

NOTICE – CAMPBELL COUNTY CONSOLIDATED DISPATCH BOARD
REQUEST FOR PROPOSALS

Campbell County Consolidated Dispatch Center (CCDC) HVAC Replacement

The Campbell County Consolidated Dispatch Board (CCCDB) is accepting sealed bids for **HVAC REPLACEMENT AND SERVICES** according to the specifications set forth by the CCCDB. Bid specifications are available on the Northern Kentucky Area Development District (NKADD) website ([Campbell County Consolidation Dispatch Center HVAC Replacement – NKADD](#)) or can be picked up from the NKADD office at 22 Spiral Drive, Florence, KY. 41042, Telephone (859) 283-1885. Any questions about bid specifications should be directed to Kimberly Dornheggen, CCCDC Executive Director at kdornheggen@ccccky.org.

ALL SEALED BIDS SHALL BE DELIVERED TO:

Northern Kentucky Area Development District
ATTN: Local Government Services
22 Spiral Dr.
Florence, Kentucky 41042

Sealed bids will be received until **4:00 P.M.** prevailing Eastern Standard Time on **FRIDAY, MAY 9th, 2025**. Bids will be opened and read at 10:00 A.M. on May 13th at the Newport Chambers at 998 Monmouth Street, Newport, KY, 41071.

All proposals must be signed by a legally authorized agent of the proposing firm/vendor.

ENVELOPES MUST BE CLEARLY MARKED:

Sealed Bid 2025-001
Name of Proposer
Campbell County Consolidated Dispatch Center HVAC Replacement

The CCCDB reserves the right to accept any or all alternative proposals and award a contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; to subdivide the award, and in general to make the award of the contract in any manner deemed by the CCCDB, in its sole discretion, to be in the best interest of the CCCDC.

CAMPBELL COUNTY CONSILDATED DISPATCH BOARD

**CAMPBELL COUNTY CONSOLIDATED DISPATCH CENTER (CCDC) HVAC
REPLACEMENT**

INSTRUCTIONS TO BIDDERS

This section is intended to provide interested vendors with sufficient information to enable them to prepare and submit proposals for consideration by the Campbell County Consolidated Dispatch Board (CCCDDB).

IMPORTANT DATES

RFP Issue Date	Thursday, March 20, 2025
Last Date for Questions	Monday, April 21st, 2025, by 4:00 pm Please submit all questions via email to: Kimberly Dornheggen, Executive Director kdornheggen@cccdck.org
Question Response Due Date	Monday, April 28, 2025, by 4:00 pm
RFP Due Date	Friday, May 9, 2025, by 4:00 pm
RFP Opening	Tuesday, May 13, 2025, at 10:00 am
RFP Bid Awarded Notification	Thursday, May 22, 2025, by 12:00 pm
Project Delivery Completion	Friday, June 20, 2025, by 4:00 pm

PROPOSAL SUBMITTALS

An **ORIGINAL and Three (3) copies** of each proposal must be submitted to the Northern Kentucky Area Development District. The original must be unbound and marked as original. It may be clipped, but not stapled, bound, or in a binder. No other distribution of the proposals will be made by the Vendor. Bids must be signed by an official authorized to bid by the Vendor according to its provisions.

FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CAMPBELL COUNTY DISPATCH BOARD MAY CAUSE THE PROPOSAL TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

To be considered, sealed proposals must arrive at the location specified and date & time specified. There will be no exceptions to this requirement. The Campbell County Dispatch Board and the Northern Kentucky Area Development District shall not be held responsible for lost or misdirected proposals.

Vendors mailing proposals should allow ample time to ensure the timely delivery of their proposals. All proposals must be contained in sealed envelopes marked on the outside with the vendor's name and the name of the RFP. Proposals received after the closing date and time will not be accepted or considered. Telegraphic, facsimile, or telephone proposals are not

acceptable.

Proposals must be clearly prepared and legible and must be signed by a valid Representative of the submitted Company on the enclosed form. **ANY CHANGES MADE ON THE PROPOSAL FORMS MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.**

It is understood that the Campbell County Consolidated Dispatch Center is a Special Purpose Governmental Entity, and as such, is exempt from the payment of all State and Federal taxes applying on all items and quotes contained within the proposal.

