



**Campbell County Fiscal Court
1098 Monmouth Street
Newport, KY 41071**

Request for Proposals

Important

- This is **not** an order.
- Read all instructions, terms, and conditions carefully.

Request: Campbell County Animal Shelter

Isolation panel solution to improve sanitary conditions and create a less stressful environment for the dogs housed in the shelter

Proposals Received

Until: Thursday, 01/30/2020 at 10:00 AM

Location: Campbell County Administration Building, Room 323
1098 Monmouth Street, Newport, Kentucky 41071

Bidders' Name _____

Signature _____

Firm/Company _____

Address _____

Phone _____

Email _____

Important Instructions to Bidders

1. The proposal should be in a SEPARATE ENVELOPE and have typed on the envelope, "Animal Shelter Improvements FY20," the opening date, and time. Campbell County Fiscal Court will not be held responsible for any failure to open proposals not properly addressed and identified as stated above
2. The proposal must be completed, signed in ink and received at **Campbell County Fiscal Court, 1098 Monmouth Street, Room 323, Newport, KY 41071**, no later than the date and time specified for final receipt of the proposals, at which time all received proposals



will be reviewed and evaluated. The evaluation and decision-making process should be completed in 2 to 4 weeks. Offerors will be notified via letter.

3. One original and one electronic copy on flash drive of each proposal must be submitted.
4. In the event of a tie, the proposal with the earliest time received stamp will be considered successful.
5. A list of qualifications and a minimum of three (3) references are required and should be attached to this proposal.
6. The successful bidder/offeror is responsible for all licenses, insurance, Hazardous Communication Program (OSHA) and incidentals. A workers' compensation certificate should accompany all bidding documents as proof. Proof of certification may be requested during the life of the contract as deemed necessary.
7. The successful bidder/offeror must have (or obtain) a business license issued by the Occupational License Department of Campbell County 859-292-3884 prior to beginning work.
8. Campbell County Fiscal Court reserves the right to reject any or all proposals, including without limitations the right to reject any or all nonconforming, non-responsive, incomplete, unbalanced, or conditional proposals, to waive formalities, and to reject the proposals of any Bidder if Owner (Campbell County Fiscal Court) believes that it would not be in the best interest of the Owner to make an award to that Bidder. Owner also reserves the right to negotiate with the apparent qualified Bidder to such an extent as may be determined by Owner.
9. It is the intent of Campbell County Fiscal Court to award a contract to the most effective solution meeting specifications. Campbell County reserves the right to determine the most effective offer on the basis of individual item, group of items, or any way that is in the best interest of Campbell County. The following factors will be considered: meeting all conditions and requirements of the proposal specifications, price, qualifications of the bidder/offeror, delivery or completion date, product quality, maintenance cost or warranty, and residual value.
10. Complete proposal packet follows this instruction list and can be requested by contacting Laura Lewis, Campbell County Business Analyst at **859-547-1825** or Mike Braun, Campbell County Maintenance Director at **859-743-4145**.
11. Bid bonds, performance bonds, and payment bonds as prescribed by KRS 45A.430, 435, 440 are required for any bids/proposals that exceed \$99,999.



Request for Proposals

The request for proposals is for an isolation panel solution for the canine area of the shelter to improve sanitary conditions and create a less stressful environment for the animals.

Proposals must include delivery of all necessary materials, warranty information and terms, and an option of vendor install if available that will be considered as an alternate portion to the bid.

1.0 Description

The Campbell County Fiscal Court, hereafter referred to as the County, is accepting proposals from qualified contractors for the purpose of obtaining an indoor gate and outdoor kennel solution for the canine section of the animal shelter. Delivery must be F.O.B. destination to the Campbell County Animal Shelter, located at 1989 Poplar Ridge Road, Melbourne, KY 41059.

2.0 Scope of Work and Specifications

The contractor will perform field measurements for the purpose of quoting the necessary materials to offer the best solution to provide isolation panels at the Campbell County Animal Shelter. The field measurements should be completed prior to submitting a quote to ensure fit. Field measurement appointments may be scheduled by contacting **Mike Braun, Facilities Director**, at **859-743-4145**.

The scope of work includes:

- Indoor gates approximately 74" high X 40" wide (1.5" X 11ga)
- Isolation panels
 - Estimated at 29 panels 72" X 72" with colored polyethylene panel – Color undecided
- Quote should include a field measure based on site visit to ensure exact installation
- Include delivery F.O.B. destination
- Include warranty information and the impact of self-install versus vendor install on any warranties
- Include Installation costs by vendor as an alternate on the bid form for each of the options below if installation by vendor is available

OPTION 1 – Provide an isolation panel solution that includes new indoor gate fronts with isolation panels and isolation panels for the outdoor kennels

OPTION 2 – Provide an isolation panel solution using the existing gate and kennel system



3.0 Warranty

The selected contractor shall provide warranty on any services and materials found to be defective or faulty due to imperfect or bad workmanship/materials within one year from the date of completion at no additional cost to the County.

