

**-- INVITATION TO BID --**

**COVINGTON INDEPENDENT PUBLIC SCHOOLS  
25 East Seventh Street  
Covington, Kentucky 41011**

**2025 FALL SURPLUS ITEMS**

The Covington Board of Education (herein after called The Board of Education) will receive sealed bids for the items 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 Purchasing Department, Covington Board of Education, 25 East Seventh Street, Covington, Kentucky 41011. All envelopes must be marked on the outside of the envelope, **"BID: SURPLUS ITEMS." with the name of bidder appearing in the top left hand corner of the envelope.**

Copies of this invitation to bid may be obtained at the above address, between 9:00 a.m. and 4:00 p.m., Monday through Friday, prior to the time and date specified for bid opening.

**TIME AND LOCATION OF BID OPENING:**

Sealed bids will be accepted until 10:00 am Monday, October 13, 2025 and opened at 10:05 am, Monday, October 13, 2025. 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 mails to deliver the bids on time. Bids will be opened and read at the time and location stated above. You are invited to be present at the bid opening.

**BID AWARD:**

Each item shall be quoted separately, and be awarded to the highest and/or best bidder. Bids may be awarded at the Board meeting tentatively scheduled for October 23, 2005. Where the highest bidder only requires a limited amount of an item, the highest bidder gets first choice followed by the next highest bidder, etc. until all items are removed. It will be the responsibility of the individual/company awarded each item to arrange pickup and payment for the item/items.

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

ANY EMPLOYEE OR ANY OFFICIAL OF THE COVINGTON INDEPENDENT PUBLIC 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 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 COVINGTON INDEPENDENT PUBLIC 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 (\$5,000) 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 AN INDUCEMENT OR INTENDED INDUCEMENT, IN THE PROCUREMENT OF BUSINESS, OR THE GIVING OF BUSINESS, TO ANY EMPLOYEE OR TO ANY OFFICIAL OF THE COVINGTON INDEPENDENT PUBLIC 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 (\$5,000) 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 \$5,000 FINE OR ONE 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

A bid form is provided to this "Invitation to Bid". All proposals must be submitted on the "Bid Form".

C. MODEL PROCUREMENT CODE

The Model Procurement Code (KRS 45A.) adopted by The Board of Education (BOE Policy 04.32) shall be deemed incorporated by reference in these specifications as though quoted fully herein. In the event of any conflict between this invitation to the bid and the Model Procurement Code, the statute shall take precedence.

D. BIDS

(1) Tabulations will be made by the Purchasing Department 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 once a month. Bidders are requested not to call the Purchasing Department for a tabulation of the bids.

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

(3) Each bid must be in a separate sealed envelope with the name of bidder appearing in the top left hand corner of the envelope.

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

(5) All regular bids must be submitted in accordance with specifications on the bid form supplied with this invitation.

(6) For any clarification relative to this bid, contact Susan Marksberry, Covington Independent Public Schools, 25 East 7th Street, Covington, KY 41011 or 859-392-1020 or [susan.marksberry@covington.kyschools.us](mailto:susan.marksberry@covington.kyschools.us).

## BIDDER INFORMATION FORM

PLEASE RETURN BID IN A SEALED ENVELOPE  
by **October 13, 2025 @ 10:00 am** to:

Covington Board of Education, Receptionist, Shelly Varney 25 East Seventh Street, Covington 41011

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

Name (*typed or printed*) \_\_\_\_\_

Official Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Telephone \_\_\_\_\_

E-mail (not required) \_\_\_\_\_

Date \_\_\_\_\_

### **IMPORTANT:**

Must include Item No. and Quantity (if applicable)

<u>Item No:</u>	<u>Quantity</u>	<u>Description</u>	<u>Bid Price</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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