



University of
Kentucky

How to do Business with the University of Kentucky

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Agenda

<https://purchasing.uky.edu/>

Introduction

University of Kentucky Overview

Procurement Process

Commodities and Services

Construction Procurement Process

UK HealthCare

How to Submit a Bid or Proposal

Economic Inclusion

Questions and Answers



University of Kentucky Overview

- Founded in 1865 as a land-grant institution and currently occupies 918 acres adjacent to downtown Lexington, Kentucky.
- 34,070 students and approximately 24,285 employees, including 2,995 full-time faculty.
- Annual budget of nearly \$6.8 billion.
- Considered the state's flagship University and consists of 16 academic and professional colleges with more than 200 majors and degree programs at the undergraduate and graduate levels.
- The student body represents more than 100 countries, every state in the nation, and all 120 Kentucky counties.
- \$479.3 million in grant and contract awards in FY 2023.
- 161 patent applications in FY 2023.

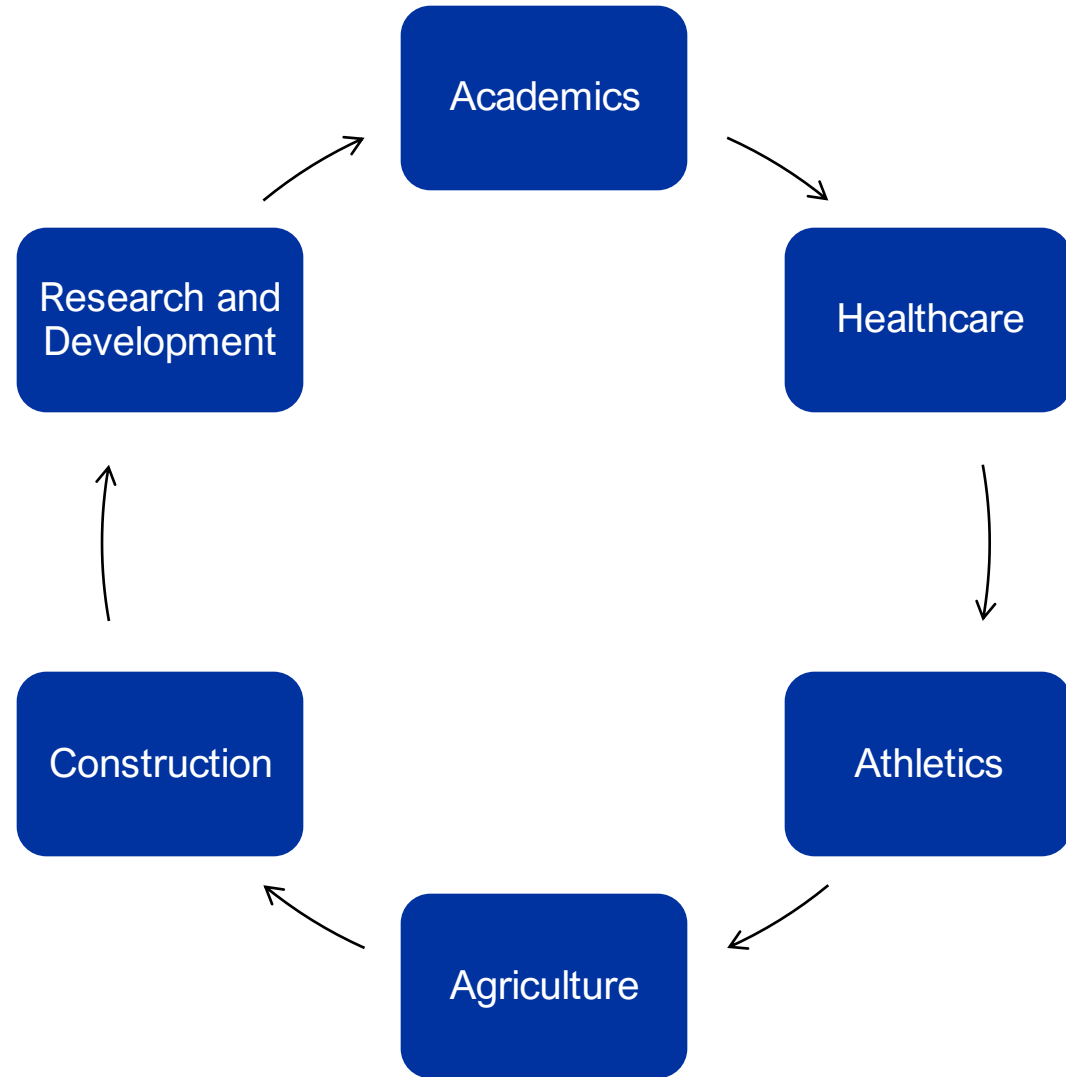
Procurement Process

- \$875 million in addressable spend
- \$1.4 billion under management
- \$40K and over formal Bid or Proposal
 - Invitation for Bids
 - RFP

Open Bids and Opportunities at
purchasing.uky.edu/bid-and-proposal-opportunities



Expenditure Categories



Finding Commodity & Service Opportunities

- Invitation for Bids
- Request for Proposal
- Request for Information
- Request for Quotes



purchasing.uky.edu/bid-and-proposal-opportunities



How to Submit a Bid

Bid Forms

- Invitation for Bid (IFB)
- Request for Proposal (RFP)

Note: Bids are due no later than 3:00 p.m. Lexington time at address below on the due date indicated on solicitation.

University of Kentucky Procurement Services

411 S. Limestone, Room 322 Frank D. Peterson Service Building

Lexington, Kentucky 40506





INVITATION FOR BID

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

INVITATION NO.: RETURN ONE ORIGINAL COPY AND ONE USB DRIVE OF BID TO: UNIVERSITY OF KENTUCKY PROCUREMENT SERVICES BID DESK, BID #, BID DATE, 322 PETERSON SERVICE BLDG., 411 South Limestone, LEXINGTON, KY 40506-0005

IMPORTANT: BIDS MUST BE RECEIVED BY 00-00-00 @ 3:00 P.M. LEXINGTON, KY TIME

