
INVITATION TO BID

Designated Vendor For: **Electrical Repair/Maintenance**

The South Central Head Start program of 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) 4-5 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.
- 2) Your bid must be sealed and delivered by U.S. Mail, private courier or in person no later than 2:00P.M., 3/27/2020 to:

Name: John A. Catron

Office/Unit: South Central Head Start Facilities Management

Address: 1095 Kim Kent Dr.

City/State/Zip: Richmond, KY 40475

- 3) The outside envelope must be marked:

“Sealed BID, Electrical Repair/Maintenance”
- 4) Bid openings will be scheduled at 4:00 PM on 2/27/2020, at the 1095 Kim Kent Dr. 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) 4-5 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 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:

John A. Catron
Name
[Signature]
Signature

Facilities and Transportation Manager
Title
2/27/20
Date

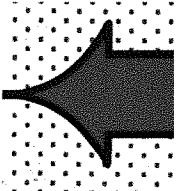
Approved by:

Erin Hensley
Name
[Signature]
Signature

Chief Financial Officer
Title
3/3/2020
Date

Sharon Price
Name
[Signature]
Signature

Executive Director
Title
03.01.2020
Date



Bidder Information:

Name: _____

Address: _____

City, State, Zip Code: _____

Contact Person & Title: _____

State Price Contract Number(s) (if applicable): _____

The South Central Head Start Program of Community Action Council for
 Lexington-Fayette,
 Bourbon, Harrison and Nicholas Counties
 Invitation to Bid

Designated Vendor for: Electrical Repair and Maintenance

Description	Hourly Rate	Percentage Mark up
Licensed Electrician		
Helper		
Parts		

Work to include:

Routine electrical repair and maintenance of light, wiring and electrical outlets.
 Repairs of electrical systems issues as they arise.

Rate Information:

All work performed by licensed electrician.
 Labor rate per hour and/or cost plus fee basis (helper).
 Parts and percentage of mark-up

 Signature of Bidder

 Date

Bidder's Daytime Phone Number
