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INVITATION TO BID

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Designated Vendor For: **Carpet Care**

Community Action Council for Lexington-Fayette, Bourbon, Harrison & Nicholas Counties Inc., a nonprofit corporation and a special district of the Commonwealth of Kentucky, in accordance with KRS 273.405 et sequens, is seeking a Designated Vendor for the goods or services described on page (s) 5-6 of this Invitation to Bid (ITB). Based upon an evaluation of the bids submitted, the Council will designate a single vendor for the specified and related goods or services for a period of 24 months with the possible extension of an additional 12 months from the designation. You are invited to submit your best prices for the listed goods and services.

Submission Requirements:

Acceptable bids must meet the following requirements:

- 1) You must complete and return entire bid packet including the Community Investment Form
- 2) Your bid must be sealed and delivered by U.S. Mail, private courier or in person no later than 5:00P.M., 6/15/18 to:

Name: Betty Estes Jones

Office/Unit: Office of Executive Director/Property Development & Services

Address: 710 W. High Street P.O. BOX 11610

City/State/Zip: Lexington, KY 40576

- 3) The outside envelope must be marked:

**“Sealed BID, Carpet Care 6/15/18”**

- 4) Bid openings will be scheduled at 10:00 AM on 6/21/18, at the 710 W. High Street Location
- 5) In submitting a bid in response to this ITB, you are certifying that it is firm and will be honored if accepted within 30 days in requirement 2, above.

Applicable Terms and Conditions:

- 1) The items or services and quantities listed on page(s) 5-6 of this ITB represent the Council's projected requirements for the next 12 months. The Council reserves the right to adjust these projections over the course of the designation. Additionally, the actual items or services are also a projection. They are representative of the kinds of goods or services which will be purchased from the designated vendor during the designation.
- 2) While a designation will be made for a period of up to 24 months, the vendor agrees to hold its set price for a period of 24 months. Council reserves the right to cancel the designation should it determine that the vendor is unable to meet its standards for quality or timeliness of delivery or that another vendor is available at significantly lower prices.
- 3) Community Action Council reserves the right to reject any bids which do not conform to the requirements of this ITB and its current purchasing policies and administrative procedures.
- 4) Community Action Council reserves the right to cancel this procurement action prior to the designation of a vendor.
- 5) Community Action Council reserves the right to negotiate final terms, items, quantities, etc with the vendor that is designated as a result of this ITB.
- 6) Community Action Council is tax exempt. The designated vendor shall be provided with a certificate of exemption or other suitable documentation.
- 7) Once a vendor has been designated, actual purchases shall be made through authorized Purchase Orders as the Council's actual requirements dictate.
- 8) Community Action Council is authorized to purchase under the Commonwealth of Kentucky's State Price Contracts or General Service Administration (GSA) pricing. Bidders with a Kentucky State Price Contract or GSA pricing must quote prices that are equal or below their current Kentucky Price Contract or GSA pricing, whichever is lowest. By submitting a bid, you agree that if designated, you will furnish all purchased goods or services during the period of designation at or below your State Price Contract or GSA pricing, as applicable.
- 9) Payment terms are net 30 days of receipt of invoice unless otherwise agreed in writing by Community Action Council.

Requested by:

Betty Estes Jones

Name

Betty Estes Jones

Signature

Director of Property Development & Services

Title

5/15/18

Date

Erin Hensley

Name

Erin Hensley

Signature

Chief Financial Officer

Title

Acty CFO

Date

Malcolm Ratchford

Name

Malcolm Ratchford

Signature

Executive Director

Title

5/17/18

Date

Bidder Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

State Price Contract Number(s) (if applicable): \_\_\_\_\_

Community Action Council for Lexington-Fayette,  
 Bourbon, Harrison and Nicholas Counties  
 Invitation to Bid

Designated Vendor for: Carpet Care Maintenance

	Total cost/ Quarterly
Westend Center 913 Georgetown Street Lexington, KY	
The Prep Academy at Russell School 520 Toner Street Lexington, KY	
The Prep Academy at Nicholas County 2323 Concrete Road Carlisle, KY	
The Prep Academy at Scroggins Park I 135 Scroggin Park Georgetown, KY	
The Prep Academy at Scroggins Park II 133 Scroggin Park Georgetown, KY	
The Prep Academy at Southeast Lexington 3712 Arbor Court Lexington, KY	
Wesley's Place 1414 Main Street Paris, KY	
The Prep Academy at Winburn 1169 Winburn Drive Lexington, KY	
The Prep Academy at LeBus 118 North Walnut Street Cynthiana, KY	
Fayette West Center 1902 Cambridge Drive Lexington, KY	
The Prep Academy at Terrace Park 151 Federal Street Cynthiana, KY	
Shepherd's Place 639 Dorsey Avenue Carlisle, KY	
Administrative and Support Services Center 710 West High Street Lexington, KY	
The Prep Academy at Bluegrass Community & Technical College 164 Opportunity Way	

Lexington, KY	
The Prep Academy at Bourbon County 311 High Street Paris, KY	
The Prep Academy at Richmond (Our Savior Episcopal Church- Richmond) 2323 Lexington Road Richmond, KY	
The Prep Academy at Harrison County 16 Old Lair Road Cynthiana, KY	

Professional routine cleaning of Community Action Council site floors.

**REQUIREMENTS:**

All supply materials and equipment will be the sole responsibility of the contractor. Removal and replacement of furniture should be considered when proposal is presented. Contractors are required to develop a schedule of carpet/ rug cleaning that will be performed at each site. Contractors are required to meet with the Facilities and Safety Coordinator or designee on a quarterly basis to discuss progress on the care of the floors.

Floor carpets/ rugs shall be cleaned with an approved carpet/ rug cleaning agent for the particular type of floor covering. Caution shall be exercised to prevent damage to floors, walls, baseboards, furniture and equipment. In applying the floor dressing, the Contractor shall ensure that no floor dressing is splashed on walls, baseboards, furniture, trash receptacles or other surfaces. If such material is splashed on these surfaces, the Contractor shall remove all such matter immediately.

Due to the majority of the sites being child care centers, contractors should take particular care not to expose sites to harmful smells of carpet/ rug cleaning chemicals. Carpet cleaning must be performed Saturdays and Sundays only unless otherwise scheduled through the Facilities and Safety Coordinator or designee.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

Bidder's Daytime Phone Number

\_\_\_\_\_

Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas  
Counties

Community Investment Form

*Promise: "Community Action changes people lives, embodies the spirit of hope,  
improves communities, and makes America a better place to live. We care about the  
entire community, and we are dedicated to helping people help themselves and each  
other."*

The Invitation to Bid Application is subject to the approval of Community Action Council.

Bidder Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

DETAILS OF SUPPORT TO THIS COMMUNITY ( \$Amount / Manpower /Other Support)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*May Attach additional sheets if necessary

IMPACT ON NON-PROFIT AGENCIES OR PERSONS IN THIS COMMUNITY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete this form along with your ITB : Community Action Council  
710 West High Street  
Lexington, KY 40576  
Attn: Betty Estes Jones