CHANGES TO THE RFP/ADDENDUM

Should any prospective Bidder be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request via email to Kimberly Dornheggen, CCCDC Executive Director, for official interpretation or correction. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the CCCDB may decide to include, will be made as an addendum. Any addendum issued by the CCCDB shall become part of the RFP and subsequent contract and shall be considered by each bidder in preparing its bid. Only written addenda are binding. It is the Bidder's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on bid form.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/services.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful bidder will be prohibited from assigning, transferring, converting, or otherwise disposing of the contract agreement to any other person, company, or corporation without the expressed written consent of the Campbell County Consolidated Dispatch Board. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the Campbell County Consolidated Dispatch Board for such acts or omissions.

CONTRACT TERMINATION

The Campbell County Consolidated Dispatch Board may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the Campbell County Consolidated Dispatch Center (CCDC), prices and other factors considered. The Campbell County Consolidated Dispatch Board (CCCDB) reserves the right to accept any or

all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all bids; and in general, to make the award of the contract in any manner deemed by the CCCDB, in its sole discretion, to be in the best interest of the CCCDC.

SUBMISSION OF PROPOSALS

All proposals will remain valid for Forty-Five (45) days from the due date and cannot be withdrawn during this period.

Failure to include in the proposal all information requested may be cause for rejection of the proposal.

ACCEPTANCE OF PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful proposer may become contractual obligations. Failure of a Vendor to accept these obligations may result in cancellation of the award. It should be understood by the Vendor(s) that this means that the Campbell County Consolidated Dispatch Board expects the Vendor(s) to satisfy all requirements listed herein. Any exceptions should be explicitly noted in the Vendor's proposal.

MATERIAL SUBMITTED

All documents, specifications, and correspondence submitted to the Campbell County Consolidated Dispatch Board become the property of the Campbell County Consolidated Dispatch Board and are subject to the disclosure under the provisions of the Kentucky Open Records Act, KRS 61.870 to KRS 61.884, which establishes a right of access to public records. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

INCURRING COSTS

The Campbell County Consolidated Dispatch Board is not liable for any costs incurred by proposals prior to issuance of contract.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the Vendor's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content. Included in the response must be a point-by-point response to the Requirements and other sections of the RFP.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offeror certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

(a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other Competitor; and

(b) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

(c) They are the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal and that they have not participated and will not participate in any action contrary to (a) and (b) above; or

(d) They are not the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal but that they have been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that they have not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered to delete or modify the above.

CAMPBELL COUNTY CONSOLIDATED DISPATCH BOARD
CAMPBELL COUNTY CONSOLIDATED DISPATCH CENTER HVAC REPLACEMENT

SPECIFICATIONS

The Campbell County Consolidated Dispatch Board hereby solicits proposals to purchase HVAC replacement and services for the Campbell County Consolidated Dispatch Center.

This request is for the following items and services:

- Removal and proper disposal of the two existing **3-ton Liebert MINI-MATE systems**
- Removal and proper disposal of refrigerant
- Installation of new system(s) with (combined) **2,400-3,000 square feet cooling capacity**
- Installation of fresh air ventilation system sufficient for **2,400-3,000 square feet**
- Evacuation of system(s) to 250 microns per manufacturer recommendations
- Installation of new display(s) - provided by installer
- Install new supply and return ductwork, as needed
- Install new electric, drain lines, and refrigerant lines, as needed

Any questions or requests for clarification of this RFP may be made to:

Kimberly Dornheggen
CCDC Executive Director
kdornheggen@ccdcky.org

**CAMPBELL COUNTY CONSOLIDATED DISPATCH BOARD
GENERAL CONDITIONS**

PREPARATION OF RFP

1. Proposers are expected to examine specifications and all instructions. Failure to do so will be at the proposer's risk.
2. The Campbell County Consolidated Dispatch Board is not liable for any costs incurred by proposers prior to issuance of an award/contract. Each proposer shall furnish all information required in the RFP. Any erasures or changes must be initialed by the person signing the proposal form. Corrections or modifications received after the closing time specified will not be accepted.
3. The Campbell County Consolidated Dispatch Board reserves the right to amend this RFP prior to the RFP opening date indicated. Only written addenda will be binding. If upon review, material errors in specifications are found, contact the Campbell County Consolidated Dispatch Board immediately, prior to the RFP opening date to allow for review and subsequent clarification on the part of the Campbell County Consolidated Dispatch Board.

