



Govbuy powered by Orbis Online Inc.
Help Desk: (502) 208-1007
email: info@orbisonline.com

2026 Adair County salt auction

Time/Date 7/9/2026 9:00:00 AM CDT

Register at:

www.govbuy.org/

GovBuy in conjunction with
the following local governments:

Entity List

Adair County Fiscal Court

SPECS AND BID PACKAGE FOR

Title: 2026 Adair County salt auction

Sealed Bid Auction Open: 7/9/2026 9:00:00 AM CDT

Sealed Bid Auction Close: 7/17/2026 5:00:00 PM CDT

Submit Bids to:

Lot # 1

Submit Bid Packages to:

Adair County Fiscal Court

Judge Executive

Larry Bryant

424 Public Square, Suite 1,

Columbia , KY, 42728

Email: bridget.acjudge@gmail.com

Phone: 270-384-4703

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Columbia , KY, 42728

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**RESPONDENTS ARE REQUIRED TO READ THE ENTIRE SOLICITATION,
INCLUDING ALL REFERENCED DOCUMENTS, ASSURE THAT THEY CAN AND
ARE WILLING TO COMPLY, AND TO INCORPORATE ALL ASSOCIATED COSTS
IN THEIR BID.**

SOLICITATION:

The above listed governmental entities are accepting bids from qualified, responsible and willing respondents to provide the following goods and/or services in compliance with all solicitation specifications and requirements contained or referenced herein.

GENERAL DESCRIPTION:

To provide these Kentucky Local Governments with the item(s) or services as spelled out per specifications herein.

Bids must be submitted as defined in the *Instructions to Bidders*, in accordance with the Standard Terms and Conditions. Failure to do so may be cause for rejection as *non-responsive*.

Bidders must complete and return the following pages: Price Bid document and Bid Certification document. These forms are to be returned immediately following the auction event with the lowest

price your company bid during the online auction. This paperwork is required regardless if you were the lowest bidder or not.

Bids may not be withdrawn for 60 days after auction closing. The local governments listed above have determined to only utilize the sealed bid reverse auction method for this procurement. Participants in the online sealed bid auction are required to fully comply with the instructions and requirements set forth in this solicitation.

INSTRUCTIONS TO BIDDERS

1. AUCTION PROCESS

For the online sealed bid reverse auction, only bidders who have been pre-qualified by Orbis will be permitted to participate. Orbis will provide the necessary administrative support to ensure the auction's integrity is upheld. An event record will be maintained by Orbis, which will include all bids submitted by participating bidders.

The auction platform developed by Orbis is configured to ensure complete confidentiality; bidders will not have access to the identity or bids of other participants. The time, date, and auction number stamped at the top of this ITB will indicate the start of the auction process, and bidders will be notified accordingly.

Each bidder is allowed to submit a single sealed bid during the auction. Once submitted, bids cannot be revised or withdrawn. All bids must be submitted by an authorized representative of the bidding entity. The auction will close at the scheduled stop time as indicated in the ITB. After the auction concludes, the local government will receive a post-auction report (PAR) containing general auction details, a summary of submitted bids, and contact information for all bidders. It is then the sole responsibility of the local official to present their PAR to their respective governmental body for review and consideration.

2. PREPARATION OF RESPONSES

All bids must be submitted as sealed bids through the online platform by the deadline specified in the ITB. Proxy bids may be submitted via email at info@orbisonline.com prior to the auction's start. Proxy submissions must be received no later than one hour before the scheduled end time.

Before the conclusion of the auction, bidders must ensure their complete and accurate bid documentation was submitted on the forms provided in this ITB. All prices and notations must be typewritten or printed clearly in ink. Erasures are not permitted. Any corrections must be crossed out, rewritten legibly, and initialed in ink by the authorized representative. Typewritten responses are strongly preferred. Each bid submission must clearly identify the registered trade name, stock number, and packaging details of the items included in the bid.

3. PRICE BID & CERTIFICATION

Before the conclusion of the auction, bidders must complete and submit the price bid and certification forms provided in the ITB. All requested information must be supplied exactly as specified in the solicitation. Product descriptions must be detailed enough to ensure precise identification of the goods or services being offered.