The University's General Terms and Conditions and Instructions to Bidders, viewable at https://purchasing.uky.edu/bid-and-proposal-opportunities, apply to the IFB. When the RFP includes construction services, the University's General Conditions and Special Conditions for Construction and Instructions to Bidders, viewable at https://purchasing.uky.edu/bid-and-proposal-opportunities, apply to the IFB.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

- I hereby swear (or affirm) under the penalty for false swearing as provided by Kentucky Revised Statutes (KRS) 523.040. That I am the bidder (if the bidder is an individual), a partner, (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation). That the attached bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Invitation for Bids, designed to limit independent bidding or competition and is in full compliance with KRS 45A.455. That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids. That the bidder is legally entitled to enter into contracts with the University of Kentucky and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 164.390, 45A.330 to 45A.340. That the Bidders, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sales and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award. That I have fully informed myself regarding the accuracy of the statement made above.

COLLUSION PROHIBITED

Any agreement or collusion among bidders or prospective bidders which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from bidding, or otherwise, is prohibited, in accordance with KRS 45A.325.

SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS

In accordance with KRS 45A.110(2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The contractor, by signing and submitting a bid on this invitation, agrees as required by KRS 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of these statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the University by the successful contractor prior to the award of a contract.

ALL BIDS ARE TO BE " F.O.B. DESTINATION - FREIGHT PREPAID AND ALLOWED"

THIS AREA MUST BE COMPLETED

Table with columns: DELIVERY AFTER RECEIPT OF ORDER, NAME OF COMPANY, PHONE, FEDERAL EMPLOYER ID NO., ADDRESS, FAX, PAYMENT TERMS, ADDRESS, E-MAIL, SHIPPING TERMS: F.O.B. DESTINATION - PREPAID AND ALLOWED, CITY, STATE & ZIP CODE, WEB ADDRESS, DUNS #, SIGNATURE, DATE.

SIGNATURE REQUIRED: This bid cannot be considered valid unless signed and dated by an authorized agent of the bidder. Type or print the information requested in the spaces provided.

