



# Fayette County Public Schools

## Executive Summary Fayette County Public Schools Board Meeting Agenda Item

**MEETING:** Regular

**DATE:** 4/22/2024

**TOPIC:** Award of Bids/Proposals

**PREPARED BY:** Myron Thompson, Chief Operating Officer @ 381-4165

**Recommended Action on:** 4/22/2024

Action Item for Vote (REGULAR MEETING)

**Superintendent Prior Approval:** Yes

**Recommendation/Motion:** Approve the award recommendations for the listed bids, proposals and extensions

**Background/Rationale:** A summary of bids/proposals submitted Logistical Services/Purchasing for approval

**Strategic Priority:**

- ☐ Student Achievement    ☐ Diversity, Equity, Inclusion & Belonging
- ☐ Highly Effective & Culturally Responsive Workforce
- ☐ Stakeholder Engagement & Outreach    ☒ Organizational Health & Efficiency

**Data Considerations:** NA

**Policy:** KRS 45A.365, KRS 45A.370

**Fiscal Impact:** Included in attachment

**Attachments(s):** Award of Bids/Proposals

### AWARD OF BIDS/PROPOSALS

The following is a summary of bids/proposals submitted from the Purchasing Department for approval.

#### **BIDS/PROPOSALS**

<b>BID</b>	<b>MAILING ROSTER</b>	<b>DEPARTMENT</b>	<b>RESPONSE – NUMBER RECEIVED</b>
1. Bid 23-24 Elevator Services	1. TSMSDC 2. Commerce Lexington 3. SBA 4. NAVOBA 5. KYPTAC 6. ORVWBC 7. Vendor Registry	Maintenance	2
2. RFP 29-24 Building Maintenance Parts – Catalog – Store Shelf Discount	1. TSMSDC 2. Commerce Lexington 3. SBA 4. NAVOBA 5. KYPTAC 6. ORVWBC 7. Vendor Registry	Maintenance	10
3. Bid 30-24 Boilers Preventive Maintenance	1. Dell 2. Cisco 3. Extreme Networks 4. Hewlett Packard 5. Juniper 6. PCS 7. KEDC 8. Global Business Solutions 9. Riverside Technologies 10. Hewlett Packard 11. Trace3	Maintenance	3
4. RFP 25-24 Workers Compensation Insurance	1. Dell 2. Cisco 3. Extreme Networks 4. Hewlett Packard 5. Juniper 6. PCS 7. KEDC	Risk Management and Insurance	3

	8. Global Business Solutions 9. Riverside Technologies 10. Hewlett Packard 11. Trace3		
5. RFP 27-24 Property Insurance	1. TMSDC 2. Commerce Lexington 3. SBA 4. NAVOBA 5. KYPTAC 6. ORVWBC 7. Vendor Registry	Technology	1
6. RFP 26-24 Electronic Document Management and Distribution, Digital Archival Services & Printed Copy Services	1. TMSDC 2. Commerce Lexington 3. SBA 4. NAVOBA 5. KYPTAC 6. ORVWBC 7. Vendor Registry	Facility Design & Construction	1

CONTRACT EXTENSIONS	VENDOR	DEPARTMENT	YEAR OF CONTRACT RENEWAL
1. RFP 25-22 Paper Towels – Toilet Paper and Dispensers	Kenway Distributors Inc	Grounds & Custodial Support	2
2. Bid 07-22 Sprinkler Inspection and Repair	Landmark Sprinkler	Maintenance	2
3. RFP 74-19 Violent Acts Insurance	J. Smith Lanier	Risk Management and Insurance	4
4. RFP 29-19 Student Accident and Athletic Insurance	Roberts Insurance	Risk Management and Insurance	4
5. RFP 19-23 Fleet Insurance	Houchens Insurance Group	Risk Management and Insurance	1
6. RFP 13-22 General Liability	Houchens Insurance Group	Risk Management and Insurance	2
7. RFP 27-22 Environmental/Industrial Hygiene Contractor	Terracon Consultants Air Source Technology Inc	Risk Management and Insurance	2



## **AWARD OF BIDS/PROPOSALS**

### **1. Bid 23-24 Elevator Services**

#### **BACKGROUND AND RATIONALE:**

This bid is for establishing a contract to service all of the elevators in the district. The bid asks for monthly pricing for each elevator and an hourly rate for repairs. Pricing is weighted to determine the best value to the district based on 70 percent for the monthly pricing and 30 percent for the hourly rates. There were two responses to the bid with DC Elevator scoring the highest. The bid includes the option to renew the contract for additional one year periods upon Board approval up to a total of five years.

