

FORT THOMAS

INDEPENDENT SCHOOLS

HIGHLANDS HIGH

HIGHLANDS MIDDLE

JOHNSON ELEMENTARY

MOYER ELEMENTARY

WOODFILL ELEMENTARY

Rich in Tradition
on the Focused Future

NOTICE OF SILENT BID SURPLUS AUCTION

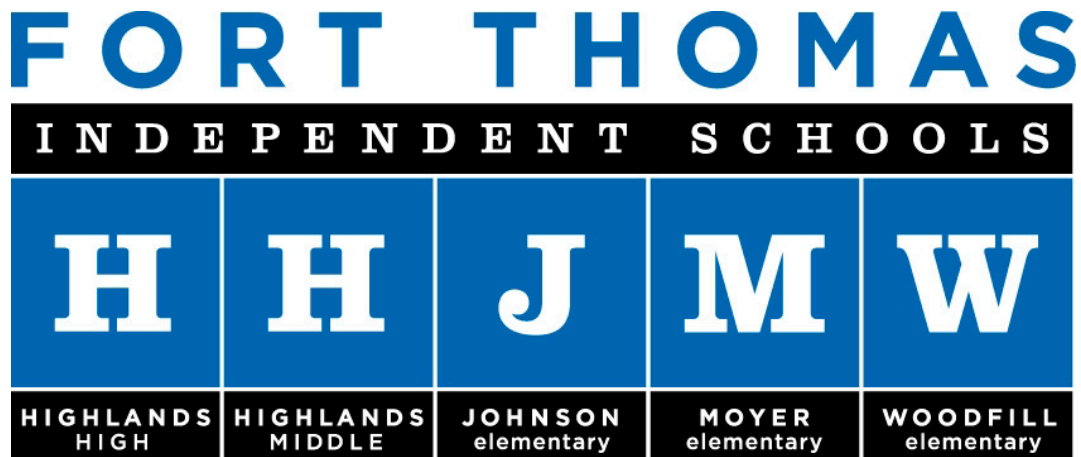
Fort Thomas Independent Schools Sealed Bid Surplus Auction will be held as follows:

- Sealed bids due by noon on Friday, May 2, 2025.
- Each bid must be labeled "Furniture Auction" and include:
 - description as indicated below
 - bid
 - purchaser's name, contact number and email
- Bids may be submitted to:
Fort Thomas Independent Schools
Attn: Jerry Wissman
28 N. Fort Thomas Ave.
Fort Thomas, KY 41075
- FTIS reserves the right to remove items prior to sale to place back into service, without notice.
- All items are in good condition and will be sold "as is", "where is", with "no warranty implied."
- All sales are final.
- Viewing may be arranged by calling 859-815-2023.
- Loading and transport of items are the sole responsibility of the buyer.
- Items must be removed from the premises with coordination from the Maintenance Supervisor no later than Friday, May 16, 2025.

FORT THOMAS INDEPENDENT SCHOOLS

SURPLUS EQUIPMENT

BID DOCUMENTS



Prepared by:

Jerry Wissman, Director of Operations

Kathy Eaton, Administrative Assistant

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-- INVITATION TO SUBMIT SURPLUS PROPERTY BIDS --

Fort Thomas Independent Schools
28 North Fort Thomas Ave.
Fort Thomas, KY 41075

* SURPLUS EQUIPMENT BID *

The Fort Thomas 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 Jerry Wissman, 28 North Fort Thomas Ave., Fort Thomas, KY 41075. All envelopes must be marked on the outside of the envelope, "BID: SURPLUS EQUIPMENT BID." Bids may be dropped in the exterior mail drop box at 28 N. Fort Thomas Ave. or emailed to jerry.wissman@fortthomas.kyschools.us as well.

Copies of this invitation to bid may be obtained in the Purchasing Department, 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:

Bids will be accepted, opened, and read at 12:00PM Friday, May 2, 2025 Daylight Standard Time in the Central Office, Fort Thomas Independent Schools, 28 North Fort Thomas Ave. Fort Thomas, Kentucky 41075. 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 because of failure of the mails to deliver the bids on time.

BID AWARD:

The surplus equipment will be awarded to the highest and/or best evaluated bid (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.

The Board of Education reserves the right to remove items from the bid list prior to sale to place back into service without notice.

PROHIBITION AGAINST CONFLICT OF INTEREST, GRATUITIES AND KICKBACKS

ANY EMPLOYEE OR ANY OFFICIAL OF THE BOARD OF EDUCATION OF FORT THOMAS 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 FORT THOMAS 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 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 BOARD OF EDUCATION OF FORT THOMAS 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 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 must arrange for the pickup and transportation of the awarded equipment on a date to be designated by the district. The awarded bidder shall be responsible for all transportation/freight and packaging costs associated with removing the item(s) from board property.

E. BIDS

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 on the second Monday of each month. Bidders are requested not to call the Purchasing 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 Jerry Wissman, Director of Operations, Fort Thomas Independent Schools, Telephone: (859) 815-2018.

