

Appendix A: CHECKLIST

IFB Checklist of Required Documents and Signatures

This checklist SHALL be completed and signed along with the required items listed on this page and shall be sent to PACS with the bid submittal based on the item descriptions below.

Send ASAP Prior to Bid Due Date

_____ Complete and sign the Confirmation of Receipt found on page two (2) and return ASAP. This allows PACS to send any addendums and answers to questions to you in a timely manner.

Send with Completed Bid Proposal

_____ Completed Bid Opportunity List required by Kentucky Transportation Cabinet, Office of Transportation Delivery on located in Appendix B on page 97.

_____ Bid Proposal Form found in Appendix C on pages 98-99 which includes assurance the bidder is not “debarred from Federal or State projects.

_____ Bidder shall send a Cover Letter on company letterhead, signed by an individual authorized to commit the firm’s resources to the proposed purchase and to execute legal documents for the company. Letter should contain name and telephone number, name of project lead, additional contacts for continued support and a second member of upper management who can escalate and resolve any unexpected issues.

_____ One (1) original paper copy and One Duplicate copy on a USB Thumb Drive

_____ Description of Digital Video Systems that meets the minimum requirements set forth by PACS in the Digital Video System specifications. Each Specification must be addressed in a standard bid grid format to be valid.

_____ Include a statement showing capacity to complete the first initial installation within 90 working days of acceptance to proceed in writing from APCS.

_____ Send the original signed, Buy America assurance clause found on pages 17-18, meeting the Special Bidder Instructions at the bottom of page 4.

_____ Send the original signed, Anti-Lobbying assurance clause found on page 29.

_____ Send the original signed, Federal clause assurance page known as Federal Model Clauses Certification of Compliance located in Section E on page 63 of this bid package.

_____ Proof of commercial insurance meeting the minimum Statutes of the Commonwealth of Kentucky or those required in section D.15, pages 11, whichever is greater.

_____ Completed, signed and dated Uniform Required Pricing Form, Appendix E, pages 100-101.

Signature of authorized person

Print Name

Date

Phone number

Appendix B: Bid Opportunity List

BID OPPORTUNITY LIST

Transit Agency: _____

Prime Contractor/Consultant:	_____
Mailing Address:	_____
Physical Address:	_____
Telephone Number:	_____
FAX Number:	_____
Quote/Bid Submitted MMYR:	_____
Primary Business Function:	_____
Bidding or providing Quote on:	_____

Note: Under the authority of The Department of Transportation we are required to develop and maintain a "bid opportunity list." The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and materials supplies on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific DOT assisted project. Prime contractors and consultants must provide information for Nos. 1, 2, 3, and 4 and should also provide any information they have available on Numbers 5, 6, 7, 8, and 9 for themselves, and their subcontractors and subconsultants.

1. Federal Tax ID Number: _____	*8. <input type="checkbox"/> SBA	9. Annual Gross Receipts <small>Mark One</small> <input type="checkbox"/> Less than \$1 million <input type="checkbox"/> Between \$1 - \$5 million <input type="checkbox"/> Between \$5 - \$10 million <input type="checkbox"/> Between \$10-\$15 million <input type="checkbox"/> More than \$15 million <input type="checkbox"/> > than \$15 million but < \$22.41 million *see below
2. Firm Name: _____		
3. Phone: _____		
4. Address: _____ _____ _____		
5. Year Firm Established: _____		
6. <small>Mark One</small> <input type="checkbox"/> DBE <input type="checkbox"/> Non-DBE	7. <small>Mark One</small> <input type="checkbox"/> Subcontractor <input type="checkbox"/> Subconsultant	10. Attach References and other credentials.

Remarks: _____

*The standards of the Small Business Administration (SBA) found in 19 CFR part 121 must be met. Size standards have been established for types of economic activity, or industry, generally under the North American Industry Classification System (NAICS). The firm's (including its affiliates) average annual gross receipts over the past three (3) fiscal years must not have been in excess of \$22.41 million.

Appendix C: Bid Proposal Form

BID PROPOSAL FORM:

To: Pennyrile Allied Community Services, Inc.
1100 S Liberty Street
Hopkinsville, KY 42241
Attn: Vickie Pennington

In compliance with your Invitation for Bid (IFB), of which this Bid Proposal Form is a part, for solicitation of bids to be opened on: September 8, 2022 9:00 AM CST, the undersigned proposes to furnish all labor, equipment, and materials as listed below and perform all work for furnishing same in accordance with the above-referenced IFB.