#### **Key to Markings** **### Recommended Bid Award**

		TK Elevator (Monthly Visits)	DC Elevator ###	TK Elevator Alternate bid (Quarterly visits)
Item No.	I. Oil Hydraulic Elevators	Monthly Price for Service Contract	Monthly Price for Service Contract	Monthly Price for Service Contract
1	Arlington Elementary	\$ 125.00	\$ 102.98	Does not meet bid requirements of monthly visits
2	Ashland Elementary	\$ 125.00	\$ 102.98	
3	Breckenridge Elementary	\$ 125.00	\$ 102.98	
4	Bryan Station High	\$ 125.00	\$ 102.98	
5	Bryan Station Middle	\$ 125.00	\$ 102.98	
6	Cassidy Elementary	\$ 125.00	\$ 102.98	
7	Cardinal Valley Elementary	\$ 125.00	\$ 102.98	
8	Central Office Main	\$ 125.00	\$ 102.98	
9	Central Office Annex	\$ 125.00	\$ 102.98	
10	Clays Mill Elementary	\$ 125.00	\$ 102.98	
11	Fredrick Douglas High	\$ 125.00	\$ 102.98	
12	Harrison Elementary	\$ 125.00	\$ 102.98	
13	Henry Clay Main	\$ 125.00	\$ 102.98	
14	Henry Clay Gymnasium	\$ 125.00	\$ 102.98	
15	Jessie Clark Middle	\$ 125.00	\$ 102.98	
16	John Price Administration Building	\$ 125.00	\$ 102.98	
17	John Price Administration Building	\$ 125.00	\$ 102.98	
18	Julius Marks Elementary	\$ 125.00	\$ 102.98	
19	Lafayette Main	\$ 125.00	\$ 102.98	
20	Lafayette Band Building	\$ 125.00	\$ 102.98	
21	Leestown Middle	\$ 125.00	\$ 102.98	
22	Lexington Traditional Middle	\$ 125.00	\$ 102.98	



23	Maxwell Elementary	\$ 125.00	\$ 102.98	
24	Midland Avenue	\$ 125.00	\$ 102.98	
25	Midland Avenue	\$ 125.00	\$ 102.98	
26	Midland Avenue	\$ 125.00	\$ 102.98	
27	Midland Avenue	\$ 125.00	\$ 102.98	
28	Millcreek	\$ 125.00	\$ 102.98	
29	Morton Middle	\$ 125.00	\$ 102.98	
30	Paul Laurence Dunbar High	\$ 125.00	\$ 102.98	
31	Picadome Elementary	\$ 125.00	\$ 102.98	
32	Russell Cave Elementary	\$ 125.00	\$ 102.98	
33	Russell Cave Warehouse	\$ 125.00	\$ 102.98	
34	S.C.A.P.A.	\$ 125.00	\$ 102.98	
35	Squires Elementary	\$ 125.00	\$ 102.98	
36	STEAM/Success Academy	\$ 125.00	\$ 102.98	
37	Tates Creek Middle	\$ 125.00	\$ 102.98	
38	Tates Creek high School	\$ 125.00	\$ 102.98	
39	Tates Creek High School	\$ 125.00	\$ 102.98	
40	Tates Creek High School	\$ 125.00	\$ 102.98	
	<b>CHAIRLIFT</b>			
41	Bryan Station Middle School	\$ 125.00	\$ 102.98	
	<b>FREIGHT ELEVATOR</b>			
42	Central Storage Building	\$ 125.00	\$ 102.98	
43	John Price Administration Building	\$ 125.00	\$ 102.98	
44	Midland Avenue	\$ 125.00	\$ 102.98	
45	Russell Cave Warehouse	\$ 125.00	\$ 102.98	
	<b>II. DUMBWAITERS</b>			
46	Henry Clay	\$ 125.00	\$ 102.95	
47	Henry Clay	\$ 125.00	\$ 102.95	
	<b>TOTAL PRICE FOR SECTION I,II</b>	\$ 5,875.00	\$ 4,840.00	\$ -
	<b>III. TIME AND MATERIALS</b>	<b>Price per hour</b>	<b>Price per hour</b>	<b>Price per hour</b>
1	Elevator Mechanic price per hour	\$ 243.00	\$ 230.00	
2	Elevator Mechanic Helper price per hour	\$ 195.00	\$ 172.50	
	Total Price Score	57.67	70.00	
	Hourly 1 score	14.20	15.00	
	Hourly 2 score	13.27	15.00	
	Total score	85.13	100.00	

**Contract Period:** July 1, 2024 through June 30, 2025 with optional annual renewal

**PROPOSAL:**

<b>Item</b>	<b>Amount</b>	<b>Funding Source</b>	<b>Recurring/ Nonrecurring</b>	<b>Measurable Expected Impact and Timeline</b>
Elevator Services	This fiscal year's expenditure to date is approximately \$45,000.00	920 1 0432	Nonrecurring	Will provide elevator maintenance and services for the district

**Funding key:** 920—Maintenance, 1—General Fund, 0432 – Building Repair/Maintenance

**STAFF CONTACT:** Wayne Brumfield, Maintenance/ Electronics

**POLICY REFERENCE:** KRS 45A.365

**RECOMMENDATION:** A motion is in order to:  
"Award the contract to DC Elevator".



**CERTIFICATE MUST BE EXECUTED BY BIDDER/ PROPOSING FIRM**

**Contractor agrees to furnish and deliver all items/services set forth or otherwise identified in document and on any additional sheets subject to the terms and conditions herein.**

