

Oldham County Schools - Revised Bidding Instructions

Due to health safety precautions and meeting restrictions related to COVID-19, the bid opening for this project will be closed to public attendance and conducted via a virtual bid opening. Bidders are recommended to follow social-distancing guidelines and will be permitted to submit bid documents electronically in accordance with the following electronic bid submittal instructions. Oldham County Schools appreciates your time and effort in preparing a bid.

Electronic bid submittals guidelines shall not supersede any requirements of the specifications or contract document. Any general contractors not comfortable or capable of electronic bid submission will still have the opportunity to bid through tradition "hard copy" sealed bid submittal. Bid box will be located in the "Crosskeys Blvd." entrance vestibule at Oldham County Schools/Central Office; 6165 West Highway 146, Crestwood, KY 40016.

**All Sealed bids (Electronic or Hard Copy) will be received until:
Thursday, June 17th, 2021 at 11:00am**

Instructions for Electronic Bid Submissions

- I. Electronic Bid Submission is defined as the prospective bidder's access for the purpose of submitting formal sealed bids/proposals to Oldham County Schools by electronic mail.
- II. Bids/proposals shall be submitted to: bids@oldham.kyschools.us
(This is a confidential, reserved address for bid/proposal submittal only. All other communications should be addressed specific to the intended recipient.)
- III. The "Subject Line" of the email transmittal should be:
"Fuel Bid June 2021"
- IV. The message body shall contain the company/individuals name, point of contact address, phone number and email addresses. Electronic bid/proposal formats shall be any combination of the following formats: PDF, Microsoft Word, and Microsoft Excel. Multiple document submissions shall be submitted in one single email message. Example; *FormofProposal.doc, BidSecurity.PDF, UnitsPrices.xls* shall all be included in one email.
- V. Any bids received after the listed closing date and time shall not be considered. Oldham County Schools is not responsible for equipment or software failure that may cause delay or non-delivery.
- VI. Oldham County Schools is not responsible for electronic bids/proposals containing viruses that cannot be eradicated, or that are corrupted as a result.
- VII. At the appointed bid/proposal closing date and time, Oldham County Schools, Director of Transportation will collect paper submissions and download the applicable contents of the reserved mailbox.
- VIII. Contractors and entities wishing to witness the bid opening may request an invitation by emailing "**Fuel Bid June 2021**" to jeffrey.webb@oldham.kyschools.us a reply email will contain a link to the virtual bid opening.
- IX. The Virtual Bid Opening will begin at approximately 11am, June 17th, 2021. At which time the Oldham County Schools, Director of Transportation will open and in a public manner read aloud the submitting company name, recognized addenda, and inclusion of bid security, base bids, and any alternates.
- X. Upon conclusion of the bid opening the virtual meeting will be concluded at the apparent low bidder will be contacted directly to coordinate the submittal of post bid documentation and the performance of any due diligence.

Oldham County Schools reserves the right to reject any or all bids for cause or failure to comply with the contract documents as outline in the specifications.