FINANCE AND ADMINISTRATION DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES DIVISION OF ENGINEERING AND CONTRACT ADMINISTRATION



REQUEST FOR BID NO. RFB-15-25 HVAC UPGRADES HAZARD COMMUNITY & TECHNICAL COLLEGE KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM HAZARD, KENTUCKY

> Agency: 470 Fund: CAWH



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### RFB-15-25 HVAC UPGRADES HAZARD COMMUNITY & TECHNICAL COLLEGE KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM HAZARD, KENTUCKY

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**IMPORTANT:** Please follow current state health and safety guidelines for all Commonwealth of Kentucky construction projects. All information and/or instructions will be in the Notice to Contractors and Advertisement for Bids.

Contractors must electronically submit their Bid Documents under the corresponding Solicitation in Vendor Self Service VSS for it to be received.

# HOW TO SUBMIT AN ONLINE RESPONSE THROUGH THE KENTUCKY VENDOR SELF SERVICE (VSS) FOR CAPITAL CONSTRUCTION

# Go to http://vss.ky.gov

# Log in or Sign up

Commonwealth o	of Kentucky			User ID	Password  Sign In Forgot Password?	Need an Account? Sign Up
Welcome to K	entucky's Vendor Self Servic	e				
		Wha	t would you like to do ?			
<	Register Your Vendor Account	View Latest Announcements	Download Vendor Forms and Quick Reference Guides	Contact Us	View Publist Solicitation	hed Is
			• • • • • • • • •			
Once you complete	Re the registration process, you'll onjor having immedi	gister a new vendor account, or find a ate access to your account information, interacting with	and activate your existing vendor account our buyers and the rest of the vendor community, and being m	already on file.	pr Monities. Start the process now by s	igning up as a user.

From the Home page, navigate to the Published Solicitations in one of the following ways: i) Click the **Published Solicitations** icon.

Commonwealth of Kentucky						<b>↑ 0</b>
My Responses	Agreements	Scheduled Payments	Check/EFTs	Account Maintenance	Published Solicitations	
Account Summary			My Account	Announcements		
Primary Account Administr	trator			Date 🗢		Message
Name: 1 Email: 2					No Records I	Found
Primary Account Administr Name: ! Email: : Phone:	trator			Date 🗢	No Records I	Message Found

Locate the desired solicitation.

- You may search by the following fields:
  - o Show Me (Open, Closing Soon, Recently Published, Recent Amendments, Recent Awards)
  - Category (Agricultural, Animal Related, Clothing, etc.) this is not required and may not always be available

• Type (P3 Notice, Request for Bids, Request for Information, Request for Proposals, Request for Quotes)

- Keyword Search (can search by Solicitation ID, Solicitation Description, Agency, and Buyer)
- Status (Awarded, Closed, Amended, Open, Reopened, Cancelled)

Commonwealth of Kentucky			↑ 0 <b>(</b>
ublished Solicitations			← 8a
~ Search			@
Show Me Open  V		Keyword Search (Solicitation ID, Description, Buyer, etc.) *	
Category V		Status v	
Type			
			Search Reset
		-	
Grid Actions 🗸	-		💿 t+ 💷
1 - 2 of 2 Records	View per Page	e- <b>20</b> 50 100	< < Page1of1 > >
Description	Department / Buyer 🗢	Solicitation Number / Type / Category 🗢	Closing Date and Time/Status 🗢
Version 3 - 4 lines	Office Of The Controller	RFB-758-2300000393-3	03/27/2023 01:30 PM EDT Respond
	Shelby Luby	Request for Bids (RFB)	4 Days, 00:06:37

In the **Solicitation Number / Type / Category** column, click the solicitation number link to view the details of the solicitation.

		e	iii ↓† @
View per Page - 20	50 100	« < Pag	elofl > >
Department / Buyer 👙	Solicitation Number / Type / Category 💠	Closing Date and Time/Status 💠	
Office Of The Controller	RFB-758-2300000385-1	03/14/2023 01:30 PM EDT	Respond
Shelby Luby	Request for Bids (RFB)	0 Days, 03:31:54	
		Open	
	View per Page -	View per Page - 20 50 100 Department / Buyer	View per Pape       50       100       < < < < Page

Review the solicitation details. Make certain to review each tab, especially the Attachments tab, and check the requirements and documentation associated with the bid requirements. There may be documents that must be completed and uploaded in order for your bid to be deemed responsive.

