Title: 27-13 Kenton County Golf Course Clubhouse Renovation and Expansion

RFP Date: October 27, 2026
Pre-Bid Meeting: Thursday, November 5, 2026 Non-Mandatory
Question Submission Deadline: Tuesday, November 17, 2026 5:00 pm
Question Response Deadline: Wednesday, November 18, 2026 5:00 pm
Bid Opening Date: November 24, 2026, 10:00 am
Please refer to the project timeline in this document for all important deadlines.

For more information, please visit our online supplier portal, located at
https://procurement.opengov.com/portal/kentoncounty

Introduction

1.1. Public Notice

The Kenton County Fiscal Court is seeking sealed proposals for the purchase of Kenton County Golf Course Clubhouse Renovation and Expansion for Kenton County Parks and Recreation, located at 3908 Richardson Rd, Independence, KY 41051. Bid documents are available on the Kenton County website at www.kentoncountyky.gov or may be obtained through Kenton County's eProcurement portal located at https://procurement.opengov.com/portal/kentoncounty. Bids must be submitted through the County's eProcurement portal at https://procurement.opengov.com/portal/kentoncounty/projects/319381 and received no later than 10:00 am on Tuesday, November 24, 2026.

KENTON COUNTY FISCAL COURT
KRIS A. KNOCHELMANN, JUDGE/EXECUTIVE

1.2. Timeline

Release Project Date:	October 27, 2026
Pre-Proposal Meeting (Non-Mandatory):	November 5, 2026, 10:00am Kenton County Golf Course Clubhouse, 3908 Richardson Rd, Independence, KY 41051
Question Submission Deadline:	November 17, 2026, 5:00pm
Question Response Deadline:	November 18, 2026, 5:00pm
Proposal Submission Deadline:	November 24, 2026, 10:00am

Information to Bidders

2.1. Important Instructions for Electronic Submittals

The County of Kenton is accepting electronic bid submissions. Bidders shall create a FREE account with OpenGov Procurement by signing up at https://procurement.opengov.com/signup. Once you have completed account registration, browse back to this page, click on "Draft Response", and follow the instructions to submit the electronic bid.

2.2. Scope of Work or Project Details

Please see the Attachments section for specifications and attachments.

2.3. Questions and Answers

Bidders/Offerors shall submit all inquiries regarding this bid via the county eProcurement Portal, located at https://procurement.opengov.com/portal/kentoncounty. Questions must be submitted by 5:00 pm on Tuesday, November 17, 2026. All answers will be posted on the County's eProcurement Portal no later than 5:00 pm on Wednesday, November 18, 2026. Questions will not be accepted after the deadline.

Bidders should also click “Follow” on this bid to receive an email notification when answers are posted. It is the responsibility of the bidder to check the website for answers to inquiries.

2.4. Bid Submission

Sealed bids are due no later than 10:00 am, on Tuesday, November 24, 2026, at which time they shall be opened in public. Bidders shall submit their proposals through the County's eProcurement Portal located at https://procurement.opengov.com/portal/kentoncounty/projects/319381.

Bids will automatically be unsealed at 10:00 am, on Tuesday, November 24, 2026, at which time they will be posted on the County's eProcurement Portal located at https://procurement.opengov.com/portal/kentoncounty/projects/319381.

Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. Kenton County strongly recommends completing your response well ahead of the deadline.

2.5. Bid/Proposal Preparation

Bids/Proposals must be submitted via the county eProcurement Portal https://procurement.opengov.com/portal/kentoncounty. All information and certifications called for must be furnished. Bids/Proposals submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of bids/proposals.

Any required documents or forms shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the bid. The bid shall include the legal name of the bidder, the complete mailing address, and be signed in blue ink by a person or persons legally authorized to bind the bidder/offeror to a contract. Name of person signing should be typed or printed below the signature.

2.6. Errors in Bids/Proposals

Bidders/Offers are cautioned to verify their bids/offers before submission. Negligence on the part of the bidder/offeror in preparing the bid/proposal confers no right for withdrawal or modification of the bid/proposal

after it has been opened. In case of error in the extension of prices in the bid/proposal, the unit prices will govern. All price extensions are to be checked by the buyer to insure the total bid/proposal is accurate.

It is the responsibility of the Bidder responding to the RFP to carefully examine the specifications and become totally informed regarding the requirements. There will be no additional allowances made after the award of this contract due to lack of knowledge of the requirements. References to brand names, models, and /or types of equipment, product, or commodity throughout this solicitation are representative of the equipment, product, and commodity desired by the Kenton County Fiscal Court. Vendors shall provide the specified equipment, product, or commodity, or an approved equivalent. The materials supplied must comply with these specifications and be satisfactory to the Kenton County Fiscal Court.