Company Name **DC ELEVATOR COMPANY**

Name **STEVEN SCHMIDT** Title **VICE PRESIDENT - SALES**

Signature Steven Schmidt

**Board of Education of Fayette County Kentucky**

Dr. Demetrus Liggins, Superintendent

Date \_\_\_\_\_



## 2. RFP 29-24 Building Maintenance Parts -Catalog/Store Shelf Discount

### **BACKGROUND AND RATIONALE:**

Contract is used to purchase supplies and materials in-house maintenance and repairs. RFP is evaluated on sample pricing and discounts provided to the district. A multiple award is recommended to provide Maintenance with the most options to purchase supplies at a discounted price.

**Key to Markings**  
**### Recommended Bid Award**  
**(Multiple award)**

Vendor	Score	Discount General Maintenance	Discount Plumbing	Discount HVAC	Discount Electrical	Discount Fire Alarm	Discount Electronics
Plumbers Supply ###	826	25%	25%	25%		25%	
Masters Supply ###	815		50%				
Eckert ###	780				38%		
Parts Town ###	761	0-45%	0-45%	0-45%	0-45%		
Richards Electric ###	752				7%		
Rexel ###	700	20%		20%	30%	20%	20%
Kwik Set Fasteners ###	700	0-50%					
Farrell Calhoun ###	243					51%	
Team Air ###	205			55%			

**Contract Period: June 1, 2024 through May 31, 2025 with option for annual renewal**

### **PROPOSAL:**

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Building Maintenance Parts	Last fiscal year amount spent was approximately \$400,000.00	920 1 134 0694	Recurring	Will permit the District to continue operation without unacceptable disruption to the services required to support the educational process

### **Funding Key:**

920 – Maintenance, 1 – General Fund, 134 – Maintenance Shop  
Operations, 0694 – Electric

### **STAFF CONTACT:**

Eddie Maines, Maintenance Warehouse

### **POLICY REFERENCE:**

KRS 45A.370

### **RECOMMENDATION:**

A motion is in order to:

“Award contracts to Plumbers Supply Company, Masters Supply,  
Kwik Set, Rexel, Richards Electric, Farrell Calhoun, Eckert, Parts  
Town and Team Air.”

THE GENERAL TERMS AND CONDITIONS, THE RFP DOCUMENT, AND A SUCCESSFUL OFFEROR'S RESPONSE CONSTITUTE THE FINAL CONTRACT/AGREEMENT BETWEEN FCPS AND OFFEROR. NO CONTRACT/AGREEMENT TERMS REQUIRED BY BIDDER WILL BE CONSIDERED BY FCPS THAT ARE NOT SUBMITTED WITHIN THE RESPONSE. A SUCCESSFUL OFFEROR UNDERSTANDS AND ACCEPTS THIS AS ESSENTIAL TO THE AWARD OF THE RFP. A SUCCESSFUL OFFEROR WHO SUBMITS ANY SUBSEQUENT DOCUMENT FOR FCPS TO ACCEPT/SIGN UNDERSTANDS AND AGREES THAT THIS WILL NOT BE CONSIDERED OR ACCEPTED BY FCPS.

FOLLOWING THE SUBMISSION OF A RESPONSE AND THE AWARD OF THE RFP SHOULD A SUCCESSFUL OFFEROR TAKE THE POSITION THAT AN ADDITIONAL DOCUMENT WITH ADDITIONAL TERMS IS REQUIRED FOR A SUCCESSFUL OFFEROR TO COMPLY WITH TERMS OF THE RFP, THE RFP AWARD SHALL BE CONSIDERED VOID AND OFFEROR MAY BE DEBARRED FROM FUTURE WORK WITH FCPS.

**CERTIFICATE MUST BE EXECUTED BY OFFEROR/ PROPOSING FIRM**

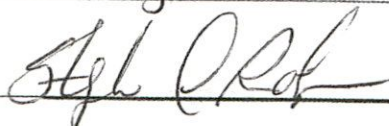
In compliance with this Request for Proposals (RFP), in consideration of the detailed description attached hereto and subject to all conditions thereof, the undersigned agrees, if this bid is accepted, to furnish any or all of the items and services upon which prices are quoted in accordance with the specifications listed herein.

Contractor agrees to furnish and deliver all items/services set forth or otherwise identified in document and on any additional sheets subject to the terms and conditions herein.