Solicitation View	v Page (RFB)						$\Rightarrow^{\rm L}_{\bf K}$ Respond Online	← Back
Document ID: RFB-758-23000003	85-1   Time Left : 0 Days, 03:28:2	4						
General Information	Commodity Lines	Attachments	Solicitation Instructions	Evaluation Criteria	Events			
× Buver Information						^		
Buver Name				Buyer Email				
Buyer Phone								
<ul> <li>Important Dates</li> </ul>								
Issue Date 03/13/2023				Closing Date 03/14/2023 01:30 PM EDT				
Bid Opening Date				Last Amended				
<ul> <li>Department Informati</li> </ul>	ion							
Category -				Type Request for Bids				
Document Department				Status				

#### Click *Respond Online* to create a Solicitation Response.

Solicitation View Page (RFB) Document 10: RF6-758-2300000385-1   Time Left : 0 Days, 03.26.39							☆ Respond Online ← Back
General Information	Commodity Lines	Attachments	Solicitation Instructions	Evaluation Criteria	Events	~	

## Step 1. Select Lines

On the Select Lines Step, there will only be one line for Construction Solicitations, and you will select that line and click *Continue*.



# Step 2. Respond to Lines

All construction solicitations will be for a line type requesting a Contract Amount. You will enter **\$0.00** (zero) in the Contract Amount. Your Lump Sum Bid Amount and Alternates (if required) will be recorded on the Official Bid Document (located at <u>www.stateofkyprojects.com</u>) and uploaded as an attachment as instructed under *"Step 5. Add Attachments"*. No other fields will be required. Click *Continue.* 

Solicitation Res	sponse (SR)		- < P	revious Continue > Save & Close Exit
SR-758-ESR2300001799	Ę			
1 Select Lines to Respond	Respond To Lines		(5) Add Attachments (6) Review i	& Submit
				Number of Lines: 3
Line Number	Commodity Line Details	My Offer		
1	Commodity Description CL1 Commodity Specifications	Response Type Bid Pre Fixed Line No Alternate Specs Submitted No	Contract Amount Pre Fixed Line Amount -	Additional Specs
		comments		Þ

# Step 3. Checklist/Scoring Criteria

Not Applicable for Construction Bids. Click Continue.



## **Step 4. Enter General Comments**

Not Applicable for Construction Bids. Click Continue.



# Step 5. Add Attachments

• Click Add Attachments.

1 Select Lines	2 Respond To Lines	3 Respond T	To Criteria 4	Enter Discounts & Comments	5 Add Attac	hments		6	>
							🕜 Add	Attachm	ents
i If you have files that you	wish to include as part of your response	se, click the Add Attachments	button.						$\times$
0 Records		View per Page - 20 5	0 100			« «	Page 0 of 0	>	*
File Name	Date	User ID	Attachment Type		Description				
	No Records Found								

 Click *Browse* on the Attachments page to locate your Completed Official Bid Documents and 5% Bid Bond (if Required) Once all files are selected, click *Upload*. Documents are limited to ten (10) at one time.

Att	achments			×
0	Successfully uploaded 1 file			$\times$
Uple	pad			_
	Dn	р ор	Browse	
			Upload Clos	e

• Maximum Attachment Size per file is 65000 KB

- Verify the "Successfully Uploaded File" message displays. Click Close.
- Review the attached file(s). Click *Add Attachments* to add a new file. Click *Delete* to remove a file.

< 1 Select Lines	2 Respond To Lines	3 Respond To Cri	iteria 4 Enter Discounts & Comments	5 Add Attachments6	>
				🖉 Add Attachmer	nts
i If you have files that y	rou wish to include as part of your response, c	lick the Add Attachments buttor	ı.		$\times$
1 - 1 of 1 Records		View per Page - 20 50	100	« < Page 1 of 1 >	*
File Name	Date	User ID	Attachment Type	Description	
goodegear.xlsx	02/01/2022	goodevendor	Standard	Delete	

• If all files are attached, click *Continue* to proceed to the next step.



## Step 6. Review and Submit

Review all information entered. If all information is correct, click *Submit Response*.

