

INVITATION TO BID

BOARD OF EDUCATION OF CAMPBELL COUNTY KENTUCKY EQUAL OPPORTUNITY EMPLOYER

101 Orchard Lane
Alexandria, KY 41001
Telephone 1-859-635-2173

Copier Plan Bid

The Campbell County Board of Education of Campbell County, Kentucky (hereinafter called the Board of Education or the Board) will receive sealed bids for the items and/or services listed herein. You are invited to submit a sealed bid, subject to the terms and conditions of this invitation to bid. Please read the instructions and specifications carefully. Failure to comply with these instructions may disqualify your bid.

Bids must be mailed or delivered to Tracey Jolly, Director of Finance, Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky, 41001, in a sealed envelope marked "**Copier Plan Bid**" in the lower left-hand corner. The bidder's return address shall appear in the upper left-hand corner.

Copies of the invitation to bid may be obtained in the Central Office at the above address, between 9:00 a.m. and 4:00 p.m. Monday through Friday, prior to the date specified for bid opening. Approved forms must be used.

Period of Contract: The period of the contract shall be for the period beginning July 1, 2019, through June 30, 2024.

Time of bid opening: Bids must be received by 10:00 a.m. EST, on Wednesday, May 1, 2019. Bids shall be publicly opened and read aloud at 10:15 a.m. on Wednesday, May 1, 2019. All bids must be received by the designated time stated in the invitation and none will be considered thereafter. **Failure to have the bid in the receptionist office prior to the bid opening will automatically prevent the reading of your bid. We do not accept faxed bids or bids submitted via the internet.**

The Board of Education cannot assume the responsibility for any delay as a result of failure of the mail to deliver bids on time.

Location of bid opening: Bids will be opened and read at the Central Office, Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky, 41001 at 10:15 a.m. on Wednesday, May 1, 2019. You are invited to be present at the bid opening.

**Legal Notice
Advertisement for Bids**

The Campbell County Board of Education will accept sealed bids at the Central Office, 101 Orchard Lane, Alexandria, Kentucky until 10:00 a.m. on Wednesday, May 1, 2019. Bids will be opened and read at the Central Office, Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky, 41001 at 10:15 a.m. on Wednesday, May 1, 2019.

Copier Plan

Contract(s) will be awarded to the lowest and/or best bidder. All bidders must use approved forms and base their bids on specifications that are available at the Board of Education's Central Office and on the Campbell County School District Finance Department website, <http://www.campbellcountyschools.org>.

The Board of Education reserves the right to reject any or all bids. Bids should be submitted to Tracey Jolly, Director of Finance, Campbell County Schools, 101 Orchard Lane, Alexandria, KY 41001.

**BID FORM
CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS**

Copier Plan

To: Tracey Jolly, Director of Finance
Campbell County Board of Education
101 Orchard Lane
Alexandria, KY 41001

In compliance with the INVITATION TO BID, and subject to all the conditions thereof, the undersigned hereby certifies that all items and/or services included in this bid shall be **in compliance with all requirements and technical specifications**, except as noted below:

Exceptions:

Name of Company/Individual _____

Address _____

Authorized Signature _____

Please Print or Type Name _____

Official Title _____ Date _____

Telephone No. _____ Fax No _____

Email Address _____

**BID FORM
CONFLICT OF INTEREST**

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 therefore, in which to his/her knowledge:

(A) He/she, or any member of his/her immediate family, has a financial interest herein; or

(B) A business or organization in which he/she or any member of his/her 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/she or any member of his/her immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include, but is not 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.

It is a violation of Kentucky law for any Board member or employee with procurement authority, or a member of his/her immediate family, to have a pecuniary interest either directly or indirectly in an amount exceeding \$25.00 per year in any purchase of goods or services by the Board of Education or any school thereof. Violation of this provision subjects the Board member or employee to forfeiture of his/her position and/or employment with the school system.

I hereby certify that no member of my immediate family is an employee with procurement authority or Board member of the Campbell County Board of Education.