**To be signed by offeror:**

Company Name Plumbers Supply Company

Name Steve Rodgers Title Territory Mngvr

Signature 

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Acceptance (to be signed if awarded contract)

Board of Education of Fayette County Kentucky

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Dr. Demetrus Liggins, Superintendent

\_\_\_\_\_  
Date



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**To be signed by offeror:**

Company Name Masters Supply  
Name Josh Kellars Title Sales

Signature J. R. Kellars

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Acceptance (to be signed if awarded contract)

Board of Education of Fayette County Kentucky

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Dr. Demetrus Liggins, Superintendent

\_\_\_\_\_  
Date



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**To be signed by offeror:**

Company Name KWIK-SET FASTENERS

Name RICHARD MAHER Title PARTNER

Signature 

Acceptance (to be signed if awarded contract)

Board of Education of Fayette County Kentucky

\_\_\_\_\_  
Dr. Demetrus Liggins, Superintendent

\_\_\_\_\_  
Date

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**To be signed by offeror:**

Company Name Rexd USA Inc.

Name Anthony Beatty Title Branch Manager

Signature 

Acceptance (to be signed if awarded contract)

Board of Education of Fayette County Kentucky

Dr. Demetrius Liggins, Superintendent

Date \_\_\_\_\_



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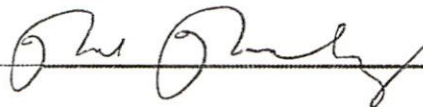
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**To be signed by offeror:**

Company Name Springfield Electrical Supply Co., LLC dba Richards Electric

Name Brad Bermudez Title Branch Manager

Signature 

Acceptance (to be signed if awarded contract)

Board of Education of Fayette County Kentucky

\_\_\_\_\_  
Dr. Demetrus Liggins, Superintendent

\_\_\_\_\_  
Date



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**To be signed by offeror:**

Company Name Farrell Calhoun Paint

Name Chris Conley Title Sales Rep

Signature 

Acceptance (to be signed if awarded contract)

Board of Education of Fayette County Kentucky

Dr. Demetrus Liggins, Superintendent

Date

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**To be signed by offeror:**

Company Name Eckart LLC

Name MATTHEW BANKIN Title ACCOUNT MANAGER

Signature 

Acceptance (to be signed if awarded contract)

Board of Education of Fayette County Kentucky

Dr. Demetrus Liggins, Superintendent

Date



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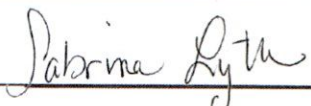
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**To be signed by offeror:**

Company Name Parts Town, LLC

Name Sabrina Lytle Title Senior Director of Customer Partnerships

Signature 

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**Acceptance (to be signed if awarded contract)**

**Board of Education of Fayette County Kentucky**

Dr. Demetrus Liggins, Superintendent

Date



### 3. 30-24 Boilers Preventive Maintenance

#### **BACKGROUND AND RATIONALE:**

FCPS has several domestic boilers and heating boilers. This contract allows for the continued safe operation of boilers and provides for required inspections. The contract has an option to renew the contract for an additional year up to five years pending approval by the Board.

#### **Key to Markings**

**### Recommended Bid Award**

**A – Non-responsive (did not provide bid bond or other required documents with bid)**

Vendor	Price
Ivey Mechanical	\$83,850.00
Comfort Process Solutions ###	\$65,215.00
Mechanical Refrigeration Company	A

**July 1, 2024 to June 30, 2025 with optional annual renewal**

#### **PROPOSAL:**

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Boilers Preventive Maintenance	\$65,215.00	920 1 134 0340C2	Recurring	Annual contract with option to extend. Immediate impact due to safe and efficient operation of boilers

#### **Funding key:**

920 – Maintenance, 1 – General Fund,  
134 – Maintenance Shop Operations,  
0340C2 – Boiler Inspection Services

#### **STAFF CONTACT:**

Eddie Jenkins, Maintenance/HVAC

#### **POLICY REFERENCE:**

KRS 45A.365

#### **RECOMMENDATION:**

A motion is in order to:  
"Award contract to Comfort & Process Solutions."

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**CERTIFICATE MUST BE EXECUTED BY BIDDER/ PROPOSING FIRM**

In compliance with this Invitation for Bid, in consideration of the detailed description attached hereto and subject to all conditions thereof, the undersigned agrees, if this bid is accepted, to furnish any or all of the items and services upon which prices are quoted in accordance with the specifications listed herein.

Contractor agrees to furnish and deliver all items/services set forth or otherwise identified in document and on any additional sheets subject to the terms and conditions herein.

**To be signed by bidder:**

Company Name Comfort and Process Solutions

Name Jeff Hamilton Title Sales Manager

Signature Jeff Hamilton

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Acceptance (to be signed if awarded contract)

Board of Education of Fayette County Kentucky

\_\_\_\_\_  
Dr. Demetrus Liggins, Superintendent

\_\_\_\_\_  
Date



#### 4. RFP 25-24 Workers' Compensation Insurance

##### **BACKGROUND AND RATIONALE:**

The Board has the fiduciary responsibility to protect its employees through the purchase of Worker's Compensation Insurance. Risk Management and Safety utilizes means of assisting the Board in meeting this responsibility. An RFP was released with three insurance companies responding and Public Entity Insurance was awarded the contract. The contract has an option to renew the contract for an additional year up to five years pending approval by the Board.