Solicitation Response (SR)	Previous	Submit Response	Save & Close	Exit	]:	
SR-758-ESR2300001862						
2 Respond To Lines 3 Checklist/Scoring Criteria	(4) Enter General (5) Add Attachments (6) Ref	wiew & Submit				
<ul> <li>Response Summary</li> </ul>						
Response ID ESR2300001862	Legal Name Leia Organa					
Vendor Customer Code KS0016176	Response Status Draft					
Response Total Attachment Count	Response Date 03/21/2023					
Response Time 02:42 PM	Responded By User ID lorgana					
First Name Leia	Last Name Organa					

Verify the "*Thank you for your response. It has been successfully submitted*." message displays. All responses will be listed. If you do not see your solicitation ID listed, you may enter the solicitation ID in the Keyword Search. A successful submission will have a **Response Status** of *Accepted*.

#### An email notification will be sent to verity that your response was accepted.

NO	Thu 1/27/2022 2:01 PM noreplyVSS@lacity.org ADVMAIL: RESPONSE HAS BEEN ACCEPTED	
We removed	:d extra line breaks from this message.	^
EXTERNAL S EXPÉDITEUI provient d'u	SENDER: Do not click any links or open any attachments unless you trust the sender and know the content is safe. IR EXTERNE: Ne cliquez sur aucun lien et n'ouvrez aucune pièce jointe à moins qu'ils ne proviennent d'un expéditeur fiable, ou que vous ayez l'assurance que le contenu une source sûre.	
Alex Goode	e:	
This messag	ge is to notify you that your response to the following Solicitation has been accepted by City of LA's Vendor Self Service.	
Solicitation Solicitation Description Response II Headquarte Location Na	i Details: 1: RFB 40 22000910040 1: SCBA, Parts, Titan - requires catalog Closing Date/Closing Time:2022-02-04/12:00:00 Your Response Details: D : SR 40 ESR20220106000001785-1 Total Bid : 129634.15 Web Response Date/Web Response Time : 2022-01-27/10:39:22 Your Location Details: ers Legal Name : Goode Vendor ame : Goode Vendor	

If you have questions, please contact the City of Los Angeles at askVSS@lacity.org. Please include your vendor code in the subject.

If you do not receive an email notification, you may still check the status of your bid submission by following the steps as listed in the following section, "Solicitation Responses."

If your submission was not successfully submitted, you may reach out to the Customer Resource Center help desk for assistance by email at Finance.CRCGroup@ky.gov or by phone at 502-564-9641 or toll-free at 877-973-4357.

### SOLICITATION RESPONSES

Responses may be viewed on the **My Responses** section. Additional information may be found in the *How to Locate a Response for a Business Opportunity* guide (available on the VSS website under **Download Vendor Forms**).

### How to View Your Responses

Log in to VSS.

From the Home page, use one of the following methods to access the **My Responses** page

#### i) On the Home page, click **My Reponses**.

≡	Commonwealth of Kentucky						♠ 0 🔒
1 (6) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	My Responses	Agreements	Scheduled Payments	Check/EFTs	Account Maintenance	Published Solicitations	
	Account Summa	ry		My Account	Announcements	6	

The **My Responses** page displays all the responses for your vendor code.

The **Link to Response** column has a link to view the response. Click the link to view.

The **Response Status** column shows the status of your responses. Only *Accepted* statuses are successfully submitted responses.

responses						
Search						
ow Me			Keyword Search			
	*					
sponse ID			Solicitation			
Chalue I						
sponse status	~					
						Count David
						Reset
			<u>x</u>			
Grid Actions 🖂						<b>Ei</b> III 4† §
			per Page - 20 50 100			and the Developed and
I - 2 of 2 Records		View				< < PageToTT > .
- 2 of 2 Records	Response Status 🗢	Response Date 💠	Solicitation ID \$	Status 💠	Closing Date 🗢	Created By \$
1 - 2 of 2 Records Link to Response \$ SR-758-ESR2300001862-1	Response Status 🗢	Response Date 🗢	Solicitation ID \$	Status 🗢 Open	Closing Date 🗢 03/23/2023 01:30 PM EDT	Created By \$

1. Click My Responses from the Home Page 2. Click the Highlighted SR Link for the corresponding response. 3. Click Withdraw Response or Discard from within the 3 Dot Menu.