2.7. Incurred Costs

Kenton County will not be liable for any costs incurred by bidders/offers in replying to this Request for Bids/Proposals.

Terms and Conditions

3.1. Authority

This Request for Bid/Proposals is issued pursuant to applicable provisions of the Kenton County Purchasing Ordinance 121.46.

3.2. Reserved Rights

Kenton County reserves the right at any time and for any reason to cancel this Request for Bids/Proposals, accept or reject any or all bids/proposals or any portion thereof, or to accept an alternate bid/proposal. Kenton County reserves the right to waive any immaterial defect in any bid. Kenton County may seek clarification from any bidder/offeror at any time and failure to respond promptly is cause for rejection.

3.3. Incurred Costs

Kenton County will not be liable for any costs incurred by bidders/offers in replying to this Request for Bids/Proposals.

3.4. Award

It is the intent of Kenton County to award a contract to the lowest responsible bidder/offeror meeting specifications. Kenton County reserves the right to determine the lowest responsible bid/offer on the basis of an individual item, groups of items, or in any way determined to be in the best interests of Kenton County. Award will be based on the following factors (where applicable):

A. adherence to all conditions and requirements of the bid/proposal specifications;

B. price;

C. qualifications of the bidder/offeror, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities;

D. delivery or completion date;

E. product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing;

F. maintenance costs and warranty provisions; and

G. repurchase or residual value.

Bids/proposals accepted by the Kenton County Fiscal Court will be available to all local municipalities in Boone, Campbell and Kenton Counties.

3.5. Pricing

The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.

3.6. Discounts

Prices quoted must be net after deducing all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.

3.7. Occupational Licenses

All Bidders/Offerors must have or obtain a Kenton County and Cities Occupational License prior to performing any work in Kenton County or any of it's Cities, Kenton County Ordinance 225.19, Section III (a). Bidders/Offerors must be in full compliance with all Kenton County and Cities' Occupational License Ordinances (KENTON COUNTY FISCAL COURT ORDINANCES 78-6-1, 220.8, 223.0, 223.7, 225.19, 225.25) prior to awarding of a contract. Kenton County shall have the right to reject any bids/offers from Bidders/Offerors that are not in compliance with Kenton County and Cities' Occupational License Ordinances.

3.8. Taxes

Kenton County is not subject to Federal Excise tax. Per Kentucky Administrative Regulation 103 KAR 30:225E, Kenton County is exempt from state and local taxes.

3.9. Specifications

Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids/Proposals on equivalent items will be considered, provided the bidder/offeror clearly states exactly what is proposed to be furnished, including complete specifications. Unless the bidder/offeror specified otherwise, it is understood the bidder/offeror is offering a referenced brand item as specified or is bidding/offering as specified when no referenced and does not propose to furnish an "equal". Kenton County reserves the right to determine whether a substitute offer is equivalent to and meets the standard of quality indicated by the brand name and number.

3.10. Samples

Samples of items, when called for, must be furnished free of expense and, if not destroyed in the evaluation process, will, upon request, be returned at the vendor's expense. Request for the return of samples must accompany the sample and include UPS Pickup Slip, postage or other acceptable mode of return. Individual samples must be labeled with bidder/offeror's name, item reference, manufacturer's brand name and number.

3.11. Variances

State or list by reference on the reverse side of the Bid/Proposal form herein any variations to specifications, terms and/or conditions.

3.12. Indemnification

Seller shall indemnify and hold harmless Kenton County, its agents, officials, and employees from and against all injuries, losses, claims, suits, costs and expenses which may accrue against Kenton County as a consequence of granting the Contract.

3.13. Default

Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, Kenton County reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Seller, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Seller with any or all losses incurred. Kenton County shall be entitled to recover its attorney's fees and expenses in any successful action by Kenton County to enforce this contract.

3.14. Bid Bond

A Bid Bond amounting to five (5%) percent of the proposed bid/proposal price must be provided with the response. The Bid Bond may be in the form of a surety bond, cashier check or other form of surety satisfactory to the county attorney. If the contract is awarded to the bonded bidder, the bidder will accept the contract as bid, or else the surety will pay the Fiscal Court a specific amount because of default on part of the bidder.

3.15. Performance Bond

A Performance Surety Bond amounting to one hundred (100%) percent of the Contract price must be provided prior to execution of the contract assuring Kenton County that the project will be pursued with due diligence and completed according to the plans and specifications. This requirement may also be met by a letter of credit.

3.16. Inspection

Materials or equipment purchased are subject to inspection and approval at Kenton County's destination. Kenton County reserves the right to reject and refuse acceptance of items which are not in accordance with the instructions, specifications, drawings or data of Seller's warranty (express or implied). Rejected materials or equipment shall be removed by, or at the expense or, the seller promptly after rejection.

