GARRARD COUNTY BOARD OF EDUCATION

322 West Maple Avenue

Lancaster, KY 40444

Telephone: 859-792-3018

**Request for Proposals**

**Naming Rights for the Softball Field**

Reference: Garrard County Schools Facility Sponsorship

Closing Date/Time of Proposals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sealed proposals are requested for Garrard County Schools Naming Rights for the Softball Field. (Proposals for the Baseball Field and the Football/Soccer/Track Stadium are being solicited separately.)

1. Submit one copy of the completed proposal in a properly addressed envelope. On the outside of the envelope please write GARRARD COUNTY SCHOOLS FACILITY SPONSORSHIP (SOFTBALL FIELD NAMING RIGHTS). A duplicate copy is to be retained by the offeror.

2. Proposals, to receive consideration, must be received prior to time designated in this Request, and none will be accepted thereafter. It is the offeror’s obligation to ensure the proposal is received prior to the time stated in this Request, regardless of the delivery method or carrier.

3. An officer or member of the firm who is authorized to legally bind the firm must sign proposal. If an individual signs a proposal without such authority, the proposal will be personally binding on the individual.

4. All proposals shall be valid for a period of sixty (60) days from the proposal opening date to allow for tabulation, study, and acceptance by the Garrard County Board of Education. A proposal may be withdrawn after it has been submitted only if a written request is submitted and received prior to acceptance by the Board.

5. Proposals shall be for a minimum of ten (10) years beginning no later than July 1, 2024. with the option to renew for two (2) additional five-year terms, should the renewal be agreeable to both parties and based upon 45 days written notice prior to the termination of the then existing term. As required by applicable laws and regulations, the Garrard County Board of Education shall be permitted to terminate the sponsorship without cause in its sole discretion upon 30 days written notice, subject to a pro-rata refund

6. The Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, to accept any proposal as may be deemed to its interest, and to cancel this sponsorship opportunity in its entirety.

7. The Board of Education is a tax-exempt organization and does not pay federal excise tax or Kentucky sales and use taxes. This does not provide a tax-exempt status for the offeror who must purchase supplies to be used in completion of the services proposed. This fact should be taken into consideration when submitting proposals.

8. No proposal may be corrected, altered or signed after being opened. The Garrard County Board of Education will not be held responsible for errors or omissions on the part of vendors in making proposals. Any proposals received unsigned shall be rejected.

9. If multiple offers are submitted, the Garrard County Board of Education will select the highest acceptable offer. Proposals will be evaluated and awarded using the following criteria: value, company portfolio, customer recommendations and references, project deadlines, quality of proposal and quality of service.

10. The Garrard County Board of Education will be responsible for production and installation costs of signage. All signage may include sponsor name and logos, marks or other artwork compatible with the facility and/or Board's design standards, specifications, and aesthetic characteristics, subject to Board approval and any restrictions or limitations imposed by law or any governmental body exercising or possessing administrative regulatory or approval authority over the Board.

11. Sponsor will receive the following for the duration of the sponsorship: six (6) transferable athletic passes for all softball events; 2 preferred/priority parking passes for all softball events; naming of softball field to be broadcast at breaks in events; display of a 15-second video jointly created between sponsor and Board of Education to be run a minimum of 2 times during each event hosted at the Football/Soccer/Track Stadium and posted online [15-second ads for companies sponsoring the Baseball Field and the Soccer/Football/Track Stadium will also be run during Stadium events]; name on scoreboard (always visible); name in programs if printed or utilized for an event; and name included in official social media posts for events.

12. Information pertaining to any item or condition in this request may be obtained by communicating with Superintendent Kevin Stull at the Garrard County Board of Education.

13. The proposals will be opened at or after \_\_\_\_ p.m., on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2024.

THIS CERTIFICATE MUST BE EXECUTED BY THE OFFEROR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Firm Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title/Position of Authorized Officer or Member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Officer or Member

Address of Company/Firm:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price of Offer for 10-year Sponsorship for the Softball Field:

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Garrard County Board of Education

Kentucky Model Procurement Code Guidelines for Proposals

Pursuant to KRS 45A.343, the Garrard County Board of Education has adopted the Kentucky Model Procurement Code for local public agencies (KRS 45A.345 to 45A.460). The code can be reviewed at https://apps.legislature.ky.gov/law/statutes/chapter.aspx?id=37250. The Board, all offerors, and all contractors must comply with all provisions of that code, including, but not limited to the following:

KRS 45A.395(2) requires an offeror to provide the Board of Education a sworn statement made under penalty of perjury that he has not knowingly violated any provision of the campaign finance laws of the Commonwealth and that the award of a contract will not violate any provision of the campaign finance laws of the Commonwealth.

KRS 45A.455 prohibits conflicts of interest, gratuities and kickbacks. The offeror shall verify no representative of the Board of Education or any member of such representative’s immediate family has any financial interest in the company/firm, nor is any representative of the Board of Education or any member of such representative’s immediate family negotiating or making any arrangement concerning prospective employment with the company/firm.

Required Sworn Statement Regarding Violation of Campaign Finance Law

The offeror hereby swears and affirms under penalty of perjury that he has not knowingly violated any provision of the campaign finance laws of the Commonwealth and that the award of a contract to the offeror will not violate any provision of the campaign finance laws of the Commonwealth.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Firm Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title/Position of Authorized Officer or Member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Officer or Member

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Notary Public, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 2024, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ personally appeared before me, and swore and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed, and that the statements contained therein are true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commission ID# Commission Expiration Date

Required Verification Against Conflicts of Interest

The undersigned authorized officer or member of the offering company/firm hereby verifies no representative of the Board of Education (board member, superintendent, finance officer) or any member of such representative’s immediate family has any financial interest in the company/firm, nor is any representative of the Board of Education or any member of such representative’s immediate family negotiating or making any arrangement concerning prospective employment with the company/firm.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Firm Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title/Position of Authorized Officer or Member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Officer or Member

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Notary Public, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 2024, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ personally appeared before me, and swore and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed, and that the statements contained therein are true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commission ID# Commission Expiration Date