##### **Key to Markings**

**### Recommended Bid Award**

RFP 25-24 Workers Compensation Insurance		
Vendor	Premium	Average Score
Houchens Insurance KEMI ###	\$ 1,480,977.93	100
Gallagher Bridgefield Casualty	\$ 1,517,029.16	76.6
Marsh McLennan - Zenith	\$ 1,695,421.00	61.6

**Contract Period: Beginning July 1, 2024 and ending June 30, 2025**

##### **PROPOSAL:**

Item	Amount	Agency (Carrier)	Recurring/ Nonrecurring	Measure Expected Impact and Timeline
Workers' Compensation Insurance	\$1,480,977.93	Public Entity Insurance/ KEMI	Recurring	Statutory Requirement

##### **STAFF CONTACT:**

Joseph L. Isaacs, Director of Risk Management and Safety

##### **POLICY REFERENCE:**

03.124

##### **RECOMMENDATION:**

A motion is in order to:  
"Award contract to Houchens Insurance (KEMI)"

# RFP DOCUMENTS

RFP 25-24 Workers Compensation Insurance, Page 2

THE GENERAL TERMS AND CONDITIONS, THE RFP DOCUMENT, AND A SUCCESSFUL OFFEROR'S RESPONSE CONSTITUTE THE FINAL CONTRACT/AGREEMENT BETWEEN FCPS AND OFFEROR. NO CONTRACT/AGREEMENT TERMS REQUIRED BY BIDDER WILL BE CONSIDERED BY FCPS THAT ARE NOT SUBMITTED WITHIN THE RESPONSE. A SUCCESSFUL OFFEROR UNDERSTANDS AND ACCEPTS THIS AS ESSENTIAL TO THE AWARD OF THE RFP. A SUCCESSFUL OFFEROR WHO SUBMITS ANY SUBSEQUENT DOCUMENT FOR FCPS TO ACCEPT/SIGN UNDERSTANDS AND AGREES THAT THIS WILL NOT BE CONSIDERED OR ACCEPTED BY FCPS.

FOLLOWING THE SUBMISSION OF A RESPONSE AND THE AWARD OF THE RFP SHOULD A SUCCESSFUL OFFEROR TAKE THE POSITION THAT AN ADDITIONAL DOCUMENT WITH ADDITIONAL TERMS IS REQUIRED FOR A SUCCESSFUL OFFEROR TO COMPLY WITH TERMS OF THE RFP, THE RFP AWARD SHALL BE CONSIDERED VOID AND OFFEROR MAY BE DEBARRED FROM FUTURE WORK WITH FCPS.

## CERTIFICATE MUST BE EXECUTED BY OFFEROR/ PROPOSING FIRM

In compliance with this Request for Proposals (RFP), in consideration of the detailed description attached hereto and subject to all conditions thereof, the undersigned agrees, if this bid is accepted, to furnish any or all of the items and services upon which prices are quoted in accordance with the specifications listed herein.

Contractor agrees to furnish and deliver all items/services set forth or otherwise identified in document and on any additional sheets subject to the terms and conditions herein.

### To be signed by offeror:

Company Name Houchens Insurance Group, Inc. - HIG Education

Name Sue Porter Title President, HIG Education

Signature 

Acceptance (to be signed if awarded contract)

Board of Education of Fayette County Kentucky

\_\_\_\_\_  
Dr. Demetrus Liggins, Superintendent

\_\_\_\_\_  
Date



## 5. RFP 27-24 – Property Insurance

### **BACKGROUND AND RATIONALE:**

The Board has the fiduciary responsibility to protect its financial assets, including physical assets, such as buildings, contents and boilers. Risk Management and Safety utilizes various types of property and casualty insurance (including property) as one means of assisting the Board in meeting this responsibility.

### **Key to Markings ### Recommended for Award**

Vendor	Premium
Houchens Insurance AFM ###	\$ 1,268,285,131.00

**Contract Period: Beginning July 1, 2022 and ending June 30, 2023**

### **PROPOSAL:**

Item	Amount	Funding Source	Agency (Carrier)	Recurring/ Nonrecurring	Measure Expected Impact and Timeline
Property Insurance	\$ 1,268,285,131.00	Org Code: 0524 0011072	Houchens Insurance (AFM)	Recurring	Statutory Requirement

**STAFF CONTACT:** Joseph L. Isaacs, Director of Risk Management and Safety

**POLICY REFERENCE:** 05.6

**RECOMMENDATION:** A motion is in order to:  
“Award contract to Houchens Insurance.”

# RFP DOCUMENTS

RFP 27-24 Property Insurance, Page 2

THE GENERAL TERMS AND CONDITIONS, THE RFP DOCUMENT, AND A SUCCESSFUL OFFEROR'S RESPONSE CONSTITUTE THE FINAL CONTRACT/AGREEMENT BETWEEN FCPS AND OFFEROR. NO CONTRACT/AGREEMENT TERMS REQUIRED BY BIDDER WILL BE CONSIDERED BY FCPS THAT ARE NOT SUBMITTED WITHIN THE RESPONSE. A SUCCESSFUL OFFEROR UNDERSTANDS AND ACCEPTS THIS AS ESSENTIAL TO THE AWARD OF THE RFP. A SUCCESSFUL OFFEROR WHO SUBMITS ANY SUBSEQUENT DOCUMENT FOR FCPS TO ACCEPT/SIGN UNDERSTANDS AND AGREES THAT THIS WILL NOT BE CONSIDERED OR ACCEPTED BY FCPS.