4.0 Standards

All services related to this request shall be performed in accordance with current Federal, State, and Local regulations.

5.0 Submission of Proposal

Proposals shall be submitted in a sealed envelope marked "Animal Shelter Improvements FY20."

1 paper copy and 1 electronic copy on flash drive should be submitted.

Proposals are to be sent to:
Campbell County Fiscal Court
Attn: Business Analyst
1098 Monmouth Street
Newport, KY 41071

Final responses to request for proposals are due at **10:00AM EST on January 30, 2020**. Late or facsimile proposals will not be accepted. Campbell County reserves the right to reject any and all proposals.

All questions regarding this request for proposals should be directed to Mike Braun at mbraun@campbellcountyky.gov or 859-743-4145.

6.0 Response Format

Please submit the following information:

- 6.1 Transmittal Letter – Introduce organization and proposal, no more than 1 page in length
- 6.2 Qualifications-Brief description of the background and qualifications of the company providing proof it can accomplish the scope of work in the proposal with 3 references
- 6.3 Completed Bid Sheet-Proposal of rates
- 6.4 Description of any price per quantity price breaks available
- 6.5 Description of available warranty and terms



7.0 Evaluation and Selection

Each submission will be evaluated based upon the following criteria and ability to complete the project. Following evaluation, the organization selected will be presented to the Fiscal Court for approval.

7.1 Price

7.2 Qualifications of the offeror

7.2.1 Relevant experience and expertise

7.3 Product quality

7.3.1 Meeting proposal specifications

7.3.2 Effectiveness

7.3.3 Residual value

7.4 Maintenance cost or warranty



Bid Price Sheet

Bid Request: **Campbell County Animal Shelter**
Indoor gate/Outdoor kennel isolation panel solution

Bidders Name _____

Signature _____

Firm/Company _____

OPTION 1: Provide an isolation panel solution that includes new indoor gate fronts with isolation panels and isolation panels for the outdoor kennels

Quantity	Item Description	Price Each	Sub-Total	Total
			\$	\$
	Delivery			
Alternate				
	Installation			
		Total Bid		\$

OPTION 2: Provide an isolation panel solution using the existing gate and kennel system

Quantity	Item Description	Price Each	Sub-Total	Total
			\$	\$
	Delivery			
Alternate				
	Installation			
		Total Bid		\$



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

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 432.170: That I am the bidder (if the bidder is an individual, a partner (if the bidder is a partnership) or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);

That the attached bid or bids covering Campbell County Fiscal Court, has been arrived at by the bidder independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor or materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;

That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;

That the bidder is legally entitled to enter into the contracts with the Campbell County Fiscal Court and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 164.390, 16.092, 61,096 and 42.990; and

(Applicable to corporations only) That as a foreign corporation we are registered with the Secretary of State, Commonwealth of Kentucky, and authorized to do business in the State _____ or, That as a domestic corporation we are in good standing with the Secretary of State, Commonwealth of Kentucky _____. (Check the statement applicable.

That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

NOTICE

Any agreement of collusion among bidders or prospective bidders which restrains, tend to restrain, or is reasonably calculated to restrain completion by agreement to bid at a fixed price, or to refrain from bidding or otherwise, is prohibited. The provision of KRS 355.080 and 305.000 which permit the regulation of resale price by contract do not apply to sales to the State, no sales to Local Governments.

Any person who violates any provisions of Kentucky Revised Statute 42.076 shall be guilty of a felony and shall be punished by a fine not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year no more than five years, or both such fine and imprisonment. Any firm, Corporation or association which violates any of the provision of KRS 42.076 shall, upon conviction, be fined not less than ten thousand dollars no more than twenty thousand dollars.

In submitting this bid on the Bid Price Sheet, it is expressly agreed that upon proper acceptance by the Campbell County Fiscal Court of any or all items bid, a contract shall hereby be created with respect to the items accepted.

Signed by: _____ Date _____

Firm/Company _____

Address _____

Phone _____



**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 (Campbell County Fiscal Court) 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: _____ Title
of _____ this _____ day of _____, 20____.
(Company Name)

Notary Public My commission expires _____ / _____ / _____