



Invitation to Bid Refrigerators – Delivery, Setup, Pickup and Disposal

Community Action Council (The Council) for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties, Inc., a nonprofit corporation and 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 4 of this Invitation to Bid (ITB). Based upon an evaluation of the bids submitted, the Council will designate a vendor or vendors for the specified and related goods or services for a period of 12 months from the designation. Your ITB Response should address the following:

1. Your company's ordering process.
2. Timeliness of delivery from the time of order. Please specify if delivery times will vary based on location.
3. The method of delivery – specify if you use a third party delivery service, procedures for scheduling deliveries, etc.
4. Procedures related to resolving customer service issues including warranty issues and non-responsive customers.
5. Terms of payment and invoicing process.

The Council currently operates multiple programs in Fayette, Bourbon, Harrison and Nicholas Counties.

Submission Requirements:

Acceptable bids must meet the following requirements:

1. Complete and return pages 4-5 of this ITB along with the Community Investment Form.
2. Your bid must be sealed and delivered by U.S. Mail, private courier or in person no later than 5:00 p.m., Eastern Time, June 29, 2018 to:

Ben B. Perry
Housing Services Unit Manager
Community Action Council
710 W. High Street
P.O. Box 11610
Lexington, KY 40576

3. The sealed outside envelope must be Marked:

Sealed Bid, Refrigerators - Delivery, Setup, Pickup and Disposal, June 29, 2018


4. In submitting a bid in response to this ITB, vendor is certifying that pricing is firm and will be honored if accepted within 30 days of the date in requirement 2, above.
5. Delivery and old refrigerator disposal fees must be included in the price of the refrigerator. Please do not list delivery fees as a separate line item. Note: ALL old refrigerators must be removed and disposed of using EPA Guidelines.
6. Vendors must bid on refrigerator pricing for the counties of Fayette, Bourbon, Harrison, Nicholas, Madison and Montgomery. The vendor should provide one price per unit (including delivery). Do not price the units differently for each county. The majority of the deliveries will be in Fayette County.

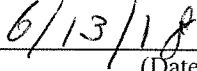
Applicable Terms and Conditions:

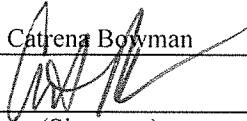
- 1) The items or services and quantities listed on page 4 of this ITB represent the Council's projected requirements for 12 months. The Council reserves the right to adjust these projections over the course of the designation. Additionally, the item specifications and services listed are representative of anticipated products/services to be purchased. Some or all of the requirements are subject to change to meet program requirements.
- 2) While a designation will be made for a period of 12 months, the Council reserves the right to cancel the designation should it determine that the vendor is unable to meet the Council's standards for quality or timeliness of delivery or upon determination that another vendor is able to meet the program criteria while providing significantly lower prices.
- 3) Community Action Council reserves the right to reject any bids which do not conform to the terms 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 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 purchasing procedures require.
- 8) Community Action Council is authorized to purchase under the Commonwealth of Kentucky's State Price Contracts or General Services Administration (GSA) pricing. Bidders with a Kentucky State Price Contract or GSA pricing must quote prices that are equal to 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.

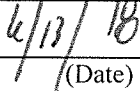
- 10) Vendors will be provided with a purchase order which includes the participant's name, address, and phone number for delivery purposes. A copy of the delivery receipt with the customer's signature must be provided to the Council prior to payment and within 5 business days of delivery.
- 11) The chosen vendor must provide a certificate or document designating that disposal methods meet EPA guidelines.

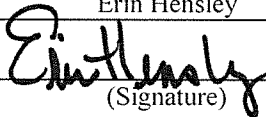
Requested by:

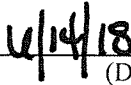
Benjamin Perry

(Signature)


Housing Services Unit Manager

(Date)

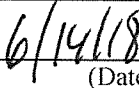
Catrena Bowman

(Signature)

Director of Community Services

(Date)

Erin Hensley

(Signature)

Chief Financial Officer

(Date)

Malcolm Ratchford

(Signature)

Executive Director

(Date)

**COMMUNITY ACTION COUNCIL HOUSING PROGRAMS FOR
FAYETTE, BOURBON, HARRISON, AND NICHOLAS COUNTIES
INVITATION TO BID**

Invitation to Bid: Refrigerators (White or Black)/Delivery and Setup/Pickup and Disposal in
Fayette, Bourbon, Harrison, Nicholas, Madison and Montgomery Counties

	Estimated Quantity 7/1/18-6/30/19	Contractor Price per Refrigerator
15 cu. ft. Energy Star Refrigerator <u>No Icemaker</u>	45	
18.2 cu. ft. Energy Star Refrigerator with Icemaker	33	
18.2 cu. ft. Energy Star Refrigerator <u>No Icemaker</u>	22	
21 cu. ft. Energy Star Refrigerator with Icemaker	6	
21 cu. ft. Energy Star Refrigerator <u>No Icemaker</u>	4	

Appendix D

Bidder Information:

Name: _____

Address: _____

City/State/Zip _____

Telephone:(_____) _____

Contact Person: _____ (Name) _____ (Title)

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

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.
Please complete this form along with your ITB.

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

Community Action Council
710 West High Street
Lexington, KY 40576
Attn: Ben B. Perry