The undersigned acknowledges receipt of the following addenda to the *IFB*:

Addendum No. _____, dated _____

Addendum No. _____, dated _____

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

1. That I am the bidder, partner, or officer or employee of the bidding corporation having authority to sign on its behalf,
2. That the bid(s) covering the above-mentioned IFB 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, and other vendor of materials, supplies, equipment or services described in the IFB, designed to limit independent bidding or competition;
3. That the contents of the bid have not been communicated by the bidder or its employees 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 opening of the bid or bids.
4. That the bidder is legally entitled to enter into the contracts in the Commonwealth of Kentucky and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of RS 45A.330 and 164.390, and;
5. That I have fully informed myself regarding the accuracy of the statements made above.

- 6. That the bidder is not listed as a "Debarred" firm and excluded from contracting with Federal or Kentucky State government.

NOTICE

- 1. Any agreement or collusion among bidders or prospective bidders which restrain, tend to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price, or to refrain from bidding, or otherwise, is prohibited.
- 2. Any person who violates any provisions of KRS 45A.325 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 nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association which violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars nor more than twenty thousand dollars.

Name of Individual, Partnership, or Corporation

Address

Authorized Person (Print or Type)	Authorized Signature
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Title of Authorized Person	Date
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Contracting Officer (Print or Type)	Authorized Signature
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Title of Contracting Officer	Date of Award
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Appendix D: Required Pricing and Proposal Form

A Separate Pricing and Proposal Form must be submitted for each system type and for each different camera configuration proposed to PACS for this project.

ONLY Per Unit Pricing will be accepted. All costs, including shipping, must be built into the per unit price. The Per Unit price must be listed on this Pricing form.

All bidders MUST provide a diagram or written description for each camera location, including listing the camera model for each camera location.

This applies for all types of vehicles.

Pennyrile Allied Community Services, Inc.

Required Uniform Pricing and Proposal Form

IFB In Vehicle Camera and Security System

Appendix E: IFB Scoring System when bid closes:

Years of Service for Company.....	15
Good previous experience with transportation in Kentucky.....	10
Best Price.....	50
Meets specifications the best.....	15
Warranties & service... ..	10

Vendor

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<p>Per Unit Price: Installed Complete, In Vehicle Camera Systems: <u>Ford E-Series Vehicles</u></p>	<p>Initial Installed price per unit:</p> <p>Installed price per unit for the additional purchase options:</p>
<p>Per Unit Price: Installed Complete, In Vehicle Camera Systems: <u>Ford Transit vehicles or smaller minivan vehicles</u></p>	<p>Initial Installed price per unit:</p> <p>Installed price per unit for the additional purchase options:</p>
<p>Response must be submitted using a standard bid grid format addressing all specifications in the order they are listed in the bid package to be valid. Specifications listed on the left side and a response to each specification on the right side.</p>	
<p>Confirmation of Receipt sent before IFB Bid Package Received</p>	
<p>Completed Bid Opportunity List sent before IFB Bid Package Received</p>	
<p>Bid Proposal Assurance of No Debarment Completed</p>	
<p>Completed Bid Proposal Assurance of No Debarment sent before IFB Package Received</p>	

Sams.gov Site Checked for Debarment and Printed for Documentation	
IFB Bid Package Received by Date required for the IFB	
IFB Bid Package Received by Time required for the IFB	
IFB Checklist of Required Document Completed and Signed	
Confirmation of Receipt Completed and Signed	
Cover letter on company letterhead	
Cover letter on company letterhead Signed	
Signed Cover letter on company letterhead	
Committing appropriate resources Signed	
Company legal name provided	
Company telephone number provided	
Company Project Leader named	
Company additional contacts named	
Company second member of upper management for escalation named	
One original paper copy of entire IFB and all signed forms	
Thumb drive containing one duplicate copy of entire IFB and all signed forms	
Description of Proposed System meeting minimum requirements for the IFB. Each Specification must be addressed in a standard bid grid format for bid to be valid. Bid must Include a diagram or written description identifying each camera location, including listing the camera model for each camera location	
Statement showing capacity to complete first initial installation within 90 working days Signed	

Original Signed Buy America assurance clause meeting the Special Bidder Instructions at the bottom of page 4.	
Original Signed Anti-Lobbying assurance clause	
Original Signed Federal Clause Assurance page	
Proof of Commercial Insurance meeting the minimum required for the IFB	
Completed and Dated Uniform Required Pricing Form Signed with Per unit Pricing listed	
Bid Opportunity List Completed	
Bid Proposal Form Completed	

Signature _____

Date _____