

# **WALTON - VERONA INDEPENDENT SCHOOLS**



## **SURPLUS EQUIPMENT BID DOCUMENTS**

---

### **TABLE OF CONTENTS**

I.	Invitation to Bid	2
II.	Prohibition against Conflict of Interest, Gratuities and Kickbacks	3
III.	General Instructions and Conditions	4
IV.	Conflict of Interest Form (RETURN THIS PAGE)	5
V.	Bid Form (RETURN THIS PAGE)	6
VI.	Appendix – Bid Lot Item Descriptions/Information	7

**WALTON - VERONA INDEPENDENT SCHOOLS**  
**16 SCHOOL ROAD**  
**WALTON, KENTUCKY 41094**

**\* SURPLUS EQUIPMENT BID \***

The Walton-Verona 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 the Walton-Verona District Office, 16 School Road, Walton, Kentucky, 41094. All envelopes must be marked on the outside of the envelope, **"SURPLUS EQUIPMENT BID."**

Copies of this invitation to bid may be obtained at the above address, between 9:00 a.m. and 3:00 p.m., Monday through Friday, prior to the time and date specified for bid opening.

**TIME AND LOCATION OF BID OPENING:**

Bids will be accepted, opened, and read at **10:00 a.m. Tuesday, December 12, 2023** in the Walton-Verona District Office, 16 School Road, Walton, Kentucky 41094. You are invited to be present at the bid opening, but are not required to attend for your bid to be valid. All bids must be received prior to 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 system or other delivery systems to deliver the bids on time.

**BID AWARD:**

Contract(s) may be awarded to the highest and/or best evaluated bidder(s) 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. The board does not guarantee the condition/operation of the equipment listed. Bids will likely be awarded no later than Friday, December 15, 2023. Winning bidders will be contacted as soon as a final decision has been made.

**SURPLUS EQUIPMENT DISPOSITION:**

The district originally purchased the enclosed list of items for educational purposes, but has since either become obsolete, is no longer needed, or is in unsatisfactory condition for continued use. In accordance with KRS 45A.425 it is requested that the board disposition the attached list of items as surplus and sold through a sealed bid process in accordance with KRS 45A.365. The bids shall be brought before the board for approval prior to sale.

## **PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND KICKBACKS**

ANY EMPLOYEE OR ANY OFFICIAL OF THE WALTON – VERONA BOARD OF EDUCATION, 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 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 WALTON – VERONA BOARD OF EDUCATION, 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) 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. 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 WALTON – VERONA BOARD OF EDUCATION, 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) 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. All bidders for technology items (computers, servers, switches, etc.) must be able to provide compliance documentation ensuring that all data has been destroyed and is no longer recoverable.

**B. BID DOCUMENTS**

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

**C. FREIGHT**

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

**D. BIDS**

Tabulations will be available for review on Friday, December 15, 2023. Winning bidders will be notified once a final decision has been made. Bidders are requested not to call the District Office for a tabulation of the bids prior to Friday, December 15, 2023 at noon.

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.

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:

Walton-Verona Independent Schools  
District Office  
16 School Road  
Walton, KY 41094

Telephone: (859) 485-4181 option 4.

**Note: All items are sold on an AS-IS basis and no warranties are expressed or implied about the condition or operation of the equipment.**

## 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 therefor, 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 therefor.
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 therefor.
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, 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.**

**WALTON - VERONA INDEPENDENT SCHOOLS**  
**16 SCHOOL ROAD**  
**WALTON, KENTUCKY 41094**

**SURPLUS EQUIPMENT BID FORM**

Due prior to **10:00 a.m. Tuesday December 12, 2023**

The Board of Education makes no guarantees about the condition or operation of materials/equipment and no warranties are expressed or implied – all items are surplus on an **AS-IS** basis. For additional information or to schedule an appointment to view materials please call 859-485-4181 ext. 4.

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

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Authorized Bidder's Signature \_\_\_\_\_

Date \_\_\_\_\_

<b><u>Lot Number / Name (Descriptions on Appendix A)</u></b>	<b><u>Bid Amount</u></b>
<b>Lot 2023-1: 2004 Ford F-250, 239,173 miles; rusted body/chassis, service bed is in good condition, includes snow plow; all items were operable when vehicle was taken out of service but will likely need jump started to run.</b>	
<b>Lot 2023-2: 2008 Ford F-250, 153,335 miles; rusted on cab corners, includes snow plow; all items were operable when vehicle was taken out of service but will likely need jump started to run.</b>	

*Note: 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 cashier's/official check made payable to Walton – Verona Board of Education (WVBOE).*

**Both this form and the signed and dated Conflict of Interest Form must be signed, dated, and returned in order for bid to be accepted as valid.**

**Appendix A - 2023 Winter Surplus**

<b><u>Lot Number</u></b>	<b><u>Year</u></b>	<b><u>Make</u></b>	<b><u>Model</u></b>	<b><u>VIN</u></b>	<b><u>Description / Features</u></b>	<b><u>Mileage</u></b>	<b><u>Condition</u></b>
2023-1	2004	Ford	F-250	1FDNF21PX4EB58703	2 door, 4WD, 6.0L V8 turbo diesel engine, automatic transmission, Knapheide body, Western 7'-6" Pro Plow	239,173	out of service - vehicle cab severely deteriorated by rust. Bed in good condition. Will need jump started to run. Vehicle with plow was operable at time it was taken out of service.
2023-2	2008	Ford	F-250	1FTNF21548EB72962	2 door, 4WD, 5.4L V8 gas engine, automatic transmission, Western 7'-6" Pro Plow Series 2	153,335	Rust on cab corners. Vehicle with plow was operable at time it was taken out of service.