Revised August 23, 2023

An Equal Opportunity University



Request for Proposal UK-0000-00 Proposal Due Date - 00/00/00

[NAME OF RFP]



REQUEST FOR PROPOSAL (RFP)

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

PROPOSAL NO.: RETURN ORIGINAL COPY OF PROPOSAL TO: UNIVERSITY OF KENTUCKY PROCUREMENT SERVICES 411 S. Limestone ROOM 322 PETERSON SERVICE BLDG. LEXINGTON, KY 40506-0005

IMPORTANT: PROPOSALS MUST BE RECEIVED BY: XX/XX/20XX 3 P.M. LEXINGTON, KY TIME.

NOTICE OF REQUIREMENTS

- 1. The University's General Terms and Conditions and Instructions to Bidders, viewable at https://purchasing.uky.edu/bid-and-proposal-opportunities, apply to this RFP. When the RFP includes construction services, the University's General Conditions and Special Conditions for Construction and Instructions to Bidders, viewable at https://purchasing.uky.edu/bid-and-proposal-opportunities, apply to the RFP. 2. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky. 3. Any agreement or collusion among offerors or prospective offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited. 4. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

- I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040. That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation). That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the RFP, designed to limit independent bidding or competition. That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP. That the offeror is legally entitled to enter into contracts with the University of Kentucky and is not in violation of any prohibited conflict of interest, including but not limited to, those prohibited by the provisions of KRS 45A.330 to 340, and 164.380. That the offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award. That I have fully informed myself regarding the accuracy of the statement made above.

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In accordance with KR45A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

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CERTIFICATION OF NON-SEGREGATED FACILITIES

The contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.

Table with columns: DELIVERY TIME, NAME OF COMPANY, DUNS #, PROPOSAL FIRM THROUGH, ADDRESS, Phone/Fax, PAYMENT TERMS, CITY, STATE & ZIP CODE, E-MAIL, SHIPPING TERMS: F.O.B. DESTINATION PREPAID AND ALLOWED FEDERAL EMPLOYER ID NO., TYPED OR PRINTED NAME, WEB ADDRESS, SIGNATURE, DATE.

Revised February 1, 2024



UK MRO Supplies & Services Team

David Stefanic

Category Specialist

Ken Scott

Category Specialist

Patricia Pflug

Contracting Officer

Brian Schwegman

Contracting Officer

322 Frank D. Peterson Service Building
411 S. Limestone
Lexington, KY 40506
859-257-9100
<https://purchasing.uky.edu/>

What is MRO?

Maintenance

- Supplies needed for the University to conduct the repairs throughout campus.
 - Supplies and parts for plumbing, electrical, HVAC, painting, flooring, drywall, controls/fire suppression, and janitorial.

Repairs

- Services conducted on the University's property by the staff or outsourced to contracted vendors.
 - Mechanical, Plumbing, Painting, Landscaping, Electrical, Flooring, and janitorial.

Operations

- Maintaining a fully functioning campus.
 - Preventive Maintenance, Utilities, Physical Plant Maintenance

Construction Procurement Process


- Construction
 - IFB
 - RFP
 - General Contractor
 - Construction Manager at Risk
- Personal Services Contracts/Per Diem
 - Bid Threshold Requirement is 10K
 - **Open Bids and Opportunities at <https://purchasing.uky.edu/>**





Lynn Imaging Services

BID OPPORTUNITIES



Amanda Schoonover, Hon. AIA, CSI, CDT
amanda@lynnimaging.com
502-376-9860





<https://www.lynnimaging.com/contact-us/>

CONTACT INFORMATION

DELIVERY AND SHIPPING

- Lexington, 859.226.5837
- Louisville, 502.499.8400

EQUIPMENT

- Printer Service, Mike Ping 859.226.5813
- Printer Sales, Tommy Philpot 502.376.1405

GENERAL OFFICE

- Customer Service, 859.255.1021
- Account & Payments, 859.226.5815
- HR Dept, Troy Renner 859.226.5822

ONLINE PLAN ROOM, PLANS, & SPECS

- Lexington, Customer Service, 859.255.1021
- Louisville, Customer Service, 800.888.0693