The certification document must be signed by an authorized representative, attesting that the bidding entity can and will comply with all requirements of the solicitation. Failure to complete and submit the certification document may result in disqualification of the bid.

Failure to comply may cause the bid to be rejected, improperly evaluated, or deemed non-responsive.

4. UNIT PRICES

Unit prices shall include all costs, and unless otherwise specified, shall be F.O.B. Destination. Unit prices shall prevail in the event of an extension error. All unit prices shall remain firm for the initial term of the executed agreement with the exception that should a seller, during the term of the agreement, offer to another buyer, pricing for similar product, quantity, or service more favorable than pricing given to these local governments, that the seller shall offer same pricing to these local governments, with the same effective date, granted to the other buyer. Unit prices given by respondent shall include all costs required to implement and actively conduct cost control and reduction activities.

5. DELIVERY

Delivery of product will be, "**delivered, As Needed,**" pursuant to the product specifications spelled out per this ITB, and will be delivered within 10 days from receipt of order or as specified in the contract between vendor and the buyer. Delivery time, if stated as a number of days, shall mean "calendar" days. All product must be, delivered and accepted by the term of the agreement mentioned in line item #8 of the "**Instructions to Bidders**" section, released back to the supplier, or other arrangements made between the two parties (buyer/seller) set forth in the agreement. The local governments listed above reserve the right to question and correct obvious errors.

6. GENERAL SPECIFICATIONS & DEVIATIONS

The specifications included in this solicitation are intended to identify the kind and quality of goods and/or services to be provided without being unnecessarily restrictive, and as required to provide the information needed for the development of consistent and comprehensive bids. Equipment brand names, models and numbers, when given, are intended to identify a level of quality, equivalent performance and dimensional specifications, and are for reference only, unless otherwise specified in the solicitation.

Failure to examine any drawings, specifications, and instructions will be at the respondent's risk. Items included in the bid shall meet the specifications and requirements set forth by the solicitation.

7. SUBMISSION OF BIDS

Respondents are to submit **one bid online and mail one original (with wet signatures) of all bid documents.** The submittal shall include all information requested by the solicitation, and utilize without modification the forms provided by the solicitation.

The mailed original of the Bid(s) must be received and time stamped at the location **within 72 hours** of the close of the bid as defined by the *ITB*. **Late bids will not be accepted, or will be returned unopened.**

Note: for each local government you only need to submit the bid certification page and the page which shows your bid amount (per ton) for the local government you are submitting the bid for (2 Pages). You can fax or email in your initial paperwork as long as it arrives in the local government office within 72 hours after the auction closes.

All bids must be signed by an authorized agent of the respondent and submitted in a sealed envelope marked or labeled with the respondent firm name, solicitation number, title, solicitation due date and time, to the location and not later than the time/date specified by the *ITB*.

NOTE: Bids and modifications received after the closing time specified will not be accepted. The lowest price you bid during the online bidding event must match the paper work you submit. Failure to abide by these rules can be considered grounds for disqualification.

Failure to comply with the solicitation requirements may be cause for the respondent's bid to be rejected as *non-responsive*.

8. INQUIRIES

Results of this procurement will not be given in response to telephone inquiries. Interested parties are invited to notify the respective auction participant for a copy of their post auction report (PAR) by submitting an open records request per Kentucky Revised Statue (KRS) open records / open meeting laws.

No oral interpretations or clarifications will be made to any respondent as to the meaning of any of the solicitation documents.

If a prospective respondent believes a requirement of the solicitation documents to be needlessly restrictive, unfair, or unclear, the respondent shall notify each local government's finance officer in writing identifying the issue with suggested solution prior to the closing time set for receipt of the solicitation bid. Responses from each local government will be made by written addendum and sent to all known potential respondents. Issues identified less than 8 days prior to the solicitation opening date may not be answered.

9. COMPLIANCE WITH AGREEMENT

Each local government will execute an agreement with the successful respondent by issue of a contract. The respondent agrees to establish, monitor, and manage an effective administrative process that assures compliance with all requirements of the agreement. In particular, the respondent agrees that they shall not provide goods or services in excess of the executed agreement item, item quantity, item amount, or agreement amount without prior written authorization by amendment or change order properly executed by the local government. Any items provided in excess of the quantity stated in the agreement shall be at the respondent's own risk. Respondents shall decline verbal requests to deliver items in excess of the agreement and shall report all such requests in writing to each local government purchasing department within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.

