



Hancock County Public Schools

83 STATE ROUTE 3543
HAWESVILLE, KENTUCKY 42348
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KYLE ESTES
Superintendent

INVITATION TO BID

The Hancock County Board of Education invites you to submit a written sealed bid for: Soft drinks and fruit drinks for all schools and offices in the Hancock County School District.

- A. TIME AND PLACE FOR BIDDING - Bids will be received in the office of the Board of Education, 83 State Route 271N, Hawesville, Kentucky, until 10:00 a.m. (CDT), Thursday, **February 16, 2017**. All bids must be received by the time designated in the invitation and none will be considered thereafter. All bids should be sealed and labeled "BID - SOFT DRINKS AND FRUIT JUICES".

At the specified time stated above, all bids which are in order, properly sealed, signed, labeled, etc., shall be opened and read aloud. Any interested parties may attend the bid opening. No immediate decision will be rendered on this date.

- B. AWARDING THE CONTRACT - No bid shall be withdrawn after the closing time stated above. Bids shall be effective from July 1, 2017 through June 30, _____. (not to exceed 5 years) After bids have been tabulated and studied, agents and/or company representatives may be interviewed by the Superintendent or designated person concerning the bid.

The Board will review these bids formally at the regular board meeting on Thursday, March 16, 2017 at 5:30 p.m.

The Board reserves the right to reject any and/or all bids and to waive any technicalities and minor irregularities in bidding.

Information pertaining to any item or condition in this bid request may be obtained by calling Kyle Estes at (270) 927-6914.

C. GENERAL CONDITIONS

1. The successful bidder will be required to furnish at bid price such quantities as from time to time that may be ordered by the Board of Education or by the schools of the Hancock County School District.
2. Bidders shall submit their bids on the bid forms provided. Bidders should keep one copy of bid and submit one to the Board office. Address all bids to 83 State Route 271N, Hawesville, KY, and include all information on sealed envelope as required in Section A above.
3. The Board reserves the right to make an award, if any, to individual vendors for each item, for groups of items, or for all items. This decision will be based upon evaluations of the bids received using the objective criteria stated herein.
4. Bidders may list all other information they consider pertinent.

5. All bids are subject to the terms and conditions of the invitation.
6. Monthly statements listing amounts payable by the Board or respective schools are due immediately after close of each month.
7. If a bid is not made, the bid form must be returned and marked "No Bid" with reasons stated why a bid is not submitted, otherwise firm name will be removed from the bidders mailing list.
8. The award shall be made, if at all, on the basis of the lowest bid or the lowest evaluated bid price which takes into account the response to the following items.

If your company is the successful bidder will you furnish the following items at no cost?

- a) Two 600 lb. ice-making machines with a 760 lb. bin capacity or larger at the Hancock County High School. Yes _____ No _____
- b) Soft drinks for tournament hospitality rooms and special school conferences or meetings. Yes _____ No _____
- c) 4' x 8' color team picture for display of each current girl's and boy's high school varsity basketball teams. Yes _____ No _____
- d) Cheerleading expenses for current middle school squad not to exceed \$500.00. Yes _____ No _____
- e) Provide athletic schedules for the high school and middle school. Yes _____ No _____
- f) Yearly amount for attendance incentives or other incentives as needed at the high school. Amount _____
- g) An ice-making machine placed at Hancock County Middle School of approximately one half the size of the one at Hancock County High School. Yes _____ No _____
- h) An ice-making machine placed at North Hancock Elementary School of approximately one half the size of the one at Hancock County High School. Yes _____ No _____
- i) An ice-making machine placed at South Hancock Elementary School of approximately one half the size of the one at Hancock County High School. Yes _____ No _____
- j.) Provide a reach-in drink cooler with sliding doors equipped with locks to be placed in the Hancock County High School cafeteria. Yes _____ No _____
- k) Provide a reach-in drink cooler with sliding doors equipped with locks to be placed in the Hancock County Middle School cafeteria. Yes _____ No _____

- l) Provide a scoreboard for the South Hancock Elementary School gym.
Yes _____ No _____

 - m) Provide two scoreboards for the Hancock County High School gym.
Yes _____ No _____

 - n) Provide two scoreboards for the Hancock County Middle School gym.
Yes _____ No _____

 - o) Provide a scoreboard for the Football Stadium.
Yes _____ No _____

 - p) Chairs for HCHS gym.
Yes _____ No _____

 - q) Scoreboard at softball field (inning by inning Title IX)
YES _____ No _____

 - r) Power Aid (10 cases) for SchoolBoy Classic Golf Tourney in August.
Yes _____ No _____