Name of Company/Individual

Authorized 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

Campbell County Board of Education
Bid Form
Specifications and Response to Bid
Copier Plan

All proposals shall be effective for thirty (30) days from date of opening unless otherwise specified in special conditions of bidding, and no bid may be withdrawn prior to that time.

Upon termination or non-renewal of any lease agreement or contract, vendor will remove their machines from the property controlled by the Campbell County Board of Education within 14 business days. The removal must include the destruction of any and all Campbell County Schools' confidential data stored on the machines in compliance with the DoD 5220.22-M Wiping Standard. There shall be no return or shipping fees assessed or paid by the Campbell County Board of Education.

Please provide 3 local references (name of reference and point of contact) of those you presently serve that are utilizing similar networked multifunction equipment being proposed. The references should be from customers of like service size and needs. References from educational institutions are highly preferred but not required.

At the end of the contract, all equipment must be picked up by vendor at no cost to the Campbell County Board of Education.

All equipment must be 100% new and not used, remanufactured, or newly remanufactured.

Vendor must agree to a minimum of 98% uptime for equipment. Uptime is defined as the percentage of time the machine is on-site, operating according to specifications and fully available for use by the customer during the hours of 7:00 a.m. to 4:00 p.m. Monday through Friday. It does not include time the machine is not operational because of a key operator's failure to clear simple feeding errors or to load normal supplies such as toner or paper. A qualified technician must arrive on-site with adequate tools, parts and equipment to perform the anticipated repairs within four (4) business hours of time of call. Loaner equipment must be made available should equipment be down for more than twelve (12) business hours. If equipment is continuously having service problems, vendor must exchange equipment, at its expense, with a comparable device. Sufficient supplies will be left at each location to ensure that machines will not be idle due to lack of supplies (including staples). Vendor must guarantee absolute customer satisfaction or replace the machine upon written request.

Vendor is responsible for providing software which will capture monthly meter readings on each multi-function device unit in such a way that no end-user intervention is required. In addition, software must have the ability to print reports to show volume as vendor will work with the Board of Education using these reports to help identify over/under utilized equipment.

Vendor must offer remote web support to the desktop to provide end-user assistance with printing problems and to allow remote troubleshooting of machine or print problems via the internet.

Vendors will provide detailed explanation of the process for ordering and shipping supplies required for quoted equipment.

Provide a detailed plan for installation, training and network support. Installation, delivery, and set-up of equipment will be provided at no additional cost. Additional training maybe requested by Campbell County Schools for new staff during the duration of the lease and provided by the vendor at no additional cost.

Devices that include a standard user interface, functionality and driver support are required. Training will be provided to each school staff on proper use of equipment at no additional cost throughout term of agreement. Training will be provided by awarded company through a dedicated and responsible trainer.

It is to be understood that the contractor, if awarded an order or contract, agrees to protect, defend and save harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture, construction of or form a part of the work covered by either order or contract. Contractor further agrees to indemnify and save harmless the Board of Education from suits 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 contractors, his servants, or agents.

Print Management Software Requirements

Vendor should provide software which will allow for centralized print and copy management with the use of employee ID badges and passcodes. The management must include the ability to have a virtual queuing option to allow users to print from any copier within their building or from within the district requiring only one installed copier on their device. As well as printing from a device, the vendor should provide a solution utilizing a network print queue that will store the print job until the user is at the printer/copier of choice, and will route the print job from the database storage to the chosen copier (i.e. "Follow Me" print). The copier/printer should be compatible with the use of Papercut. This software must be able to allow district and school level personnel to Manage Print and copy limits, track usage, and restrict users' functions and locations.

Software will also capture monthly meter readings on each multifunction device unit in such a way that no end-user intervention is required. In addition, software must have the ability to print reports to show volume, by machine, distinguishing between print and copy, on a daily, monthly, annual basis (fleet management report). Vendor will work with school system and using these reports will help identify over/under utilized assets. A sample of vendor's fleet management report must be included with bid response.

The Software drivers for the user's device shall be compatible without alteration with both MacOS 10.13.x or newer and Windows 10 Professional, Enterprise, and Education 1803 or newer.

We estimate 500 users will need to be set up.