TECHNOLOGY

- Director of Software Technology, Amanda Schoonover 502.376.9860
- Project Information Manager, Tonya Thomason 859.619.5841

MARKETING

- Marketing Director, Cherie Davis, 859.226.5816

Lexington
328 Old Vine Street
Lexington, KY 40507
859.255.1021

Louisville
11460 Bluegrass Parkway
Louisville, KY 40299
502.499.8400

Monster Color
432 Old Vine Street
Lexington, KY 40507
859.226.5840

800.888.0693

LynnImaging.com

Monster-Color.com

How to Submit a Bid

Bid Forms

- Form of Proposal
- Determination of Responsibility

Note: Bids are due no later than 3:00 p.m. Lexington time at address below on the due date indicated on solicitation.

University of Kentucky Procurement Services
411 S. Limestone,
Room 322 Frank D. Peterson Service Building
Lexington, Kentucky 40506



004100B01

UNIVERSITY OF KENTUCKY
CAPITAL CONSTRUCTION PROCUREMENT SECTION
FORM OF PROPOSAL

Project No. 0000.0 Project Title: Example Title

Purchasing Officer: Matt Spalding

NOTE: The following Form of Proposal shall be followed exactly in submitting a proposal for this work. If this copy is lost, an additional copy will be furnished upon written request to the authority issuing Contract Documents.

This Proposal is submitted by: _____
(NAME AND ADDRESS OF BIDDER)

Date: _____

Telephone: _____

TO: BID CLERK UNIVERSITY OF KENTUCKY
CAPITAL CONSTRUCTION PROCUREMENT
RM. 322 SERVICE BUILDING
LEXINGTON, KY. 40506-0005
INVITATION TO BID: CCK
BID OPENING DATE: January 1, 2015
TIME 3:00 P.M. E.D.T.

The Bidder, in compliance with your Invitation for Bids for the above referenced Project, having carefully examined the site of the Work, the Drawings and complete Contract Documents as defined in Article I of the General Conditions, as well as the Specifications affecting the work as prepared by the Consultant, hereby proposes to furnish all labor, materials, supplies and services required to construct the Project in accordance with the Contract Documents, within the time set forth therein, and at the price stated below without qualification.

The Bidder hereby acknowledges receipt of the following Addenda:

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

(Here insert the number and date of any Addenda issued and received. If none has been issued and received, the word NONE should be inserted.)

FP-1

FOR INFORMATION PURPOSES ONLY – OBTAIN ORIGINAL FROM PURCHASING

004100B01 Form of Proposal
Dated: 04/2021
Applies to: All Projects
University of Kentucky

005000B03 DETERMINATION OF RESPONSIBILITY

UNIVERSITY OF KENTUCKY
CAPITAL CONSTRUCTION PROCUREMENT SECTION

CONTRACTOR/BIDDER
DETERMINATION OF RESPONSIBILITY

1. Purpose

The Commonwealth of Kentucky Model Procurement Code (KRS 45A.080) requires that a contract be awarded to the lowest responsive and responsible bidder whose bid offers the best value. KRS 45A.070(6) defines "Responsible bidder or offeror "as" a person who has the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance," and "Best value" as "a Procurement in which the decision is based on the primary objective of meeting the specific business requirements and best interests of the Commonwealth." The information requested in this document is to be used to evaluate the "responsibility" by verifying the apparent low bidder:

- (a) Has adequate financial resources (in working capital and bonding capacity) in relation to the scope and dollar amount of the project or the ability to secure such resources.
- (b) Has the experience, organization, technical qualification, available personnel resources, and has or can acquire the equipment necessary to perform the scope of work bid.
- (c) Is able to comply with the required performance schedule or completion date, taking into account existing commitments (i.e., capacity); and
- (d) Has a satisfactory record of performance, integrity, judgment, and skills to complete the project bid.

The information provided must verify that the bidding firm has a sufficient level of expertise, experience, financial stability, and personnel resources to qualify the firm as being "responsible" prior to proceeding with an award of Contract. The determination of the firm's capability and responsibility will be made as fairly and honestly as possible using a reasonable exercise of sound judgment and discretion in the review of information provided or otherwise secured through references or other sources.

2. Application Submittal

The low responsive Bidder must complete the information requested by typing or clearly printing responses in ink. All information requested must be provided. If a question does not apply, insert "NA" for not applicable. The University of Kentucky reserves the right to request supplemental information to fully determine responsibility of the Bidder. The Bidder agrees to provide supplemental information, if requested by the University.

3. Insurance Requirements

The Successful Bidder will be required to provide proof of insurance indicating current liability coverages, including workers compensation, with limits equal to or exceeding the amounts required by the bid documents. Additionally, builders risk coverage equal to the Contract amount will be required of the successful contractor.

*NOTE: Pursuant to KRS 45A. 110, except as otherwise provided under the Open Records Act and any other applicable law, the Bidder has the right of nondisclosure to the public of certain information required by this submittal. If the Bidder wishes nondisclosure of certain information, he/she shall enclose the confidential information in a separate envelope marked CONFIDENTIAL and forward it with the information and other submittals required by this document. If this is not done, he/she waives the right of nondisclosure of this information and the signing of the Bid Proposal shall constitute written waiver of that right.

005000B03 DETERMINATION OF RESPONSIBILITY
Dated: 04/2021
Applies to: All Projects
University of Kentucky

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University of Kentucky Projects 2024/TBD

- Health Education Building
- Ambulatory Cancer Center
- White Hall Classroom Building
- Barnhart Building
- Scovell Hall
- Funkhouser Building
- UK HealthCare Expansion





UK HealthCare Facilities

- Albert B. Chandler Hospital
- Children's Hospital
- Barnstable Brown Diabetes Center
- Kentucky Neuroscience Institute
- Gill Heart & Vascular Institute
- Markey Cancer Center
- Ambulatory Care Centers
- UK Good Samaritan Hospital
- UK King's Daughters

Vendormate Credentialing Support



Hospital Staff Support:

Email: support@vendormate.com

Phone: 888-476-0377

Hours: 8 AM – 8 PM EST Monday - Friday

Support Center:

http://www.ghx.com/GHX_Learning_Center/Help/VendormateCredentialing_Provider/

- Vendor Program Overview
- Vendor Sign In and Sign Out
- Checking the Status of a Vendor
- Creating Appointments
- Navigation
- Kiosk Set up

Vendor Support Contact Information

Submit a case: <http://ghx.com/customer-care/>

Phone: 888-476-0377

Hours: 8 AM – 8 PM EST Monday - Friday

Support Center:

http://www.ghx.com/GHX_Learning_Center/Help/VendormateCredentialing_Supplier/Content/Welcome.htm

- Vendor Registration
- Uploading Documents
- Signing In & Out
- Checking Compliance



Working with Group Purchasing Organizations

vizient[™]



For more information go to
<https://www.vizientinc.com/>

For more information contact the
Vizient Economic Inclusion Team at
supplierdiversity@vizient.com

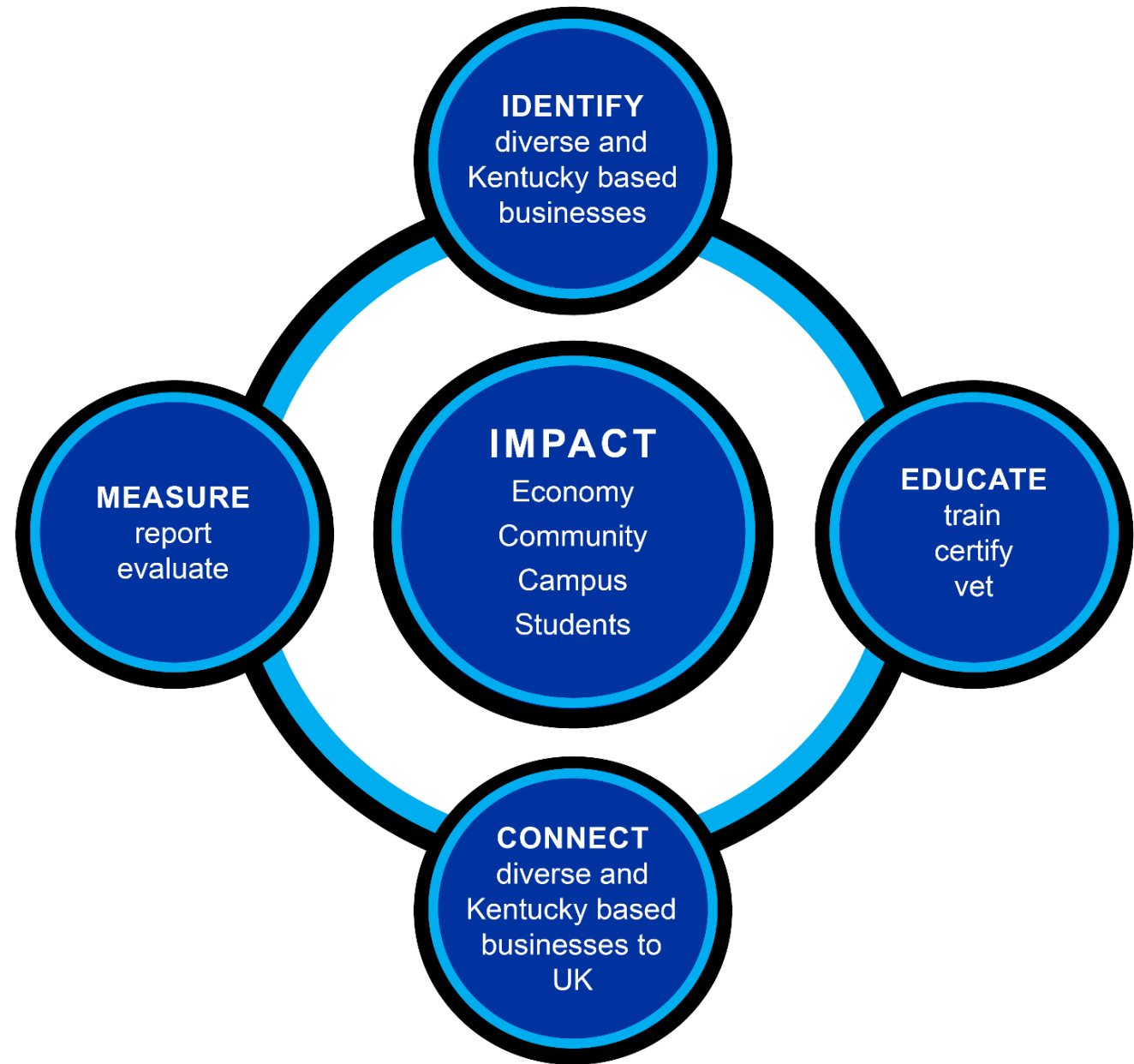




Economic Inclusion

Marilyn Clark, Economic Inclusion Manager
Marilyn.Clark@uky.edu

Economic Inclusion Impact Model



Inclusion Process for Construction Projects



Kentucky Minority-Owned Business Database Now Available Through the Kentucky Chamber Foundation



THE CENTER FOR
**DIVERSITY,
EQUITY &
INCLUSION**

Powered by
Kentucky Chamber
Foundation

**THE FIRST-EVER
ONE-STOP SHOP**

*Including All Kentucky Certified
Minority-Owned Businesses*

VISIT WWW.MBDKY.COM TO LEARN MORE

The Kentucky Chamber Foundation's Center for Diversity, Equity, and Inclusion has launched a first of its kind database for our Commonwealth and nation, serving as a one-stop shop to find minority-owned businesses to meet your procurement needs. The Kentucky Minority-Owned Business Database is free to access with no logins or registrations required.



Turner-UK Construction Diversity Accelerator Program

- In collaboration with the KY APEX Accelerator
- 10-week program for minority, women, veteran-owned companies designed to give them the technical skills to become competitive in the construction industry.
- Experiential learning including a mock bid presentation before a panel of judges.
- Classes held on UK's campus.
- **Applications open soon for 2025 cohort**



In collaboration with:



Questions?

Contact Us:

UK Procurement Services
322 Peterson Service Building
411 South Limestone
Lexington, KY 40506
859-257-9100

<https://purchasing.uky.edu/>

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