FOLLOWING THE SUBMISSION OF A RESPONSE AND THE AWARD OF THE RFP SHOULD A SUCCESSFUL OFFEROR TAKE THE POSITION THAT AN ADDITIONAL DOCUMENT WITH ADDITIONAL TERMS IS REQUIRED FOR A SUCCESSFUL OFFEROR TO COMPLY WITH TERMS OF THE RFP, THE RFP AWARD SHALL BE CONSIDERED VOID AND OFFEROR MAY BE DEBARRED FROM FUTURE WORK WITH FCPS.

## CERTIFICATE MUST BE EXECUTED BY OFFEROR/ PROPOSING FIRM

In compliance with this Request for Proposals (RFP), in consideration of the detailed description attached hereto and subject to all conditions thereof, the undersigned agrees, if this bid is accepted, to furnish any or all of the items and services upon which prices are quoted in accordance with the specifications listed herein.

Contractor agrees to furnish and deliver all items/services set forth or otherwise identified in document and on any additional sheets subject to the terms and conditions herein.

### To be signed by offeror:

Company Name Houchens Insurance Group, Inc. - HIG Education

Name Sue Porter Title President, HIG Education

Signature 

Acceptance (to be signed if awarded contract)

Board of Education of Fayette County Kentucky

\_\_\_\_\_  
Dr. Demetrus Liggins, Superintendent

\_\_\_\_\_  
Date



## 6. RFP 26-24 Electronic Document Management and Distribution, Digital Archival Services & Printed Copy Services

### **BACKGROUND AND RATIONALE:**

Facility Design and Construction needed a service for construction/renovation projects that allowed the ability to manage, route and edit documents during the design, then allow for distribution to contractors during the bidding phase and to centrally manage all documents throughout the life of the project. An RFP was released several years ago to find potential vendors that offered the service with Lynn Imaging the only response. A new RFP was sent out this year and Lynn Imaging was the only response again.

Vendor: Lynn Imaging

Electronic Document Management and Distribution		Fixed bid amount or % of Construction Cost
Construction Project Cost less than \$3 million		Fixed \$4,200
Construction Project Cost between \$3 - \$65 million		0.14% (0.0014)
Construction Project Cost greater than \$65 million		84,000
Digital Archival Services (up to 500 GB)		Annual Fee: \$3,000
Printed Copy Services	Size of Copy	Cost Per Sheet
Black / White Copy	8 ½" x 11"	.075 / sheet
	8 ½" x 14"	.10 / sheet
	Full Size Plan	1.44 / sheet
	Half Size Plan	.675 / sheet
Color Copy	8 ½" x 11"	.375 / sheet
	8 ½" x 14"	.50 / sheet
	Full Size Plan	2.70 / sheet
	Half Size Plan	1.44 / sheet

**Contract Period:** July 1, 2024 – June 30, 2025 with the option to renew

### **PROPOSAL:**

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Electronic Document Management Services	Based on Construction Project	0559	Recurring	Will provide electronic document management and distribution services for bids issued by Facility Design and Construction

**Funding key:** 0559

**STAFF CONTACT:** Melinda Joseph-Dezarn, Facility Design & Construction

**POLICY REFERENCE:** KRS 45A.370

**RECOMMENDATION:** A motion is in order to:  
"Award the contract to Lynn Imaging".

**THE GENERAL TERMS AND CONDITIONS, THE RFP DOCUMENT, AND A SUCCESSFUL OFFEROR'S RESPONSE CONSTITUTE THE FINAL CONTRACT/AGREEMENT BETWEEN FCPS AND OFFEROR. NO CONTRACT/AGREEMENT TERMS REQUIRED BY BIDDER WILL BE CONSIDERED BY FCPS THAT ARE NOT SUBMITTED WITHIN THE RESPONSE. A SUCCESSFUL OFFEROR UNDERSTANDS AND ACCEPTS THIS AS ESSENTIAL TO THE AWARD OF THE RFP. A SUCCESSFUL OFFEROR WHO SUBMITS ANY SUBSEQUENT DOCUMENT FOR FCPS TO ACCEPT/SIGN UNDERSTANDS AND AGREES THAT THIS WILL NOT BE CONSIDERED OR ACCEPTED BY FCPS.**


**FOLLOWING THE SUBMISSION OF A RESPONSE AND THE AWARD OF THE RFP SHOULD A SUCCESSFUL OFFEROR TAKE THE POSITION THAT AN ADDITIONAL DOCUMENT WITH ADDITIONAL TERMS IS REQUIRED FOR A SUCCESSFUL OFFEROR TO COMPLY WITH TERMS OF THE RFP, THE RFP AWARD SHALL BE CONSIDERED VOID AND OFFEROR MAY BE DEBARRED FROM FUTURE WORK WITH FCPS.**

**CERTIFICATE MUST BE EXECUTED BY OFFEROR/ PROPOSING FIRM**

In compliance with this Request for Proposals (RFP), in consideration of the detailed description attached hereto and subject to all conditions thereof, the undersigned agrees, if this bid is accepted, to furnish any or all of the items and services upon which prices are quoted in accordance with the specifications listed herein.