Additional Fees

Property Insurance Coverage should not be included in the bid. The Campbell County School District has acquired the necessary coverage through the district's insurance company. A copy of the statement provided by the insurance company will be provided; upon request by the vendor selected.

RFP Questions

Our objective 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 which you might have. Questions or requests for clarification must be emailed to: tracey.jolly@campbell.kyschools.us. These questions and the answers to the questions will be distributed to all parties participating in the RFP process. Phone discussions will not be permitted so as to provide the same information for all vendors.

SCOPE OF THE RFP

Pricing Structure All pricing information should reflect a five (5) year lease price based on the lowest possible rate available. The terms of the contract will be up to 60 months with an annual renewal at the end of each 12 month cycle.

Billing

Billing will be Monthly with the Payment of the Lease being split in to monthly equal payments. The invoices should be separated and must be itemized by machine and location with total amount due. The invoices should show equipment lease charges and usage charges per device, per location. Bidders understand that the Board of Education must approve bills prior to payment - a process that sometimes results in payments extending past 30 days of invoice date. No late charges will be allowed. The vendor must include a sample of their invoice.

Hardware and Maintenance

The copier contract should include everything but paper. All hardware costs, toner costs, staples, and maintenance costs (both preventative and repair) should be included in the contract. All proposal prices must include transportation, delivery, installation, network connectivity, and training of the equipment to the specified Campbell County Schools locations.

Place of Delivery of Equipment

All items provided pursuant to the copier contract may be delivered to the buildings directly, per the attached schedule. Vendor will need to contact the Technology Department to coordinate delivery times 48 hours in advance of delivery. Vendors will also need to specify electrical requirements necessary for copier(s).

All equipment is to be delivered at the direction of and under the supervision of the Campbell County Schools. The successful vendor must notify the Technology Department prior to equipment delivery. Any attempted deliveries without a previously scheduled appointment will be refused and any additional delivery charge will be the responsibility of the vendor.

All delivery and installation charges shall be part of the original bid. The bid should include up to three additional equipment relocation requests per contract year. The successful vendor will be

responsible for the unloading, assembling of equipment, setting in place in each building and the removal of waste and debris to the complete satisfaction of the Campbell County Schools. In addition, initializing network services needs to be coordinated with the Technology Department.

Equipment Needed

Current Equipment and monthly volumes are attached to this proposal. All materials or services furnished must be in conformity with the specifications and will be subject to inspection and approval of the Board of Education Staff after delivery. The right is reserved to reject and return at the risk and expense of the supplier, any item that may be defective or fail to comply with these specifications or not be able to meet volume expectations.

APPENDIX

The quantities listed herein are not guaranteed; however, the District anticipates leasing the minimum quantities listed. The Board of Education reserves the right to order additional quantities as needed, and at the proposal prices or better, for the duration of the contract period. Any equipment added after the initial lease agreement will be added into the same billing as the rest of the aggregate.

All added devices will also be charged the same per click price as the rest of the aggregate. Cost per copy will be fixed for term of lease agreement, without any price increase. Note that the estimated monthly service cost is only an estimate used to calculate a total bid for comparison purposes. Successful bidder will be awarded a contract to include a cost per copy for black and white copies, a cost per copy for color copies, and monthly lease pricing for specified equipment.

Multifunction Product Key Features

- Copy, Print, Scan, Fax
- Scan destinations: Network, email
- Fax receive destinations: network, email
- Scan file formats: JPEG, PDF, Searchable PDF, TIFF, multipage PDF, multipage TIFF, doc, docx, xls,xlsx
- Language translate from English to other languages – include but not limited to: Spanish, French, Russian, Mandarin
- USB Direct Scan & Print
- Color Scanning
- Duplex Scanning
- Auto Document Feeder
- Secures Data
- Energy Star Compliant
- Eco-Friendly
- Finishing Options: Stapling, Saddle Stitch Finisher, Hole Punch
- Connectivity: Ethernet 10/100/1000Base-TX, Fax option available

BID RESPONSE FORM

Having carefully examined the instructions to bidders and the plans and specifications on the above referenced bid, the bidder proposes to furnish all labor, professional services, software, and training required to complete the project in accordance with the contract documents for price stated here within.