 - s) All weather vinyl Banner for the Track and Cross Country building for their State and Regional Titles.
Yes _____ No _____
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9. CONFLICTS OF INTEREST, GRATUITIES AND KICKBACKS AS DEFINED IN KRS 45A.445 AND PROVIDED FOR IN KRS 45A.455 ARE ABSOLUTELY PROHIBITED. THE PROVISIONS OF THESE STATUTES SHALL BE NOTED AND ACKNOWLEDGED BY THE USERS OF THIS PROCUREMENT DOCUMENT.
10. Multiple contracts may be awarded by the Board if following evaluation of all bids received a decision is reached that awarding contracts or accepting bids on a multiple basis is in the best interests of the Hancock County School District.
11. Please quote your single best price which includes delivery to all schools in Hancock County as product is needed including the Bus Garage and Board Office.
12. Bid forms must be signed by either an officer or agent of bidding firm who is authorized to legally bind the firm.
13. The successful vendor or vendors must supply to all Hancock County Schools and other sites such as, but not limited to, the Central Office and Bus Garage with new current production model machines or dispensing mechanisms at no cost to the school. Principals of schools shall have options of size, type of machine, price of drinks or change mechanism.
14. Major repair and maintenance of machines shall be the responsibility of successful vendor at all

- times. If major repair or replacement of a machine becomes necessary, this shall be done within twenty-four hours.
15. The successful vendor shall be responsible for instructing a person designated by the school principal on the operation of machines and how to make minor repairs such as replacing coin changers and how to load machine properly.
 16. Deliveries, as ordered by schools, shall be made to a place so designated by school principals. **With each delivery, the driver will be required to issue a delivery ticket showing the total number of cases, case price as bid, with totals extended. Drivers should sign tickets, properly date them and leave a copy with designated person in school office. A designated employee will receive shipments and sign all tickets, also. Vendors will be required to submit to each school a monthly statement showing total number of cases delivered within that month.**
 17. The schools of the Hancock County Board of Education assume no specific responsibility or liability for protection of machines other than normal security.
 18. The successful bidder and/or bidders shall furnish and maintain products liability insurance and general insurance and be licensed to do business in Hancock County, Kentucky.

D. SPECIFICATIONS

1. Soft Drinks - Products must be manufactured by a nationally advertised concern. The product will be: (1) a cola product (2) diet drink if desired by schools (3) a variety of flavors to satisfy desires of each school.

Bid prices shall be made per case of 12 oz. cans, 16 oz. bottles or 20 oz. bottles and 5 gallon bag-n-box. Types of containers preferred are indicated herein for each school or location where drinks are purchased.

2. Plain or Flavored, Non-Caloric, Non-Carbonated Water - Product must be manufactured by a nationally advertised concern. (Please list all beverage sizes, case packs and flavors available for vending machine and concession sales.)

3. 100% Fruit or Vegetable Juice (or any combination of both totaling 100%) - Product must be manufactured by a nationally advertised concern. (Must be available in 17 ounces or less.)

Bid prices shall be made per case of 6 oz., 12 oz. cans and 16 oz. bottles with all case packs and flavors listed for vending machine and concessions sales.

4. Any other Non-Carbonated Beverage that contains no more than ten (10) grams of sugar per serving, except this limit shall not apply to 100% fruit or vegetable juice. (Must be available in 17 ounces or less.)

Bid prices shall be made per case of 12 oz. cans and 16oz. bottle with all case packs and flavors listed for vending machine and concession sales.

BID FORM
(To be submitted on this form or an exact reproduction)
SOFT DRINKS AND NON-CARBONATED DRINKS

This bid shall be for a term of _____ year(s) for services at the following locations:

- Hancock County High School
- Hancock County Middle School
- North Hancock Elementary School
- South Hancock Elementary School
- Hancock County Board of Education
- Hancock County Bus Garage

BID PRICE

Soft Drinks - 12 oz. cans (state # in case) \$ _____ per case

Soft Drinks - 20 oz. bottles (state # in case) \$ _____ per case

Soft Drink Concentrate - Bag-n-Box - 5 Gallon \$ _____ per box

Plain or Flavored, Non-Caloric, Non-Carbonated Water:

8 oz. bottles (state # in case) \$ _____ per case

12 oz. bottles (state # in case) \$ _____ per case

.5 liter bottles (state # in case) \$ _____ per case

20 oz. bottles (state # in case) \$ _____ per case

(Please list all beverage sizes, case packs, and flavors available)

100% Fruit or Vegetable Juice or any combination of both totaling 100% (6 oz. bottles/cans)(state # in case) \$ _____ per case

100% Fruit or Vegetable Juice or any combination of both totaling 100% (10 oz. bottles/cans)(state # in case) \$ _____ per case

100% Fruit or Vegetable Juice or any combination of both totaling 100% (16 oz. bottles)(state # in case) \$ _____ per case

100% Fruit or Vegetable Juice or any combination of both totaling 100% (12 oz. cans)(state # in case) \$ _____ per case

Any other Non-Carbonated beverage that contains no more than 10 grams of sugar per serving, except this limit shall not apply to 100% fruit or vegetable juices (Must be 17 ounces or less) \$ _____ per case

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In compliance with this Invitation to Bid and in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this be accepted within the time stipulated, to furnish any or all items upon which prices are quoted in accordance with the specifications applying at the price set opposite each item.

FIRM NAME _____

BY _____

TITLE _____

ADDRESS _____

PHONE _____ DATE _____

(AUTHORIZED SIGNATURE)

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Equal Educational and Employment Institution