10. CONFLICTING INSTRUCTIONS

In the event there are variations or conflicts between these instructions and the special terms and conditions, the special terms and conditions shall govern.

SEALED BID REVERSE AUCTION BIDDING REQUIREMENTS

- 1.1 ELIGIBILITY:** To be eligible to participate and place bids or proxy bids, prequalified bidders must register with GovBuy powered by Orbis Online, Inc. at least one hour prior to a scheduled event at: <https://www.govbuy.org> and establish a company profile and login account.
- 1.2 BIDDER GUIDELINES:** Bidders must comply with all rules, regulations and statutes relating to the procurement as stated in the ITB.
- 1.3 BIDDING GUIDELINES:** All bids will only be accepted via online sealed bid reverse auction during the event. Bids cannot be altered or mended from lowest bid(s) submitted online. No bid can be withdrawn after close of auction without approval by ORBIS/STS and the local government, based on an acceptable written reason, in accordance with the governing body's procurement code.
- 1.4 PROXY BIDDING:** Proxy bids that are emailed to info@orbisonline.com or delivered, must be received at least one hour prior to the scheduled end time of the online sealed bid reverse auction.
- 1.5 EARLY PROXY:** Describes a bid that has been submitted prior to the auction start and occurs when a supplier has no other means of submitting a bid. When this occurs ORBIS will date and time stamp the actual documentation of the bid and then assume the identity of the supplier and place bids on their behalf.
- 1.6 ASSISTED PROXY:** Describes a bid that is placed by the auction manager on the behalf of the supplier because of an issue usually technical in nature.

ORBIS ONLINE, INC.
ATTN: AUCTION MANAGER
13423 Blanco Rd, #294 San Antonio, TX 78216
PROXY BIDDING E-Mail: info@orbisonline.com

1.2 DELIVERY:

- 1.2.1 Material** - Delivery of product will be, "**delivered, As Needed,**" pursuant to the product specifications spelled out per this ITB, and will be delivered within 10 days from receipt of order. Delivery time, if stated as a number of days, shall mean "calendar" days. All product must be, delivered and accepted by the term of the agreement, released back to the supplier, or other arrangements made between the two parties (buyer/seller) set forth in the agreement. The local governments listed above reserve the right to question and correct obvious errors.
- 1.2.2 Method** - FOB Destination, Freight Prepaid and Allowed unless otherwise stated within specifications.

1.3 TAX: Do not include tax in bid. Federal excise tax exemption certificates are available upon request.

1.4 RESULTS: Each local government reserves the right to accept or reject any and/or all or any part of any bid, waive minor technicalities and award the bid to the bidder whom best serves the interest of the local governmental entity.

1.10 REPORTING: Each winning supplier must provide a monthly roll up of all purchases no later than one (1) business day after the end of the previous month. **NOTE:** It is not necessary to send copies of invoices, a roll up will suffice, as long as you meet the deadline outlined in the sentenced above.

STANDARD TERMS AND CONDITIONS

ONLINE BIDDING REGISTRATION

Vendors who are deemed qualified to bid for this procurement event will have to be registered through GovBuy powered by Orbis Online, Inc. at least one hour prior to auction start time. After reading the ITB, if you are interested in participating, simply visit <https://www.govbuy.org>

CLARIFICATION/PROTEST

Any bidder requiring clarification or protesting any of the processes, documents, technicalities or conduct relating to the sealed bid reverse auction may contact:

Name: Leonard Buchanan, Auction Manager, Secure Trading System Inc.

Phone: 855.787.6451

E-mail: lbuchanan@orbisonline.com

TRANSACTION FEES and REPORTING

The vendor shall pay Orbis Online, Inc. a fee equal to one and one half percent (1.50%). This fee will be due and payable to Orbis Online, Inc. within thirty (30) days of vendor receiving payment(s) from each County/City. Vendor agrees to provide Orbis Online, Inc. a copy of each purchase order or call-out as may apply to blanket purchase orders issued by each County/City or the ordering agency and a recap will be provided at the end of each month. Each winning supplier must submit monthly rollups of their invoices to the cities and the counties. These will be checked against the city/counties purchase orders each and every month during the 12 months of the contract and must be reconciled by both agency and contractor.