All bids must be submitted in accordance with specifications submitted on the bid form submitted with this bid form supplied with this invitation. The submission of a bid on the bid form certifies that the products meet any and all specifications except as noted on the bid form.

Bid must be itemized as follows:

- \$_____ cents per copy for black and white
- \$_____ cents per copy for color
- Annual lease cost per machine and per location
- Annual Cost of Print Management Solution

The items listed below are to be included with vendor's bid response:

Sample Invoice

Description of Implementation Plan

Signed certification and conflict of interest statements

This sheet must be completed, signed, and returned with Bidder's proposal. Failure to sign and return this sheet will result in the rejection of your proposal.

Submitted by:

Company name _____

Authorized signature _____

Printed name/title _____

Date _____

Street address _____

City, state, zip code _____

Telephone _____

**GENERAL BID INSTRUCTIONS AND CONDITIONS
(PLEASE READ CAREFULLY)**

A. ACCEPTANCE OF BIDS

The Board of Education reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in bids received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education also reserves the right to reject any bid where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.

B. BID DOCUMENTS

All "Bid Forms" provided with this "Invitation to Bid" must be submitted.

No bid can be corrected or altered or signed after being opened. The Board shall not be responsible for errors or omissions on the part of bidders in making up their bids. Any bids received unsigned shall be rejected.

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the bid. Corrections made with correction tape or fluid are to be initialed.

C. SPECIFICATIONS

All materials or services furnished must be in conformity with the specifications and will be subject to inspection and approval by the representatives of the Board of Education after delivery. The right is reserved to reject and return at the risk and expense of the supplier, any item that may be defective or fail to comply with the specifications.

It is important that each party submitting a bid follow carefully the specifications detailed herewith. The bidder is instructed to complete all blanks and spaces where information concerning any item is requested. Only items meeting the requirements, subject to the Board's consideration of stated exceptions, are to be quoted on the regular bid form.

The Board of Education reserves the right to waive compliance of any material or services with any particular specification where such waiver is considered to be in its best interest, including, but not limited to, cases where such waiver is necessary due to technical errors of inconsistencies in the preparation of such specifications.

D. MODEL PROCUREMENT REGULATIONS

The Model Procurement Regulations adopted by the 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 to bid and the Model Procurement Regulations, the Regulations shall control.

E. PERFORMANCE BOND

The Board of Education reserves the right to determine the ability of any bidder to perform the work, and any bidder shall, upon request, furnish such information as may be necessary to determine ability, including a performance bond, if requested.

F. EXCUSE FOR NON-PERFORMANCE

The successful vendor(s) shall be excused from performing hereunder during the time and to the extent that they are prevented from obtaining, delivering or performing in the customary way because of fire, strike, partial or total interruption of, loss or shortage of transportation facilities, lockout, commandeering of raw materials, products, plants or facilities by the government when satisfactory evidence thereof is presented to the other party, providing it is satisfactorily established that the non-performance is not due to the fault or negligence of the party not performing.

G. PENALTIES

In case of default by the vendor, the Board of Education may procure the articles or services from other sources and may deduct from any unpaid balance due the vendor the amount of the excess cost so paid, and the price paid shall be considered the prevailing market price at the time such purchase is made.

H. TAXES

The Federal Excise Tax and the Kentucky Sales and Use Tax are not to be imposed. The Board of Education will furnish the successful bidder with proper tax exemption certificates upon request.

I. PRODUCT EVALUATION

Items will be disqualified that do not meet specifications or an accepted equal. If a product is purchased and it is later established that said product fails to comply with these specifications and conditions, the item will be rejected and returned to the supplier at the supplier's expense. No item shall be considered satisfactory that does not conform to our usual accepted methods, use, application, storage, handling and delivery. The decision concerning the satisfactory use and performance of any item on this bid shall be that of the educational and business staff of the Board of Education.

J. BRAND NAMES

The brand or trade name, manufacturer's name, and/or catalog number must be given in the "Model Bid" column provided. If bidder fails to indicate brand or trade name, where requested, the item and bid may be disqualified.

