



Community **Action**

C O U N C I L

SHEPHERD PLACE, INC.

INVITATION TO BID Designated Vendor

Designated Vendor for: Maintenance/Cleaning Services at Shepherd Place Apts., Inc.

Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties, Inc. 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 pages(s) 4, 5, 6 and 7 of this invitation to bid (ITB) for Shepherd Place, Inc. its senior housing complex in Carlisle, Kentucky. 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 from the designation.

Submission Requirements

Acceptable bids must meet the following requirements:

1. You must complete and return pages 4, 5, 6 and 7 of this ITB.
2. Your bid must be sealed and delivered by U.S. Mail, private courier or in person no later than 3:30 p.m., Eastern Time, **January 17, 2020** to:

Betty Jones
Community Action Council
P. O. Box 11610
Lexington, KY 40576

3. The sealed outside envelope must be Marked:
**Sealed Bid, Maintenance/Cleaning Services at Shepherd Place, Inc. –
January 17, 2020**

4. In submitting a bid in response to this ITB, you are certifying that it is firm and will be honored if accepted within 15 days of the date in requirement 2, above.

Applicable Terms and Conditions:

- 1) The items or services and quantities listed on page(s) 4, 5, 6 and 7 of this ITB represent Shepherd Place's projected requirements for 12 months. Shepherd Place, Inc., 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 that 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, Shepherd Place, Inc. reserves the right to cancel the designation with a 15 day notice 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) Shepherd Place, Inc. 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) Shepherd Place, Inc. reserves the right to cancel this procurement action prior to the designation of a vendor.
- 5) Shepherd Place, Inc. reserves the right to negotiate final terms, items, quantities, etc. with the vendor that is designated as a result of this ITB.
- 6) Shepherd Place, Inc. 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 Shepherd Place, Inc., actual requirements dictate. No goods or services should be provided without an original, duly authorized Purchase Order.
- 8) Shepherd Place, Inc. is authorized to purchase under General Services Administration (GSA) pricing. Bidders with GSA pricing must quote prices that are equal to or below their current GSA pricing. 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 or receipt of invoice unless otherwise agreed in writing by Shepherd Place, Inc.

Requested by:

Betty Jones
(Signature)

Betty Jones

(Name)

12/17/19
(Date)

Director of Property Development
& Services

(Title)

Approval :

Approval, Executive Director:

Paris
Signature

12.17.19
(Date)

Approval, Chief Financial Officer:

Erin Hensley
Signature

12/17/19
(Date)

Shepherd Place, Inc.

INVITATION TO BID

Invitation To Bid: Maintenance/Cleaning Services at Shepherd Place Apts.

Item	Description	Projected Quantity	Unit Price
	<p>Maintenance/Cleaning Services to be performed at Shepherd Place Apartments, Inc., 639 Dorsey Avenue, Carlisle, KY.</p> <p><u>Maintenance:</u> The maintenance contractor is directly responsible for handling all of the daily maintenance needs of the 20 unit complex. Duties include those requiring performance of skilled tasks such as carpentry, plumbing, and electrical repairs, appliance repairs, as well as grounds upkeep.</p> <p>Specific duties include: Responding to all work orders in a timely manner. If the necessary skills are not present for the repair, the manager should be contacted immediately for further directions. Accurate and appropriate records must be kept of all maintenance repairs and must be recorded in work order book when completed.</p> <p>The complex grounds should be kept free of trash and litter at all times. Daily trash pick-up is recommended. Curbs should be cleared of all debris as often as necessary. Grounds care includes, but is not limited to mowing, trimming, weeding, pruning, watering, fertilizing, and reseeding.</p> <p>Daily grounds inspection for the determination of all needed repairs such as missing gutters and downspouts, water leaks, damaged roofing and siding, etc.</p> <p>Conducting quarterly inspections with the manager, if appropriate.</p> <p>Conduct monthly smoke alarm test on each unit and document results in maintenance log.</p> <p>Quarterly replacement or cleaning of furnace filters.</p> <p>Maintenance personnel should work as a team</p>		

	<p>with the manager to insure that complex rules and regulations are being followed, including reporting any damage or questionable items to the manager immediately.</p> <p>Maintain a clean, well organized maintenance room.</p> <p>Keep maintenance information on each unit.</p> <p>Keep sidewalks and parking area free of ice and snow.</p> <p>Upon approval of the manager, purchase all necessary supplies and materials according to agency purchase procedures.</p> <p>Assist the manager in coordinating all emergency repairs.</p> <p>Performance of any task deemed necessary by management to keep housing project in decent and safe condition.</p> <p>Contractor will provide all tools and equipment necessary to perform tasks.</p> <p>Hours will vary from day-to-day. Maintenance contractor will be responsible for responding to any <u>emergency</u> call from occupant. Contractor must spend no less than 10 hours per week at the complex.</p> <p><u>Cleaning:</u> Responsible for cleaning laundry room, multi-purpose area, office, halls, and trash pick-up weekly.</p> <p>Cleaning of apartments after move-out (i.e. clean and shampoo carpet, clean vinyl floors in kitchen and bath, clean windows, and shades, thorough cleaning of bathroom, kitchen, kitchen cabinets, and all appliances, touch-up painting if necessary, to make ready for new occupant.</p> <p>Upon approval of the Manager, purchase all necessary supplies according to agency purchasing procedures.</p> <p>Performance of any task deemed necessary by management to keep housing project in sanitary condition.</p>		
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Appendix D

Bidder Information:

Name: _____

Address: _____

City/State/Zip _____

Telephone:(_____) _____

Contact Person: _____ (Name) _____ (Title)

Circle One

Have you had carpentry experience?

Yes No

If yes, please list below references where you did this repair.

Name _____

Address _____

Phone _____

List what you did _____

Name _____

Address _____

Phone _____

List what you did _____

Have you had appliance repair experience?

Circle One

Yes No

If yes, please list below references where you did this repair.

Name _____

Address _____

Phone _____

List what you did _____

Name _____

Address _____

Phone _____

List what you did _____
