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INVITATION TO BID
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Designated Vendor For: **Heating/Cooling Repairs**

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, Heating/Cooling Repairs 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

Approved by:

Erin Hensley

Name

Erin Hensley
Signature

Chief Financial Officer

Title

Acting CFO
Date

Malcolm Ratchford

Name

MR
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: Repair and Maintenance of Heating & Air Conditioning
Equipment

Routine repair/replacement and maintenance of heating and air conditioning equipment located in Lexington-Fayette, Harrison, Bourbon, Scott, Madison and Nicholas Counties.

Hourly Rate
1 Technician: Monday – Friday 8:30am till 5pm
1 Helper: (same as above)
1 Technician: (overtime rate)
1 Helper: (overtime rate)

Signature of Bidder

Date

Bidder's Daytime Phone Number

SEE ATTACHED SHEET FOR LOCATIONS.

Community Action Council Site Addresses

West End Center
913 Georgetown St
Lexington, KY
859/233-4600

The Prep Academy at Winburn
1169 Winburn Drive
Lexington, KY
859/294-5249

The Prep Academy at Harrison County
217 Old Lair Road
Cynthiana, KY
859/234-7208

The Prep Academy at Southeast Lexington
3712 Arbor Court
Lexington, KY
859/245-5195

The Prep Academy at Russell School
520 Toner Street
Lexington, KY
859/554-4350

Shepherd Place
623 Dorsey Avenue
Carlisle, KY
859/289-6633

Wesley's Place
1406 South Main Street
Paris, KY
859/987-5277

Fayette West Center
1902 Cambridge Drive
Lexington, KY
859/246-1192

The Prep Academy at Richmond
2323 Lexington Road
Richmond, KY
859/623-0057

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