K. NON-DISCRIMINATION

During the performance of this Contract, the Seller agrees as follows:

(1) The Seller shall not discriminate against any employee, applicant, or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Seller shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, or political opinion or affiliation. Such action shall include, although is not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Seller agrees to post in conspicuous places notices setting forth the provisions of the Equal Opportunity clause.

(2) The Seller shall in all solicitations and/or advertisements for employees placed by or on behalf of the Seller; state that all qualified applications shall receive consideration for employment without regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation.

(3) The Seller shall cause any subcontractor engaged to perform any services required by this Contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

L. DELIVERY

The Seller agrees to furnish and deliver the items within the terms of the contract as the Board's representative may prescribe.

All costs for delivery, including drayage, freight, and the packaging of said articles, are to be borne by the bidder, and must be included in your bid prices.

If during the period of the contract it is necessary that the Board's representative place toll or long distance telephone calls in connection therewith (for complaints, adjustments, shortages, failures to deliver, etc.) it is understood that the vendor will bear the charge of expense for all such calls.

M. SAMPLES AND/OR DESCRIPTIVE LITERATURE

Samples may be required to assist in making decisions for awarding of contracts. The samples must be furnished by the time and date specified for bid opening, but may also be requested at any time prior to the award of the bid. Failure to furnish samples may disqualify any bid.

Samples shall be representative of items on which the bid is submitted and will be checked as deemed necessary by the Board of Education for compliance with specifications outlined herein. Samples are to be properly marked for identification, indicating the supplier's name and the corresponding item number as shown in the Invitation to Bid. Samples are to be mailed or delivered to Tracey Jolly, Director of Finance, Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky, 41001.

N. K.O.S.H.A. STANDARDS AND HAZARD COMMUNICATION STANDARD 1910.2000

If applicable, all materials and services must meet or exceed K.O.S.H.A. (Kentucky Occupational and Safety Health Act) standards, and must comply with Hazard Communication Standard 1910.2000 of the Occupational Safety and Health Administration.

O. BID

Tabulations will be made by the Treasurer and each qualified bidder will be mailed a format tabulation after the Board of Education has taken official action. The Board of Education meetings are normally held on the third Monday of each month. Bidders are requested not to call for a tabulation of the bid.

Each bid must be in a separate sealed envelope with the bid name appearing in the lower left corner of the envelope.

Any bids received after the scheduled time of opening will be returned unopened to the bidder.

No bid can be corrected or altered or signed after being opened. The Board of Education shall not be responsible for errors or omissions on the part of the bidders in making up their bids. Any bids received unsigned shall be rejected.

All regular bids must be submitted in accordance with specifications on the bid form supplied with this invitation. The submission of a bid on the bid form certifies that the product meets any and all specifications, except as noted on such form.

For any clarification relative to this bid contact Tracey Jolly, Finance Director, Campbell County Board of Education, 101 Orchard Lane, Alexandria, Kentucky, 41001, at (606) 635-2173.

P. PRICES

All prices quoted by the various bidders must be firm for a minimum period of sixty (60) days to allow acceptance by the Board of Education. If awarded the contract, the prices will then be firm for the time period indicated under "Period of Contract."

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and corrections inserted adjacent thereto and initialed by the person signing the bid. Corrections made with correction tape or fluid are to be initialed.

Quote on each item separately. Prices must be stated in units specified herein.

Bids that have clerical errors or irregularities are subject to correction only with concurrence with the Treasurer. Unit prices should be listed, extended, and totaled. Should errors exist in the extended price, the unit price will prevail.

Q. OR EQUAL CLAUSE

Whenever, in any contract documents, an article, materials or equipment is described by use of a proprietary product or by using the name of a manufacturer or vendor, the term "or equal," if not inserted, is implied.

The use of a specific article or manufacturer's name shall be construed as indicating the type of equipment, design, general construction, quality and finish. Such use shall not be construed as limiting or excluding any manufacturer's product of comparable quality, design and efficiency.

