District Superintendent’s Office before 1:00 p.m. on Wednesday, May 27, 2020. Bids must be in a sealed envelope and clearly marked on the outside of the envelope. Unsealed bids, or bids delivered by fax or email will not be accepted.

One copy of the bid form, one copy of the “Required Affidavit for Bidders, Offerors and Contractors Claiming Resident Bidder Status”, and one copy of the conflict of interest certification signed by an officer of the vendor company is required. The bids will be publically opened and read aloud in the Lewis County Public School District Superintendent’s Office at 1:30 p.m. on Wednesday, May 27, 2020. Bids must be delivered to: Lewis County Public School District, Superintendent’s Office, P.O. Box 159, 65 Central Elementary, Vanceburg, Kentucky 41179.

REQUEST FOR BIDS

The Lewis County Public School District is requesting bids from propane suppliers for purchase and delivery of propane to Garrison Elementary School and The Lewis County Public School District Bus Garage. The bid is for a firm and fixed price per gallon including delivery of approximately 15,000 gallons of propane for the period beginning July 1st 2020 and ending June 30th 2021. Interested parties may submit sealed bids in accordance with the following criteria:

Date, Time & Place:

Bids are due and must be received before 1:00 PM on Wednesday, May 27, 2020 at the Lewis County Public School District Superintendent's Office. Bids received after 1:00 PM will not be accepted. Bids must be in a sealed envelope, clearly marked on the outside "PROPANE BID". Unsealed bids, or bids delivered by fax or email **will not** be accepted. One copy of the bid form, one copy of the "Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status", and one copy of the conflict of interest certification signed by an officer of the vendor company is required. The bids will be publically opened and read aloud in the Lewis County Public School District Superintendent's Office at approximately 1:30 PM on Wednesday May 27, 2020.

Bids must be delivered to:

Lewis County Public School District
Superintendent's Office
P.O. Box 159
65 Central Elementary
Vanceburg, KY 41179

Purpose & Scope:

The purpose of this bid is for procuring an adequate supply of propane for Garrison Elementary School's and The Lewis County Public School District Bus Garage's use at the best competitive firm and fixed price for the period beginning July 1st 2020 and ending June 30th 2021. Accordingly, bidders are being asked to submit bids at this time for the following scope:

- Fixed pricing for approximately 15,000 gallons of propane for delivery during the period beginning July 1st 2020 and ending June 30th 2021.

All tanks are currently owned by The Lewis County Public School District and consist of:

- Seven (7) – 1,000 gallon above ground tanks at Garrison Elementary School; 79 Garrison Elementary; Garrison, KY 41141.
- One (1) – 1,000 gallon above ground tank at LCPSD bus garage; 55 Old Lock 32 Spur; Vanceburg, KY 41179.

Reciprocal Preference:

In accordance with 200 KAR 5:400 **ALL BIDDERS** must complete the attached **“REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING RESIDENT BIDDER STATUS”** and include this completed form with the bid submittal. If the non-resident bidder is from a state which gives a preference to its own resident bidders/vendors, but not to Kentucky vendors the Kentucky resident bidder gets a preference on the Kentucky bid opportunity equivalent to the preference given in the non-resident bidder’s home state to that state’s resident bidder

General Conditions:

The Lewis County Public School District reserves the right to reject any and all bids and to waive irregularities and informalities in the process. This bid request does not obligate the district to pay any costs incurred by respondents in the preparation and submission of their bid.

BID FORM

Firm-fixed price for delivery of approximately 15,000 gallons of propane during the period 07/01/2020 – 6/30/2021 is \$_____ per gallon.

By signing and submitting this Bid Form, vendor acknowledges that the volume of propane cited in this bid (15,000 gallons) is merely an estimate derived from historical usage at Garrison Elementary School and the Lewis County Public School District Bus Garage. While the district believes this estimate to be fundamentally accurate, it does not guarantee that the full 15,000 gallons will be purchased before expiration of the contract on June 30, 2021. Vendor acknowledges that they have the capacity to deliver the volume of propane specified at the rate of usage estimated in the Bid Scope. The Vendor further acknowledges that the inability to deliver the required volume at the appropriate time may result in a discontinuation of this agreement. The Lewis County Public School District is a tax-exempt entity.