SUBMISSION OF PROPOSALS

1. To be considered, each firm must submit a complete response. The proposal must be signed by an authorized agent of the proposing firm to bind the submitter to its provisions.
2. The required number of copies of the proposal shall be submitted in a sealed envelope and shall include the following information on the face of the envelope:

**Sealed Bid 2025-001
Name of Proposer
Campbell County Consolidated Dispatch Center HVAC Replacement**

Failure to do so may result in a premature opening or failure to open such proposal. Proposers must use the attached proposal form when included. Those who do not comply with these conditions are subject to rejection.

3. Should any prospective proposer be in doubt as to the true meaning of any portion of this RFP or should the prospective proposer find any patent ambiguity, inconsistency, or omission therein, the proposer shall make a written request for an official interpretation. Such a request shall be submitted by the date listed in the "Instructions to Proposers" section.
4. Proposers are responsible for the timely receipt of their RFP. Delays in the mail will not be considered. Any proposal received after the stated deadline will not be considered or opened. Faxed proposals are not accepted.
5. An RFP may be withdrawn by giving written notice to the NKADD before the stated closing time. After the stated closing time, RFP may be withdrawn or canceled for a period of forty-five (45) days after stated closing time.
6. The firm, by execution of the proposal, thereby declares that the proposal is made without collusion with any other person, firm, or corporation making any other proposal, or who otherwise would make a proposal.

DISCLOSURE

All information in the proposer's proposal is subject to disclosure under the provisions of the

Kentucky Open Records Act, KRS 61.870 to KRS 61.884, which establishes a right of access to public records. This act also provides for the complete disclosure of contracts and attachments thereto.

CONSIDERATION OF PROPOSALS

- A. In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the Campbell County Consolidated Dispatch Board. Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Proposals of "equal" quality and value will be considered, provided that the proposer states in his/her proposal what he/she proposed to furnish, including literature, or other descriptive matters which will clearly indicate the character of the item covered by such proposal.
- B. The Campbell County Consolidated Dispatch Board hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.
- C. Samples for testing may be requested by the Campbell County Consolidated Dispatch Board during proposal evaluation. Samples shall be free to the Campbell County Consolidated Dispatch Board. Failure to provide samples or demonstrations on a timely basis will be justification for proposal rejection.
- D. All Campbell County Consolidated Dispatch Board purchases require a Material Safety Data Sheet, ("MSDS"), where applicable, in compliance with OSHA "Right to Know" law. The MSDS must include the following information:
 - The chemical name and the common name of the toxic substance.
 - The hazards or other risks in the use of the toxic substance, including:
 - The potential for fire, explosion, corrosively, and reactivity.
 - The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
 - The primary routes of entry and symptoms of overexposure.
- E. The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
- F. The emergency procedure for spills, fire, disposal, and first aid.
- G. A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
- H. The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information

RFP AWARD

Upon receipt of materials, each proposal will be reviewed. Proposals may be reviewed with respect to, but not limited to, the following factors:

- a. Unit Price - In case of mistakes in extension, the unit price shall govern.
- b. Total Price
- c. Delivery Time
- d. The Campbell County Consolidated Dispatch Board's evaluation of vendor's ability to perform
- e. Vendor's past performance record
- f. The Campbell County Consolidated Dispatch Board's experience with products proposed
- g. Results of testing samples (if requested)
- h. Specific needs and requirements of the Campbell County Consolidated Dispatch Center
- i. References
- j. Training included with the purchase of the products
- k. Warranty provisions
- l. Maintenance plan

The selection committee's recommendation will be placed on the Board meeting agenda for action by the Campbell County Consolidated Dispatch Board.

The Campbell County Consolidated Dispatch Board reserves the right to award the proposal in its entirety or to subdivide the award according to the best interests of the Campbell County Consolidated Dispatch Center.