R. DESCRIPTIVE LITERATURE AND/OR MANUFACTURER'S SPECIFICATIONS

The Board of Education reserves the right to waive any discrepancies or inconsistencies between the submitted manufacturer's descriptive literature and/or specifications and the requirements of this invitation to bid, if (1) the bidder actually submits a sample which conforms to all material requirements of this invitation to bid; or (2) the bidder certifies to the Board that the bidder can actually supply products which conform to all material requirements of this invitation to bid.

Any bidder that bids an item other than one of the suggested products in this bid document must submit descriptive literature and/or a catalog that contains the bid item.

SPECIAL CONDITIONS

AWARDING OF CONTRACT(S):

Contracts may be awarded to the lowest evaluated bidder meeting all specifications and conditions, and subject to all other provisions of this invitation to bid, on a per item basis, on a group basis, or on a total basis whichever is deemed to be in the best interest of the Board of Education. Multiple awards may be made.

TECHNICAL SPECIFICATIONS:

Technical specifications are attached for various items to indicate quality of merchandise requested and not to restrict bids on equal or better quality items. Low prices will not be the only criterion for awarding bids, as each item shall be subject to evaluation and/or usage test prior to the awarding of the bids and for the duration of the contract on any item. Quality will be given prime consideration in awarding contracts.

DELIVERY LOCATION:

The items listed herein shall be delivered (F.O.B. Destination) as specified on each purchase order. The successful bidder/bidders shall provide the appropriate equipment and personnel necessary to unload items at the receiving point. For this purpose unloading means to remove from the delivery vehicle and place in the building.

QUANTITIES:

The quantities listed herein cannot be guaranteed and are only estimates. The Board of Education reserves the right to order additional quantities, as needed, and at the bid prices, for the duration of the contract period. Prices are to remain firm for the period of the contract. The quantities listed will be ordered on an "as needed" basis.

NO SHIPMENTS ARE TO BE MADE AGAINST THE CONTRACT. ORDERS WILL BE PLACED AS NEEDED.

IMPORTANT: Do not bid if you cannot meet the delivery requirements listed above.

SUBSTITUTIONS:

If, during the period of the contract, a vendor finds it necessary to make substitutions, it must obtain prior approval from Tracey Jolly, Finance Director, Campbell County Board of Education.

REQUIREMENTS:

Deliveries will be accepted beginning as soon as a purchase order is received by the successful bidder. All deliveries must be made to the location indicated on the purchase order and signed for by a responsible board representative.

All invoices must show the purchase order number, date of delivery, name of location and list of items delivered by item name.

OTHER CONDITIONS:

All blanks and information requests are to be completed on the bid form in order to qualify your bid.

The Board of Education reserves the right to make multiple awards to two or more companies where more than one standard of quality is desired.

Do not bid any special groupings other than those listed herein.

PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND KICKBACKS

Any employee or any official of the Board of Education of Campbell 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 an 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 Campbell 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 (\$5000.00) 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 at 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 an 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 Campbell 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 (\$5000.00) 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 at 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 \$5000.00 fine or one-year imprisonment or both upon conviction.