3.17. Warranty

Seller warrants that all goods and services furnished hereunder will conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Seller warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. Kenton County may return any nonconforming or defective items to the Seller or require correction or replacement of the item at the time the defect is discovered, all at the Seller's risk and expense. Acceptance shall not relieve the Seller of its responsibility.

3.18. Regulatory Compliance

Seller represents and warrants that the goods or services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Seller shall furnish "Material Safety Data Sheets" on all chemicals.

3.19. Equal Employment Opportunity

Contractor shall comply with the Kentucky Human Rights Act, HRA 344.150 – 344.270 as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity EEO 45.550 – 45.640 which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Employment Discrimination Act, EDA 344.040, 344.050 as amended.

3.20. Royalties and Patents

Seller shall pay all royalties and license fees. Seller shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold Kenton County harmless from loss on account thereof.

3.21. Law Governing

This contract shall be governed by and construed according to the laws of the Commonwealth of Kentucky. Pursuant to the provisions of KRS 45A.343, the contractor or vendor is required to reveal to Kenton County any final determination of a violation of KRS Chapters 136, 139, 141, 337, 338 and 342 by the contractor or vendor within the previous five (5) years; and further that said contractor or vendor has been and is in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 341, and 342 for the duration of the contract. The failure of a contractor or vendor to reveal a final determination of a violation to a local government, or to comply with the statutory requirements, is considered grounds for cancellation of a contract and disqualification of the contractor or vendor from eligibility for any Kenton County contracts for a period of two (2) years.

3.22. Evaluation and Selection

Proposals will be evaluated based on cost, vendor qualifications, and completeness of proposal. The County reserves the right to clarify any information submitted in response to this RFP and to negotiate terms with the selected vendor if deemed necessary.

All parties must possess and submit valid insurance certificates, performance bond if required, and necessary permits and licenses as required by federal, state, and local law.

The County reserves the right to not award a contract, to reject any and all responses, or to advertise for new bids if the County judges its interests to be better served thereby.

Insurance Requirements

The selected vendor shall, at its own expense, maintain in force at all times during the performance of this contract the insurance coverages listed below, with companies authorized to do business in the State. Each policy shall include limits not less than those stated. Certificates of Insurance (COIs) shall be provided ten (10) days prior to contract execution.

4.1. Commercial General Liability

Unless otherwise provided herein, Liability Insurance in the amount of $1,000,000.00 must be maintained throughout the life of the contract. A Certificate of Insurance, naming the Kenton County Fiscal Court as Additional Insured, must be submitted prior to execution of the Contract.

All liability policies shall apply on a Primary and Non-Contributory basis with any insurance maintained by the County. All policies shall contain a Severability of Interest / Cross Liability clause. The vendor shall require all subcontractors to carry insurance coverages and limits consistent with these requirements, as applicable to their scope of work. Certificates of Insurance for subcontractors shall be provided to the County upon request.

The policy must provide that the County (as Additional Insured) shall be given at least a 10 day advance written notice of any proposed cancellation, material change, or termination of the policy.

Minimum Limits:

- Each Occurrence: $1,000,000
- General Aggregate: $2,000,000

4.2. Worker's Compensation

Workers' Compensation covering all employees and subcontractors as required by law, with Employer's Liability coverage for accidents and occupational disease.

Minimum Limits:

- Each Accident: $500,000
- Disease – Policy Limit: $500,000
- Disease – Each Employee: $500,000

Workers' Compensation covering all employees and subcontractors as required by law, with Employer's Liability coverage for accidents and occupational disease. Kenton County will request proof of Certification at award and at such other times during the life of the Contract as it deems necessary.

Pricing Proposal

GOLF COURSE CLUBHOUSE

Line Item	Description	Unit of Measure	Unit Cost
1	Total Cost of Project	Total Cost	

Vendor Questionnaire

1. I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company.*

☐ Please confirm

*Response required

2. Respondent Submittals (without Cost)*

Please Upload your COMPLETE response, including any and all required forms listed in the solicitation and the corresponding attachments.

(Do not upload cost information in here)

*Response required

3. Fee Proposal*

Confirm that your fee proposal is not attached in your Proposal and is attached separately here.

*Response required

4. W-9*

Please download the below document, complete, and upload.

- W-9.pdf

*Response required

5. Certificate of Insurance*

Please upload your current Certificate of Insurance.

*Response required

6. Kenton County Occupational License

Please upload your Kenton County Occupational License. A Kenton County Occupational License is required to do any work for the County. If the selected vendor does not have a Kenton County Occupational License, they must apply & be granted one prior to starting any work for the County.