For any clarification relative to this bid, contact Jerry Wissman, Director of Operations, Fort Thomas Independent Schools, 28 North Fort Thomas Ave., Fort Thomas, KY 41075, Telephone: (859) 815-2018.

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.

FORT THOMAS INDEPENDENT SCHOOLS
SURPLUS EQUIPMENT BID

BID FORM + (2 PAGES OF ATTACHED SPREADSHEET)

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

Addenda _____ (Insert the addenda numbers received or the word "none" if no addenda received.)

EXCEPTIONS:

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 check. Checks should be made payable to "Fort Thomas Independent schools". A Board receipt will be issued to the awarded bidder upon receipt of payment. The awarded bidder shall be required to present this receipt at each location for equipment pick-up.

All items must be removed from the premises with coordination from the Maintenance Supervisor no later than Friday, May 16, 2025.

Upon Bid Submittal Bidder Shall Provide the Following;

- Completed Attached Bid Forms
- Signed and dated Conflict of Interest Form


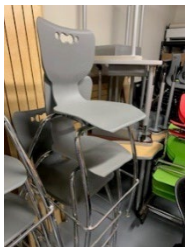








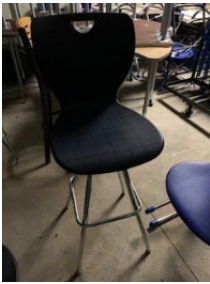

For questions call Jerry Wissman, Director of Operations at (859) 815-2018.







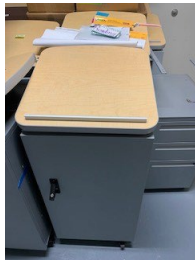





FORT THOMAS INDEPENDENT SCHOOLS
SURPLUS EQUIPMENT LIST BID FORM




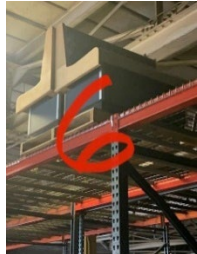








Item #	Quantity	Description	Location	Quantity Bid	Unit Price	Total
1	3	Science tables with hydraulic legs	Highlands High School			
2	8	Teacher desks with returns	Woodfill Elementary			
3	50	VS chairs on 5-wheel base	Highlands High School			
4	4	Tall wooden chairs	Woodfill Elementary			
5	16	Tall aluminum chairs	Woodfill Elementary			
6	4	Tall black & chrome, swivel seat chairs	Highlands Middle School			
7	20	Tall grey & chrome chairs	Moyer Elementary			
8	10	Tall black & chrome chairs	Highlands Middle School			
9	4	Tall blue chairs	Highlands Middle School			
10	13	Virco - Zuma rocking chairs	Highlands Middle School			
11	14	Balance stools - red	Moyer Elementary			
12	3	Wooden rocking chairs	Woodfill Elementary			
13	17	Tall black stools	Moyer Elementary			
14	11	Mooreco Inc desks	Highlands Middle School			
15	1	Podium - low	Woodfill Elementary			
16	8	Podium - tilt top, gray base	Moyer Elementary			
17	1	Bookshelf - 7', gray	Highlands High School			
18	4	Bookshelf - 4', gray	Highlands High School			
19	1	Bookshelf - 4', blue	Highlands High School			
20	2	File cabinet - 4-drawer, cream	Highlands High School			
21	6	File cabinet - 4-drawer, dark gray	Highlands High School			
22	1	File cabinet - 5-drawer, cream	Highlands High School			
23	3	File cabinet - 4-drawer, blue	Highlands High School			
24	1	Filing cabinet - wide, 4-drawer, blue	Highlands High School			
25	50	Wooden library chairs - 2-position	Bus Lot			
26	4	Wooden media center tables	Bus Lot			
27	20	Wooden library chairs - 4 legs, elementary	Bus Lot			
28	8	Wooden library chairs - middle school	Bus Lot			
29	1	Tall, round table	Highlands Middle School			
30	10	Classroom area rugs	Woodfill Elementary			
31	2	Library cart - blue	Highlands High School			
32	2	Café benches - single-sided	Off-site storage			
33	9	Café benches - double-sided	Off-site storage			
34	15	Hanging cubbies - tall	Off-site storage			
35	45	Hanging cubbies - one shelf	Off-site storage			
36	10	Hanging cubbies - two shelves	Off-site storage			
37	4	Easels	Woodfill Elementary			
38	1	Staging - carpeted	Johnson Elementary			
39	4	Utility carts - black	Johnson Elementary			
40	4	Singer sewing machines	Highlands High School			
41	1	Husqvarna sewing machine	Highlands High School			
42	1	Hobronix heat press	Highlands High School			
43	1	Hobart large kitchen mixer	Highlands Middle School			




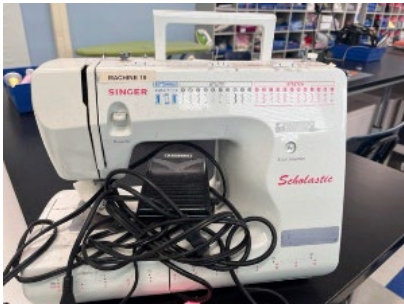
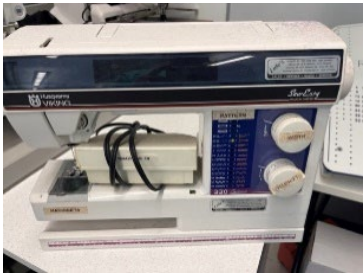