**Contractor agrees to furnish and deliver all items/services set forth or otherwise identified in document and on any additional sheets subject to the terms and conditions herein.**

**To be signed by offeror:**

Company Name Lynn Imaging  
Name Ian Banta Title CFO  
Signature 

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**Acceptance (to be signed if awarded contract)**

**Board of Education of Fayette County Kentucky**

\_\_\_\_\_  
Dr. Demetrus Liggins, Superintendent      Date \_\_\_\_\_



## **APPROVAL FOR CONTRACT EXTENSIONS**

### **1. RFP 25-22 Paper Towels – Toilet Paper and Dispensers**

#### **BACKGROUND AND RATIONALE:**

This RFP is used to establish a contract for the Grounds & Custodial Support Department to use for ordering paper towels and toilet paper for all district custodial staff. This RFP was sent out in 2022 and after scoring all proposals Kenway Distributors was the top score. The RFP includes the option to renew on an annual basis upon Board approval. This would be the second renewal.

#### **Vendor:**

Kenway Distributors Inc.

**Contract Period: July 1, 2024 and ending June 30, 2025**

#### **PROPOSAL:**

<b>Item</b>	<b>Amount</b>	<b>Funding Source</b>	<b>Recurring/ Nonrecurring</b>	<b>Measure Expected Impact and Timeline</b>
Paper Towel and Toilet Paper	Historical purchases is approximately \$218,000.00 per year	Schools and Departments	Recurring	Will provide paper towels and toilet paper for the district for the 2024-2025 year as well as fiscal compliance with bid laws

#### **Funding Key:**

Schools and Departments

#### **STAFF CONTACT:**

Steve Collins, Grounds and Custodial Support

#### **POLICY REFERENCE:**

KRS 45A.370

#### **RECOMMENDATION:**

A motion is in order to:  
“Extend the contract for a one-year period with Kenway Distributors Inc.”

## 2. Bid 07-22 Sprinkler Inspections

### **BACKGROUND AND RATIONALE:**

The Division of Maintenance is responsible for sprinkler inspections in the district. This bid is to establish a contract for these services. This was bid out in 2022 with two responses and Landmark being awarded the contract. The bid included the option to renew the contract on an annual basis for up to five years pending approval by the Board. This would be the second renewal.

### **Vendor:**

Landmark Sprinkler Inc

**Contract Term: Beginning June 1, 2024 and ending May 31, 2025**

### **PROPOSAL:**

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Sprinkler Inspections	This fiscal year's expenditure to date is approximately \$47,000.00	920 1 134 0432	Recurring	Improved safety of students and staff.

### **Funding Key:**

920 – Maintenance, 1 – General Fund, 134 – Maintenance Shop Operations, 0432 – Building Repair/Maintenance

### **STAFF CONTACT:**

Wayne Brumfield, Electronics Foreman, Maintenance

### **POLICY REFERENCE:**

KRS 45A.365

### **RECOMMENDATION:**

A motion is in order to:  
"Extend the contract for a one-year period with Landmark Sprinkler Inc".



### 3. RFP 74-19 – Violent Malicious Acts Insurance Coverage

#### **BACKGROUND AND RATIONALE:**

As part of the district safety plan Violent Malicious Acts Coverage is needed in case a violent act ever occurs on district property. The coverage would assist with psychological services, litigation, and other costs. An RFP was sent out in 2019 seeking proposals for this coverage and was awarded to Marsh and McLennan with the option to extend on an annual basis pending Board approval. This would be the fourth renewal.

#### **Vendor:**

Marsh and McLennan (Miller Group)

**Contract Term: July 1, 2024 and ending June 30, 2025**

#### **PROPOSAL:**

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Violent and Malicious Acts Insurance	\$42,750	SAFE	Recurring	Statutory Requirement

#### **STAFF CONTACTS:**

Joseph L. Isaacs, Director of Risk Management and Safety

#### **POLICY REFERENCE:**

05.6

#### **RECOMMENDATION:**

A motion is in order to:  
“Extend the contract for an additional year with Marsh and McLennan (Miller Group).”

#### 4. RFP 29-19 Student Accident and Athletic Insurance

##### **BACKGROUND AND RATIONALE:**

District policy requires student athletic insurance on athletes participating in a Kentucky High School Athletic Association sanctioned event. An RFP was released in 2019 with 13 insurance carriers responding. Carriers were scored on coverage features, prior experience with public school systems and Roberts Insurance was awarded the contract. The contract has an option to renew the contract for an additional year up to five years pending approval by the Board. This would be the fourth renewal.