Submit Payment(s) To:

**Orbis Online, Inc
13423 Blanco Rd, #294
San Antonio, TX 78216**

BID EVALUATION

Bids shall be evaluated to determine which response is most advantageous to the local government considering price, conformity to the specifications and other factors.

The local government reserves the following rights:

- 1) to waive informalities in the bid or bid procedure;
- 2) to reject the response of any persons or corporations that have previously defaulted on any contract with each local government or who have engaged in conduct that constitutes a cause for debarment or suspension as set forth in each local government procurement Code;
- 3) to reject any and all bids
- 4) to re-advertise for bids previously rejected;
- 5) to otherwise provide for the purchase of such equipment, supplies materials and services as may be required herein;
- 6) to award the purchase order or contract on the basis of price and other factors, including but not limited to such factors as delivery time, quality, uniformity of product, suitability for the intended task, and bidder's ability to supply;
- 7) to increase or decrease the quantity herein specified.

AWARD NOTICES

A *Notice of Recommendation for Award* will be posted on the procurement website and available for review by interested parties. A tabulation of responses will be maintained at the procurement department.

AWARDER/AWARDEE

It is the sole responsibility of each respective awarder (government/buyer) to make an award in accordance with any and all procurement laws pertaining to the awarder (government/buyer). Additionally, it is requested that the awarder (government/buyer) make this award in a timely manner, out of respect, to the participating awardee (supplier/seller). A "timely manner" meaning: as soon as possible, with in fourteen (14) calendar days, or the next official governmental meeting, which ever come first. The awarder (government/buyer) reserve the right to accept or reject any or all bids, or to waive irregularities and informalities if it is deemed in the best interest of the awarder (government/buyer). Whereas both parties in this event, the awarder (government/buyer), and the awardee (supplier/seller), agree to accept the agreed upon price, for the length of the contract. Resulting agreements are not exclusive, are for the sole convenience of each awarder (government/buyer, and the awardee (government/buyer) reserves the right to obtain like goods or services from other sources. A fully executed contract mailed, emailed or otherwise furnished, to the selected awardee (supplier/seller) will result in a binding contract without further action by either party.

WAIVER

Each respondent, by submission of a bid, proclaims and agrees and does waive any and all claims for damages against each local government, its officers, or employees when any of the rights reserved by each local government may be exercised.

Delivery Location:

Lot # 1

Larry Bryant

424 Public Square, Suite 1,

Columbia , KY, 42728

Email: bridget.acjudge@gmail.com

Phone: 270-384-4703

Lot # 1: Adair County Fiscal Court , Columbia , KY 42728

QUANTITY: 200 Ton (estimated, As Needed)

PRICE: _____

This is the lowest bid you placed during the real time reverse auction.

BID CERTIFICATION

RESPONDENT SHALL COMPLETE THE FOLLOWING INFORMATION IN INK AND SUBMIT

Print or type in ink the requested information.

BID SUBMITTED BY:

COMPANY LEGAL NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: FAX NUMBER: _____

CONTACT PERSON: _____

E-MAIL: _____

CORPORATE HEADQUARTERS LOCATION:

ADDRESS: _____

CITY, STATE, ZIP: _____

**** BID DOCUMENT SHALL BE SIGNED BY A REPRESENTATIVE OF
THE FIRM AUTHORIZED TO LEGALLY BIND THE FIRM ****

By signing and submitting these bid documents, the undersigned certifies that all information submitted is accurate, that the firm has reviewed the Procurement website for solicitation addenda and incorporated to their bid, that the firm is qualified and willing to provide the items requested, that the firm will state their auction price on Price Bid Page, that the firm declares that they are competent to participate in the Sealed Bid Reverse Auction and understand the ORBIS functionality and that the firm will comply with all requirements of the solicitation.

SIGNATURE: _____ DATE: _____

PRINTED NAME & TITLE OF AUTHORIZED REPRESENTATIVE SIGNING THE BID

PRINTED NAME: _____ TITLE: _____

PHONE: _____ FAX: _____

E-MAIL: _____