Location	Model Type	Minimum Speed	Address	B/W AMV	Color AMV	Fax	Paper Sources	Finishing
Campbell County Board of Education								
	A3 Standing	40 PPM Color	101 Orchard Lane	6,758		x	2 x 1,250 A4 & 2 x 550 A3	Multi Position Staple
	A3 Standing	65 PPM Color	101 Orchard Lane	10,578	12,606	x	2 x 1,250 A4 & 2 x 550 A3	Multi Position Staple, 2/3 Hole Punch
	A3 Standing	45 PPM B/W	101 Orchard Lane	6,991			2 x 1,550 A4 & 2 x550 A3	Multi Position Staple
Reiley								
	A3 Standing	40 PPM Color	10631 Alexandria Pike	4,914	903	x	2 x 550 A3	Multi Position Staple
	A3 Standing	65 PPM B/W	10631 Alexandria Pike	60,113			2 x 1,550 A4 & 2 x550 A3	Multi Position Staple
	A3 Standing	65 PPM B/W	10631 Alexandria Pike	44,584			2 x 1,550 A4 & 2 x550 A3	Multi Position Staple
Campbell Ridge Elementary								
	A3 Standing	45 PPM Color	2500 Grandview Rd	4,458	3,720	x	4 x 550 A3	Multi Position Staple, 2/3 Hole Punch
	A3 Standing	65 PPM B/W	2500 Grandview Rd	20,066			2 x 1,550 A4 & 2 x550 A3	Multi Position Staple
	A3 Standing	65 PPM B/W	2500 Grandview Rd	57,052			2 x 1,550 A4 & 2 x550 A3	Multi Position Staple
	A3 Standing	65 PPM B/W	2500 Grandview Rd	54,047			2 x 1,550 A4 & 2 x550 A3	Multi Position Staple
Crossroads Elementary								
	A3 Standing	45 PPM B/W	475 Crossroads Blvd	7,530		x	2 x 550 A3	Multi Position Staple
	A3 Standing	45 PPM Color	475 Crossroads Blvd	10,477	6,288		2 x 1,000 A4 & 2 x 550 A3	Multi Position Staple
	A3 Standing	65 PPM B/W	475 Crossroads Blvd	41,114			2 x 1,100 A4 & 2 x 550 A3	Multi Position Staple, 2/3 Hole Punch
	A3 Standing	65 PPM B/W	475 Crossroads Blvd	59,396			2 x 1,550 A4 & 2 x550 A3	Multi Position Staple
Alexandria Education Center								
	A3 Standing	25 PPM B/W	51 Orchard Lane	890		x	2 x 550 A3	None
	A3 Standing	45 PPM B/W	51 Orchard Lane	7,294		x	2 x 550 A3	Multi Position Staple
Cline								
	A4 Desktop	25 PPM B/W	5586 E Alexandria Pike	488		x	1 x 250 A4	None
	A3 Standing	40 PPM Color	5586 E Alexandria Pike	4,958	2,708		2 x 550 A3	Multi Position Staple
	A3 Standing	65 PPM B/W	5586 E Alexandria Pike	40,697			2 x 1,550 A\$ & 2 x550 A3	Multi Position Staple
	A3 Standing	65 PPM B/W	5586 E Alexandria Pike	54,950			2 x 1,550 A\$ & 2 x550 A3	Multi Position Staple
Campbell County Middle School								
	A3 Standing	25 PPM Color	8000 Alexandria Pike	7384		x	1 x 250 A4	None
	A3 Standing	100 PPM B/W	8000 Alexandria Pike	94,178			2 x 1,100 A4 & 2 x 550 A3	Multi Position Staple, 2/3 Hole Punch
	A3 Standing	100 PPM B/W	8000 Alexandria Pike	88,212			2 x 1,100 A4 & 2 x 550 A3	Multi Position Staple, 2/3 Hole Punch
	A3 Standing	100 PPM B/W	8000 Alexandria Pike	94,442			2 x 1,100 A4 & 2 x 550 A3	Multi Position Staple, 2/3 Hole Punch
Grant's Lick Elementary								
	A3 Standing	40 PPM Color	944 Clay Ridge Rd	7,986	1,405	x	2 x 550 A3	Multi Position Staple
	A3 Standing	65 PPM B/W	944 Clay Ridge Rd	62,851			2 x 1,550 A\$ & 2 x550 A3	Multi Position Staple
Bus Garage								
	A3 Standing	40 PPM Color	9721 Alexandria Pike bus Garage	4,295	2,519	x	2 x 1,250 A4 & 2 x 550 A3	Multi Position Staple
Campbell County High School								
	A3 Standing	95 PPM B/W	909 Camel Crossing	112,000			2 x 1,100 A4 & 2 x 550 A3	Booklet Staple, 2/3 Hole Punch
	A3 Standing	95 PPM B/W	909 Camel Crossing	115,000			2 x 1,100 A4 & 2 x 550 A3	Booklet Staple, 2/3 Hole Punch
	A3 Standing	55 PPM Color	909 Camel Crossing	8,500	3,900	x	2 x 1,250 A4 & 2 x 550 A3	Booklet Staple, 2/3 Hole Punch
	A3 Standing	30 PPM B/W	909 Camel Crossing	5,600		x	2 x 550 A3	Multi Position Staple
				1,097,803	34,049			