

-- INVITATION TO BID --
Middlesboro Independent Schools
220 North 20 Street
Middlesboro, KY 40965

*** SURPLUS EQUIPMENT BID ***

The Middlesboro Independent Schools Board of Education (herein after called The Board of Education) will receive sealed bids for the property listed herein. You are invited to submit a sealed bid, subject to the terms and conditions of this invitation to bid. Please read the following instructions and specifications carefully. Failure to comply with these instructions may disqualify your bid.

Bids must be mailed or delivered to Middlesboro Board of Education, Attention: Sherri Hoskins, 220 North 20th Street, Middlesboro, KY 40965. All envelopes must be marked on the outside of the envelope, "**BID: SURPLUS EQUIPMENT BID.**"

Copies of this invitation to bid may be obtained in the District's Central Office, at the above address, between 7:45 a.m. and 4:45 p.m., Monday through Thursday, prior to the time and date specified for bid opening. Items will be available for viewing on Monday, July 13, 2015 and Tuesday, July 14, 2015 between the hours of 9:00 a.m. and 11:00 a.m.

TIME AND LOCATION OF BID OPENING:

Bids will be accepted, opened, and read aloud at 8:30 am Thursday, July 16, 2015, Eastern Daylight Time at the Middlesboro Board of Education, 220 North 20th Street, Middlesboro, Kentucky 40965. You are invited to be present at the bid opening. All bids must be received by the time designated in the invitation and none will be considered thereafter. The Board of Education cannot assume the responsibility for any delay as a result of failure of the mail service to deliver the bids on time.

BID AWARD:

Bid will be awarded to the highest and/or best evaluated bidder(s). The board does not guarantee the condition/operation of the equipment listed. Bids shall be awarded at the regular board meeting held on Tuesday, July 21, 2015.

PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND_KICKBACKS

ANY EMPLOYEE OR ANY OFFICIAL OF THE BOARD OF EDUCATION OF MIDDLESBORO INDEPENDENT SCHOOLS, 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 MIDDLESBORO INDEPENDENT SCHOOLS 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 OR 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 MIDDLESBORO INDEPENDENT SCHOOLS, 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.

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

Bid forms are provided with this "Invitation to Bid". All Proposals shall be submitted on the "Bid Form".

C. 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.

D. FREIGHT

The awarded bidder shall be responsible for all transportation/freight and packaging costs associated with removing the item(s) from District property.

E. STATE OF THE EQUIPMENT

All equipment will be sold "as is", and no alterations to the equipment will be made by District personnel. Furthermore, equipment does not include any type of extended warranty.

F. BIDS

Tabulations will be made by the Board of Education and each qualified bidder will be mailed a formal tabulation after the Board of Education has taken official action. The Board of Education meetings are normally held on the Third Tuesday of each month. Bidders are requested not to call the Office for a tabulation of the bids.

Any bids received after scheduled time of opening will be returned unopened to the bidder. Each bid must be in a separate sealed envelope with the bid name appearing in the lower left hand corner of the envelope.

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 bidders in making up their bids. Any bids received unsigned shall be rejected.

To view equipment contained within these specifications, please contact Sherri Hoskins, Administrative Assistant, Middlesboro Independent Schools, telephone: (606) 242-8800.

For any clarification relative to this bid, contact Sherri Hoskins, Administrative Assistant, Middlesboro Independent Schools, telephone: (606) 242-8800.

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 therefore, 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 therefore.
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 therefore.
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, GAG 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.

**MIDDLESBORO INDEPENDENT SCHOOLS
SURPLUS EQUIPMENT BID**

BID FORM + (1 PAGE OF ATTACHED SPREADSHEET)

Awarded bidder(s) are responsible for any/all shipping/freight costs associated with equipment delivery.

Name _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____

Fax E-Mail Address _____

Authorized Bidder's Signature _____

Date _____

Awarded bidders shall be notified by receipt of an invoice detailing awarded items. Each awarded bidder is required to pay in cash or with a cashiers check made payable to "Middlesboro Independent Schools". Payment for awarded items must be paid on Wednesday, July 22, 2015. If items are not paid on Wednesday, July 22nd the bid submitted and awarded will be voided. A Board receipt will be issued to the awarded bidder upon receipt of payment. The awarded bidder shall be required to present this receipt for equipment pick-up. Items awarded must be picked up by Wednesday, July 29, 2015. If items awarded are not picked up by Wednesday, July 29, 2015 items will be destroyed and will not be refunded.

For questions call Sherri Hoskins, Administrative Assistant at (606) 242-8800.