FORT THOMAS INDEPENDENT SCHOOLS
SURPLUS EQUIPMENT LIST BID FORM

Item #	Quantity	Description	Location	Quantity Bid	Unit Price	Total
44	1	Hobart large mixer bowl cart	Highlands Middle School			
45	1	Hobart large mixer bowl and attachments	Highlands Middle School			
46	1	Globe kitchen mixer	Highlands Middle School			
47	1	Smoothie machine	Highlands Middle School			
48	1	Kitchen equipment	Highlands High School			
49	1	Kitchen equipment	Highlands High School			
50	1	Kitchen equipment	Highlands High School			
51	1	Kitchen equipment - food warmer/refrigerator	Highlands High School			
52	1	SMART height adjustable wall mount	Johnson Elementary			
53	1	Wall clocks	Highlands Middle School			





<p>Item #1 Science table with hydraulic legs - 3</p>		<p>Item #7 Grey & Chrome – bar height chair – 20</p>	
<p>Item #2 Teacher desks with returns</p>		<p>Item #8 Black and chrome – 10 bar height chair</p>	
<p>Item #3 VS chairs on 5-wheel base – 50</p>		<p>Item #9 Blue bar height chair – 4</p>	
<p>Item #4 Tall wooden chairs - 4</p>		<p>Item #10 Virco – Zuma rocking chair – blue - 13</p>	
<p>Item #5 Tall aluminum chairs – 16</p>		<p>Item #11 Red, balance stools – 14</p>	
<p>Item #6 Black & Chrome – 4 swivel seat, bar height chair (hard plastic back & seat)</p>		<p>Item #12 Wooden Rocking chair – 3</p>	

<p>Item #13 Black, bar height stools - 17</p>		<p>Item #19 4' bookshelf – blue – 1</p>	
<p>Item #14 Mooreco Inc desks - 11</p>		<p>Item #20 4-drawer file cabinet (cream) - 2</p>	
<p>Item #15 Low podium – elementary grades - 1</p>		<p>Item #21 4-drawer file cabinet (dark gray) - 6</p>	
<p>Item #16 Podium – tilt top, gray base with maple fusion top – 8</p>		<p>Item #22 5-drawer file cabinet (cream) - 1</p>	
<p>Item #17 7' bookshelf, gray - 1</p>		<p>Item #23 4-drawer file cabinet (blue) – 3</p>	
<p>Item #18 4' bookshelf -gray- 4</p>		<p>Item #24 4-drawer, wide filing cabinet – 4'h x 3'w (blue) – 1</p>	

<p>Item #25 2-position wooden library chairs – approx. 50</p>		<p>Item #31 Library rolling carts – 2</p>	
<p>Item #26 4-person, wooden, media center tables – 4</p>		<p>Item #32 Single sided cafe benches - 2</p>	
<p>Item #27 4-legged, wooden library chairs elementary sized - 20</p>		<p>Item #33 Double sided cafe benches - 9</p>	
<p>Item #28 4-legged, wooden library chairs Middle School sized - 8</p>		<p>Item #34 Hanging cubbies - coats/bookbags on top, cubby on bottom - 5 cubbies/unit - 22 units</p>	
<p>Item #29 Bar height table – 1</p>		<p>Item #35 Hanging cubbies - bookbags on top/coat hooks on short end at bottom - 5 cubbies/unit - 59 units</p>	
<p>Item #30 Classroom area rugs – ABC's & States - 10</p>		<p>Item #36 Hanging cubbies - 2 shelf w/ coat hooks on bottom - 5 cubbies/unit - 10 units</p>	

Item #37 Easels – 4	
Item #38 Carpeted staging – one level, 12 – 4'x6' sections, back rails & steps	
Item #39 Black utility carts – 4	
Item #40 Singer Scholastic sewing machine - 4	
Item #41 Husqvarna Viking sewing machine – 1	
Item #42 Hobronix fusion heat press – 16x20	

Item #43 Hobart large kitchen mixer – Model H600 Serial 1266664	
Item #44 Hobart mixer bowl cart	
Item #45 Hobart mixer attachments and bowl	
Item #46 Globe kitchen mixer – model SP10 Serial 71 11310	
Item #47 BUNN smoothie machine Model ULTRA-2 PN:34000.0333	
Item #48 Kitchen equipment: Colorpoint	

<p>Item #49 Kitchen equipment: Colorpoint</p>	
<p>Item #50 Kitchen equipment: Colorpoint Model K60 ST Serial J05D12066C</p>	
<p>Item #51 Kitchen equip.: Colorpoint – food warmer / refrigerator Model CPT72RA Serial G07E19841C</p>	
<p>Item #52 SMART height- adjustable wall mount for UX/UF projector systems – model T80</p>	
<p>Item #53 Wall clocks, battery operated</p>	