

INVITATION TO BID

Designated Vendor For: **Lawn Care/Snow Removal**

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 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, Lawn Care/Snow Removal 6/15/2018”

- 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 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. 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:

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

Asst. 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: Lawn Service and Snow Removal

Item	Description	Unit Cost	Total
Mowing, Edging & Cleanup			
Fertilizer Application			
Bed Spade Edging			
Mulching			
Bed Weeding			
Shrub, Hedge, Trimming			
Planting Summer Annuals			
Planting of Bulbs			
Storm Damage Removal Cleanup			
Parking Lot/Walkway Cleanup			
Snow Removal			

Routine **mowing**/edging/clean-up, fertilizer application, bed spade edging, mulching, bed weeding, shrub/hedge/trimming, planting of summer annuals, planting of bulbs, storm damage removal/clean-up, parking lot and walk clean-up of facilities in Lexington-Fayette, Harrison, Bourbon, and Nicholas Counties.
*Please quote labor per hour on Snow Removal separately.

Monthly Service Cost for the Above Services \$ _____

Locations: West End Center
913 Georgetown Street
Lexington, KY

The Prep Academy at Southeast Lexington
3712 Arbor Court
Lexington, KY

The Prep Academy at Winburn Center
1169 Winburn Dr
Lexington, KY

Fayette West Center
1902 Cambridge Drive
Lexington, KY

The Prep Academy at Russell School
520 Toner Street
Lexington, KY

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