Signed: _____

Title: _____

Date: _____

Company: _____

Address: _____

Phone: _____

Email address: _____

PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND KICKBACKS

ANY EMPLOYEE OR ANY OFFICIAL OF THE BOARD OF EDUCATION OF LEWIS COUNTY, KENTUCKY ELECTIVE OR APPOINTIVE, WHO SHALL TAKE, RECEIVE, OR OFFER TO TAKE OR RECEIVE, EITHER DIRECTLY OR INDIRECTLY, ANY REBATE, PERCENTAGE OF CONTRACT, MONEY, OR OTHER THINGS OF VALUE, AS IN INDUCEMENT OR INTENDED INDUCEMENT, IN THE PROCUREMENT OF BUSINESS, OR THE GIVING OF BUSINESS, FOR OR TO, OR FROM, ANY PERSON, PARTNERSHIP, FIRM OR CORPORATION, OFFERING BIDDING FOR, OR IN OPEN MARKET SEEKING TO MAKE SALES TO THE BOARD OF EDUCATION OF LEWIS COUNTY, KENTUCKY SHALL BE DEEMED GUILTY OF A FELONY AND UPON CONVICTION SUCH PERSON OR PERSONS SHALL BE PUNISHED BY A FINE NOT TO EXCEED FIVE THOUSAND DOLLARS (\$5000) OR BY IMPRISONMENT IN THE PENITENTIARY FOR NOT LESS THAN ONE (1) YEAR NOR MORE THAN TEN (10) YEARS, OR BOTH SO FINED AND IMPRISONED IN THE DISCRETION OF THE JURY.

EVERY PERSON, FIRM, OR CORPORATION OFFERING TO MAKE, OR PAY, OR GIVE, ANY REBATE, PERCENTAGE OF CONTRACT, MONEY OR ANY OTHER THING OF VALUE, AS IN INDUCEMENT, OR INTENDED INDUCEMENT, IN THE PROCUREMENT OF BUSINESS, OR THE GIVING OF BUSINESS, TO ANY EMPLOYEE OR TO ANY OFFICIAL OF THE BOARD OF EDUCATION OF LEWIS COUNTY, KENTUCKY, ELECTIVE OR APPOINTIVE, IN HIS EFFORTS TO BID FOR, OR OFFER FOR SALE, OR TO SEEK IN THE OPEN MARKET, SHALL BE DEEMED GUILTY OF A FELONY AND SHALL BE PUNISHED BY A FINE NOT TO EXCEED FIVE THOUSAND DOLLARS (\$5000) OR BY IMPRISONMENT IN THE PENITENTIARY FOR NOT LESS THAN ONE (1) YEAR NOR MORE THAN TEN (10) YEARS, OR BOTH SO FINED AND IMPRISONED IN THE DISCRETION OF THE JURY.

NOTE: IT IS A MISDEMEANOR NOT TO HAVE THIS PROHIBITION ON EVERY SOLICITATION OR CONTRACT DOCUMENT. THE PENALTY IS A \$5000 FINE OR ONE (1) YEAR IMPRISONMENT OR BOTH ON CONVICTION.

CONFLICT OF INTEREST

1. It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:
 - a) He, or any member of his immediate family has a financial interest therein; or
 - b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or
 - c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
2. It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.
3. It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
4. The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.
5. It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

Signature

Date

References: KRS 156. 480, OAG 80-32, Model Procurement Code 45A.455

NOTE: THIS CERTIFICATE MUST BE SIGNED AND ATTACHED TO THE BID FORM IN ORDER FOR YOUR BID TO BE QUALIFIED.

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.

The BIDDING AGENCY 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

(Affiant)

(Title)

Of

this ____ day of _____, 20__.

(Company Name)

Notary Public

[seal of notary]

My commission expires:
