JESSAMINE COUNTY
FISCAL COURT

WEBSITE DESIGN
2023

REQUEST FOR PROPOSAL

The Jessamine County Fiscal Court will receive sealed proposals for website design for Jessamine County Fiscal Court. Sealed proposals will be received until Monday, August 21, 2023 at 11:00 am at the Office of Jessamine County Judge/Executive, David K. West, 101 North Main Street, Nicholasville, KY. Specifications can be picked up at the Office of Jessamine County Judge/Executive, David K. West, 101 North Main Street, Nicholasville, KY or found at www.jessamineco.com. Jessamine County Fiscal Court reserves the right to reject any or all proposals.

Jessamine County Fiscal Court

Run: August 3, 2023
At a rate per linear inch, single column, solid nine point measure

Reciprocal Preference for Kentucky Resident Bidders

KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.
As used in KRS 45A.490 to 45A.494:
(1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
(2) "Public agency" has the same meaning as in KRS 61.805.

KRS 45A.492 Legislative declarations.
The General Assembly declares:
(1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
(2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.
(1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
(2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
(a) Is authorized to transact business in the Commonwealth; and
(b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
(3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
(4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
(5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
(6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
(7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
(8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400.

Method of Award

Best Value – Ranking Approach
Jessamine County Fiscal Court intends to award a Contract to the Vendor, whose offer, conforming to the Solicitation, is the most advantageous on the basis of "best value" for all products, services, and requirements contained herein.

An evaluation committee, or a designated individual, will evaluate the information provided by the Vendor in response to the established measurable criteria contained in the Solicitation.

Measurable Criteria:

Price	**95 Points**
Delivery	**5 Points**
TOTAL POINTS	**100 Points**

Each Vendor is responsible for submitting all relevant, factual and correct information with their offer to enable the evaluator(s) to afford each Vendor the maximum score based on the available data submitted by the Vendor. VENDOR SHALL ENTER UNIT PRICE AND TOTAL PRICE ON THE BID SHEET. If adequate space is not available, the Vendor must attach additional information that clearly cross-references the appropriate location in the solicitation (i.e. page number, paragraph, subject, etc.).

Vendors responding with the minimum Best Value requirements in this Solicitation shall not be credited with Best Value points. Vendors responding with greater than the minimum requirements shall receive Best Value points. Failure to provide adequate information will impact the evaluated points awarded to the Vendor.

Price (95 points)

The bidder with the lowest Price receives the maximum score. The bidder with the next lowest Price receives points by dividing the lowest Price by the next lowest price and multiplying that percentage by the available points. For example, 95 points is allocated to the lowest Price criteria for this procurement, Bidder "A" bids $3.00 as the lowest bidder and receives the maximum 95 points ($3.00 / $3.00 = 1.00 x 95 = 95). Assume Bidder "B" is the next lowest bidder at $4.00, then "B" receives 71.3 points ($3.00 / $4.00) = .75 x 95 = 71.25).

Delivery (5 points)
The bidder with the best delivery time receives the maximum score. The bidder with the next best delivery time receives points by dividing the best delivery by the next best delivery and multiplying that percentage by the available points. For example, 5 points is allocated to the best delivery time for this procurement, Bidder "A" bids 10 days as the best delivery time and receives the maximum 5 points (10 / 10 = 1.00 x 5 = 5). Assume Bidder "B" bids the next best delivery time 15 days, then "B" receives 3.33 points (10 / 15) = ..67 x 5 = 3.33).

Vendor shall enter best delivery time in working days: _____DAYS ARO

The Vendor agrees that when delivery is not made within the contracted due date, one percent (1%) per day shall be deducted from the Vendor's invoice for each day the Vendor fails to meet the contracted delivery date.

Best Value scoring is subject to **Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410). *Vendors not claiming resident bidder or qualified bidder status need not submit the corresponding affidavit.**

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING RESIDENT BIDDER STATUS

FOR BIDS AND CONTRACTS IN GENERAL:
The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
    a. Filed Kentucky corporate income taxes;
    b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
    c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

_____ _____
Signature Printed Name

_____ _____
Title Date

Company Name _____

Address _____

_____

_____

Subscribed and sworn to before me by _____ _____
(Affiant) (Title)

of _____ this _____day of _____,20___.
(Company Name)

_____
Notary Public

[seal of notary] My commission expires: _____

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING QUALIFIED BIDDER STATUS

FOR BIDS AND CONTRACTS IN GENERAL:

I. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding, and all subcontractors therein, meets the requirements to be considered a "qualified bidder" in accordance with 200 KAR 5:410(3); and will continue to comply with such requirements for the duration of any contract awarded. Please identify below the particular "qualified bidder" status claimed by the bidding entity.

_____ A nonprofit corporation that furthers the purposes of KRS Chapter 163

_____ Per KRS 45A.465(3), a "Qualified nonprofit agency for individuals with severe disabilities" means an organization that:
(a) Is organized and operated in the interest of individuals with severe disabilities; and
(b) Complies with any applicable occupational health and safety law of the United States and the Commonwealth; and
(c) In the manufacture or provision of products or services listed or purchased under KRS 45A.470, during the fiscal year employs individuals with severe disabilities for not less than seventy-five percent (75%) of the man hours of direct labor required for the manufacture or provision of the products or services; and
(d) Is registered and in good standing as a nonprofit organization with the Secretary of State.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of qualified bidder status. Failure to provide such documentation upon request may result in disqualification of the bidder or contract termination.

Signature	Printed Name
Title	Date

Company Name _____

Address _____

_____

OBJECTIVES:

Seeking a visually beautiful, highly effective and functional, user-friendly website featuring graphics that are quick to download. It must be mobile responsive, easy to maintain and grow and must deliver trackable results.

It must be ADA accessible

Successful vendor will be responsible for maintaining the website and making updates, changes in a timely and safe manner.

Jessamine County Fiscal Court will own all material including pictures associated with the website.

TABS TO BE CONSIDERED (additional may be added):

Transparency – advertisements, bids, ordinances, ethics code, budget, open records, etc.

Elected Officials – information and links to officials (Judge, County Attorney, Sheriff, Jailer, Coroner, County Clerk).

Departments – all county departments description, contact information.

Services – examples are Dead Animal Removal, etc.

Business – economic development, etc.

Popular Links – websites that would be beneficial to the viewer.

FAQ's – responses to popular questions viewers have.

Employment – application that is fillable, job vacancies, employee portal, employee benefits, manual, etc.

Life/Visit – calendar of events, tourism.

Document Center – forms from various departments.

PROPOSAL:

Please include four (4) copies of your proposal in a sealed envelope.

Your proposal should include your qualifications, previous experience, samples of your work and 3 references.

A committee of personnel chosen by Jessamine County Fiscal Court will be used to evaluate submittals and make recommendation.

Must include timeline for completion of website.

Must have a Jessamine County Occupational License and be in compliance.

Solicitation/Contract #: Website Design

JESSAMINE COUNTY FISCAL COURT
WEBSITE DESIGN

2023

Company Name _____

Contact Person _____

Company Phone Number _____

Company Address _____

Company Email Address _____

_____