##### **Vendor:**

Roberts Insurance (Nationwide)

**Contract Period: July 1, 2024 and ending June 30, 2025**

##### **PROPOSAL:**

Item	Amount	Agency (Carrier)	Recurring/ Nonrecurring	Measure Expected Impact and Timeline
Student Athletic Insurance with Middle School Catastrophe Coverage	\$280,000.00	Roberts Insurance/ Nationwide	Recurring	Statutory Requirement

##### **STAFF CONTACT:**

Joseph L. Isaacs, Director Risk Management and Safety

##### **POLICY REFERENCE:**

09.312

##### **RECOMMENDATION:**

A motion is in order to:  
"Extend the contract for an additional year with Roberts Insurance (Nationwide)."



## 5. RFP 19-23 –Fleet Insurance

### **BACKGROUND AND RATIONALE:**

The Board has the fiduciary responsibility to protect its financial assets, including physical assets, such as buildings, contents and boilers. Risk Management and Safety utilizes various types of property and casualty insurance (including fleet) as one means of assisting the Board in meeting this responsibility. An RFP was sent out in 2023 seeking proposals for fleet coverage and was awarded to Houchens Insurance Group with the option to renew on an annual basis pending Board approval. This would be the first renewal.

### **Vendor:**

Houchens Insurance (Liberty Mutual)

**Contract Period: July 1, 2024 and ending June 30, 2025**

### **PROPOSAL:**

Item	Amount	Funding Source	Agency (Carrier)	Recurring/ Nonrecurring	Measure Expected Impact and Timeline
Fleet Insurance	Approximate amount for fleet \$905,848.00	Org Code: 0524 0011072	Houchens Insurance Group (Liberty Mutual)	Recurring	Statutory Requirement

### **STAFF CONTACT:**

Joseph L. Isaacs, Director of Risk Management and Safety

### **POLICY REFERENCE:**

05.6

### **RECOMMENDATION:**

A motion is in order to:  
"Extend the contract for an additional year with Houchens Insurance Group (Liberty Mutual)."

## 6. RFP 13-22 – General Liability Insurance

### **BACKGROUND AND RATIONALE:**

The Board has the fiduciary responsibility to protect its financial assets through liability insurance to include educator's legal liability coverage. General liability insurance is broad-based protection for school board members, and district employees. The protection extends to damages arising from charges of negligence, wrongful acts or failures to act that are within the scope of a district official's or an employee's duties.

An RFP was sent out in 2022 seeking proposals for this coverage and was awarded to Houchens Insurance Group with the option to renew on an annual basis pending Board approval. This would be the second renewal.

### **Vendor:**

Houchens Insurance Group (Liberty Mutual)

**Contract Term: July 1, 2024 and ending June 30, 2025**

### **PROPOSAL:**

Item	Amount	Funding Source	Agency (Carrier)	Recurring/ Nonrecurring	Measure Expected Impact and Timeline
General Liability Insurance	\$856,514.85	Org Code: 0524 0011072	Houchens Insurance Group (Liberty Mutual)	Recurring	Statutory Requirement

### **STAFF CONTACT:**

Joseph L. Isaacs, Director of Risk Management and Safety

### **POLICY REFERENCE:**

05.6

### **RECOMMENDATION:**

A motion is in order to:  
"Extend the contract for an additional year with Houchens Insurance Group (Liberty Mutual)."



## 7. RFP 27-22 Environmental/Industrial Hygiene Contractor

### **BACKGROUND AND RATIONALE:**

This RFP is for establishing contracts for the provision of industrial hygiene and environmental services to the district. Risk Management, Safety and Security is in need of industrial hygiene professionals that we can call on with very little notice to be able to address mold and other indoor air quality problems in a timely manner. We believe given this need, that we can best serve the district with multiple contractors available. When time allows we will request bids for work from the two firms. That will be the case for most of the work we contract. It will still save the time to turn around individual contracts. The RFP has the option to be renewed on an annual basis pending Board approval for up to 5 total years. This would be the first renewal.

### **Vendor**

Terracon Consultants Inc  
Air Source Technology Inc

**Contract Period: July 1, 2024 to June 30, 2025**

### **PROPOSAL:**

Item	Amount	Funding Source	Recurring/ Nonrecurring	Measurable Expected Impact and Timeline
Environmental/Industrial Hygiene Contractor	This fiscal year's expenditure to date is approximately \$99,000.00	0450	Recurring	Will enable the Risk Management to utilize the contractors when need arise.

**Funding key:** 0450

**STAFF CONTACT:** Jeff Harris, Supervisor of Risk Management and Safety

**POLICY REFERENCE:** KRS 45A.365

**RECOMMENDATION:** A motion is in order to:  
"Extend the contract for one year with Terracon Consultants Inc and Air Source Technology Inc."