Surplus Property Bid Items

Box 1	BID \$	Box 12	BID \$
1 - Crock Pot		1 - Drinking Pitcher	
1 - Blender		1 - Medium Pot	
1 - Glass Baking Dish		1 - 6 Cup Muffin Pan	
1 - Blender Top		1 - Broiling Pan	
		3 - Microwave Bacon Trays	
Box 2		1 - George Foreman Grill	
1 - Glass Baking Dish			
1 - Electric Skillet		Box 13	
1 - Burner		1 - Small Pot	
1 - Shelf Liner		2 - Medium Pots	
1 - Waffle Maker		1 - Ice Cream Maker	
1 - Double Broiler			
		Box 14	
Box 3		1 - Dehydrator	
1 - Double Broiler		1 - Small Pot	
2 - Small Frying Pans		1 - Waffle Maker	
1 - Waffle Maker		4 - Glass Pie Pans	
1 - Small Coffee Maker		1 - Large Plastic Bowl	
1 - Ice Cream Maker			
1 - Small Bag Glass Punch Cups		Box 15	
1 - Coffee Glass Decanter		2 - Glass Bowls	
		1 - Medium Pots	
Box 4		2 - Baskets	
1 - Silverware Holder		2 - Glass Pie Dishes	
1 - Crepe Maker		1 - Double Broiler	
1 - Deep Fryer			
1 - George Foreman Grill		Box 16	
		Assorted Cake Pans	
Box 5		1 - Hot Water Pot	
1 - Nut Grinder		1 - Dehydrator	
2 - Trivets		1 - Blender	
1 - Hand Held Sifter		1 - Candy Dish	
1 - Bag of Graters			
1 - Cutting Board		Box 17	
		1 - Double Broiler	
Box 6		1 - Crepe Maker	
1 - Drinking Pitcher		1 - Medium Pot	
2 - Cooling Racks		1 - Electric Skillet	
4 - Baskets			
1 - Bag Candy Dishes		Box 18	
1 - Waffle Maker		1 - Wok	
1 - Sandwich Grill		1 - Electric Skillet	
		1 - George Foreman Grill	
Box 7			
1 - Angel Food Cake Pan		Box 19	
3 - Cooling Racks		1 - Set of Trivets	
1 - Rice Cooker		1 - Cream Maker	
1 - Wok		2 - Pots	
1 - Double Toaster		1 - Frying Pan	
1 - Bag Measuring Cups		Blender Lid	
1 - Bag Utensils		4 - Pie Pans	
		1 - Blender	
		Blender No Lid	

Surplus Property Bid Items

Box 8	BID \$	Box 20	BID \$
1 - Silverware Holder		1 - Large Pot	
12 - Coffee Cups		3 - Frying Pans	
5 - Glasses		2 - Small Pots	
4 - Candy Press		1 - Electric Skillet	
Box 9		Box 21	
1 - Electric Skillet		Assorted Pots & Pans	
6 - Bowls			
1 - Coffee Cup		Box 22	
		1 - Ice Cream Maker	
Box 10		Assorted Pans	
1 - Double Toaster			
1 - George Foreman Grill			
1 - Silverware Holder			
4 - Pie Pans		Box 23	
2 - Trays		1 - Canister Set	
1 - Ice Cream Maker		1 - Large Pot	
5 - Funnels		1 - Medium Pot	
		1 - Camera w/Case	

ITEM #

24	1 - Food Prep Stand With Mirror	
1	1 - Amana Gas Cooking Ranges	
2	1 - Amana Gas Cooking Ranges	
3	1 - Amana Gas Cooking Ranges	
4	1 - Amana Gas Cooking Ranges	
	Sewing Machines	
1	Singer Touch-Tronic 2000 Memory Machine	
2	Janome Class Mate Model S 750	
3	Singer Scholastic Model 6704	
4	New Home Janome Class Mate Model S 750	
5	New Home Janome Class Mate Model S 750	
6	New Home Janome Class Mate Model S 750	
7	New Home Janome Class Mate Model S 750	
8	New Home Janome Class Mate Model S 750	
9	Singer Model 717	
10	New Home Janome Class Mate Model S 750	
11	New Home Janome Class Mate Model S 750	
12	New Home Janome Class Mate Model S 750	
13	New Home Janome Class Mate Model S 750	
14	New Home Janome Class Mate Model S 750	
15	New Home Janome Class Mate Model S 750	
16	Janome Sewist 521	
17	Husqvarna Viking Mega Quilter	
18	Janome School Mate Model S 3015	
19	New Home Model S 650	

Surplus Property Bid Items

		BID \$
20	Husqvarna Viking Lena	
21	Husqvarna Viking Lena	
22	Husqvarna Viking E10	
23	Janome Sewist 521	
24	Husqvarna Viking - Embroidery	
25	Janome Sewist 521 (Out of Order)	
1	Dvd Player	
1	Sharp XE-A106 Electric Cash Register	
2	Sharp XE-A106 Electric Cash Register	
3	Sharp XE-A106 Electric Cash Register	
1	5 - Chairs	
1	Magic Chef Microwave	
2	Tappan Microwave	
3	Panasonic Microwave	
4	Emerson Microwave	
1	Cart	
2	Cart	
1	Storage Cabinet	
2	Storage Cabinet	
3	Storage Cabinet	
1	4 - Range Hoods	
1	Wall & Floor Cabinets, Sinks & Countertops	