INSURANCE REQUIREMENTS

West Kentucky Community and Technical College (WKCTC) is a member of the Kentucky Community and Technical College System (KCTCS). Contractors must furnish a certificate of insurance demonstrating the contractor maintains all insurance protection (including product liability insurance) at the contractor's expense.

Minimum liability coverage must be:

Public Liability—Comprehensive General Owners
Landlords and Tenants
Bodily Injury Liability
  Each Person $1,000,000
  Each Occurrence $1,000,000
Property Damage Liability $1,000,000
Products Liability
  Each Person $1,000,000
  Each Occurrence $1,000,000
Automobile Liability
Bodily Injury
  Each Person $1,000,000
  Each Occurrence $1,000,000
Personal Injury Liability
  Each Person $1,000,000
  Property Damage Liability $1,000,000
Worker's Compensation Statutory
  Employers Liability $500,000

KCTCS/College must be named as an additional insured on the contractor's comprehensive general liability policy. KCTCS/College maintains the right to terminate the contract immediately with written notice to the contractor in the event of failure by the contractor to maintain and/or enforce insurance coverage required by KCTCS/College. Modification of this requirement must be requested in writing with supporting statements, prior to the time of the bid/proposal submission. Copies of insurance certificates are to be furnished to the KCTCS Purchasing department at the following address:

KCTCS Purchasing
300 North Main Street
Versailles, KY 40383

WHO ACTUALLY MAKES THE BUYING COMMITMENTS?

West Kentucky Community and Technical College (WKCTC), as a college of KCTCS, has an assigned purchasing agent who will manage and facilitate all purchase orders with KCTCS/College. The only employees authorized to commit the college for purchases are the KCTCS assigned purchasing professionals. As such, KCTCS purchasing agents generate and route purchase orders.

The only exception to this is the college's purchasing card program. College employees who have received a purchasing card have the authority to make restricted purchases up to a specified dollar limit on their cards.

If a college purchasing card is not being used, vendors should always be sure to obtain a signed purchase order or authorized purchase order number before shipping or providing items/services to any college department.

For more information, clarification, or if you have any questions, please contact:

Jennifer Strout
Business Affairs Specialist

West Kentucky Community and Technical College
4810 Alben Barkley Drive
Paducah, KY 42201
Phone: (270) 534-3161
Fax: (270) 534-6301
E-mail: susan.graves@kctcs.edu

Appointment Hours are 8 - 11 a.m. and 1 - 3:30 p.m., Monday through Friday.

Cold calls are not encouraged.

KCTCS is an equal opportunity employer and educational institution.

PURCHASING TIP SHEET

Conducting Business with the Kentucky Community and Technical College System

West Kentucky Community & Technical College
HIGHER EDUCATION BEGINS HERE

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

Q&A PURCHASING POLICIES

SUPPLIER DIVERSITY INITIATIVE

One of the five goals of the Kentucky Community and Technical College System's (KCTCS) 2010-16 Strategic Plan is to cultivate diversity, multiculturalism and inclusion. To that outcome, West Kentucky Community and Technical College (WKCTC) is committed to using suppliers who reflect the diversity of the students attending WKCTC and the citizens of the Commonwealth of Kentucky. The business classifications used by WKCTC to define diverse suppliers include (but are not limited to): ethnic minority designation such as African-American, Hispanic-American, Asian-American, Native American or other minority ethnicities. WKCTC also considers the following as diverse suppliers: businesses owned by women, veterans or individuals with disabilities.

VENDOR SOLICITATION

Although it is not required by the College's purchasing department, vendors who desire to meet and discuss their company or products are encouraged to make an appointment. Vendors should be prepared to discuss their company's qualifications, capabilities, references, products and/or services, price and delivery.

Appointment hours are 8 - 11 a.m. and 1 - 3:30 p.m., Monday through Friday. ***Cold calls are not encouraged.***

BID PROPOSAL OPPORTUNITIES

KCTCS and its colleges are agencies of the Commonwealth of Kentucky, and maintained by the Commonwealth pursuant to Kentucky Revised Statutes, Section 164.580 through 164.600. WKCTC, as a college of KCTCS, is subject to the Kentucky Model Procurement Code, KRS 45A.

KCTCS Purchasing is vested with the responsibility for procurement of all goods and services in accordance with the above referenced procurement law, and for making the final determination of the source of supply for KCTCS' colleges. Please visit the KCTCS website for bid opportunities (kctcs.edu).

I'VE COMPLETED THE BIDDER'S APPLICATION FORM, RESPONDED TO A KCTCS SOLICITATION AND RECEIVED NOTICE OF A WINNING BID. NOW WHAT?

In the event your company is chosen as the winning bidder, you will be required to complete the KCTCS Substitute W-9 form in its entirety before a contract will be awarded. Without the completion of the KCTCS Substitute W-9 form, including the business classification, your company cannot be added to KCTCS' vendor list, from which payments are made.

HOW DO SUPPLIERS WHO DO NOT ACCEPT CREDIT CARDS BECOME ELIGIBLE TO DO BUSINESS WITH THE COLLEGE?

Your firm must be added to the KCTCS bid list. To be added, simply complete the Bidder's Application Form located on the KCTCS website (kctcs.edu).

The completion of the Bidder's Application form does not guarantee your firm's business with the College/KCTCS. Rather, completion of the Bidder's Application form places your firm on the list of companies the College or KCTCS may solicit a bid/proposal for a possible contract award. Therefore, it is important to complete the Bidder's Application form marking all products or services your company provides.

WHEN WILL A PAYMENT FOR AN INVOICE BE RECEIVED?

Payments are made within 30 days after the invoice is received, in accordance with KRS 45.453. Certain factors may delay payment such as receipt of incorrect items, incorrect invoices, invoices damaged through the mail or invoices sent to incorrect addresses. The College tries to resolve any issues with the vendor in an expedient manner to avoid delayed payment.

IN ORDER TO RECEIVE PAYMENT, AN INVOICE MUST BE SENT WHERE?

Invoices should reference the respective purchase order number and be forwarded to the "Bill To" address indicated on the purchase order. Invoices received without the purchase order referenced will result in a delay of payment.

HOW DOES ONE CHECK THE PAYMENT STATUS OF AN INVOICE?

To check payment status, you may contact the College's Business Office at (270) 534-3161. Please reference the purchase order number relating to the specific invoice.

IS THE COLLEGE TAX-EXEMPT?

Yes. The College is exempt from sales tax in the Commonwealth of Kentucky and is exempt from certain federal excise taxes. Requests from suppliers for tax exemption forms should be referred to the College's Business Office.

Tax exempt number: A20633.