TERMS

1. All proposal prices will be based on F.O.B. at our Location (Campbell County Consolidated Dispatch Center).
2. It is understood that the Campbell County Consolidated Dispatch Center is a Special Purpose Governmental Entity, and as such, is exempt from the payment of all Kentucky State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The Campbell County Consolidated Dispatch Board will furnish the successful proposer with tax exemption certificates when requested. The CCCDC's tax-exempt number is 611394743.
3. Where applicable, a packing list shall accompany each shipment and shall include the following information:
 - Name and Address of Vendor
 - Name of Requesting Department
 - RFP Reference Title:
 - HVAC Replacement
 - Description of materials shipped, including item numbers, and number of packages
4. Invoices shall be sent directly to:

The Campbell County Consolidated Dispatch Board
Attention: Finance Department
998 Monmouth St.

Newport, KY 41071

5. Fund Out - The Campbell County Consolidated Dispatch Board shall be the final authority as to availability of funds and how such available funds are to be allotted and expended. In the event funds for this project/purchase are not made available or otherwise allocated, the Campbell County Consolidated Dispatch Board may terminate this contract upon thirty (30) days prior written notice to the contractor.
6. Non-Performance - If in the opinion of the Campbell County Consolidated Dispatch Board, the Vendor fails to perform after reasonable notice, or the Vendor willfully or negligently does not comply with specifications, requirements, terms and conditions of the contract, the CCCDB reserves the right to cancel the contract by means of written notification.

CHECK LIST FOR PROPOSERS

All information required by the terms of the bid documents must be furnished.

MISTAKES OR OMISSIONS CAN RESULT IN THE REJECTION OF YOUR PROPOSAL.

Important items for you to check are included in, but not limited to, those listed below. This checklist is furnished only to assist you in submitting a proper proposal. Check as you read.

	Is your proposal signed? Refer to RFP documents
	Have you entered a unit price for each item, if required?
	If required, have you entered the unit price or not to exceed lump sum price in both words and figures? (Unit price or lump sum price in words governs)
	Are decimals in unit price in the proper places? Are your figures legible?
	Is the outside of your envelope containing your proposal properly identified as a sealed proposal, and does it contain the proposer's company name and the correct project name?
	Will your proposal arrive on time? Late proposals will not be considered. Proposals must be received by the Northern Kentucky Area Development District before the time and date specified.
	Are all Addendums, if issued, acknowledged on your proposal?
	Did you include an unbound complete original proposal (marked as "Original") plus the required number of copies of your proposal? Original version of your proposal may be clipped but not stapled, bound or in a binder.

CAMPBELL COUNTY CONSOLIDATED DISPATCH CENTER PROPOSAL FORM

HVAC Replacement 2025-001

Bid Information

- A. Bid Title: Campbell County Consolidated Dispatch Center HVAC Replacement
- B. Bid Issued: Thursday, March 20, 2025
- C. Bid Closing: Friday, May 9, 2025, at 4:00 PM
- D. Bid opening: Tuesday, May 13, 2025, at 10:00 AM
- E. Location of Open: Newport Chambers at 998 Monmouth Street, Newport, KY, 41071
- F. Bidder Information:

Bidders Name _____

Firm/Company _____

Firm/Co. Address _____

Firm/Co. Phone _____

Firm/Co. Email _____

Total Bid Price: _____

Please provide an attached form with the unit prices for items and services when applicable

Bidder's Signature _____

By signing, the bidder certifies the following:

- Bidder has read and thoroughly examined the project documents.
- Bidder has a complete understanding of the terms and conditions required for the satisfactory performance of project work.
- Bidder has fully informed themselves of the project site, the surrounding area and any conditions that may in any manner affect cost, progress or performance of the work.
- Bidder has correlated their observations with that of the project documents.
- Bidder has found no errors, conflicts, ambiguities or omissions in the project documents, except as previously submitted in writing to the Campbell County Consolidated Dispatch Center that would affect cost, progress or performance of the work.
- Bidder is familiar with all applicable Federal, State and local laws, rules and regulations pertaining to execution of the contract and the project work.
- Bidder has complied with all requirements of these instructions and associated bid documents.