



## Request for Proposal

Bullitt County Public Library (“the Library”) will be issuing a 12-month contract for lawn care and landscaping starting April 2015. The Library will be accepting bids that cover all Library locations, including the Library’s annex building. Contractors are invited to submit itemized proposals per branch that include all of the addresses below:

Ridgway Memorial Library  
127 N. Walnut St.  
Shepherdsville, KY 40165

Hillview Branch Library  
155 Terry Blvd.  
Hillview, KY 40229

Dorothea Stottman Annex  
1251 Hillview Blvd.  
Hillview, KY 40229

Mt. Washington Branch Library  
311 Snapp St.  
Mt. Washington, KY 40047

Lebanon Junction Branch  
11382 S. Preston Hwy.  
Lebanon Junction, KY 40150

## Basic Landscaping Guidelines

**Mowing of properties:** Library properties shall be mowed to less than three inches in height on a regular basis during the growing season and as needed off-season. All areas behind fences and to the edge of Library property shall be mowed. Additional mowing, if needed and approved by the Library, may be invoiced separately. Sidewalks, parking lots, and curbs shall be edged each time the lawn is mowed.

**Debris removal:** Leaves, grass clippings, twigs, small tree limbs, and other trash shall be removed from the property. All debris from mowing, trimming, and edging shall be swept or blown from sidewalks and parking areas.

**Shrub and tree trimming:** Shrubs shall be pruned and/or trimmed to remove dead or diseased parts and to retain shape of shrub. Trees shall be trimmed as necessary to keep walkways or parking areas clear.

**Weed control and fertilization:** Driveways, parking areas, and sidewalks shall be treated with weed killers to prevent unwanted growth. Flower beds and lawn areas shall be treated with weed killers to prevent weeds from germinating. Flower beds must be kept free of weeds at all times, through use of weed killer and/or hand weeding. Flower beds shall be fertilized once in the spring and lawns shall be fertilized twice a year. We will require MSDS sheets for all chemicals used in the treatment process.

**Other:** All shrubs, trees, and hedges shall be free of dead and frost-damaged branches by May 1<sup>st</sup> of each year. Removal of dead and dying plants shall be performed by the contractor. Additional flowers or shrubs, if requested by the Library, may be invoiced separately. Mulch is to be provided by the contractor and applied under bushes, shrubs, tree rings, shrub beds, hedges, and all other areas in a manner that leaves the area a uniform three-inch depth. Shrubs, trees, hedges, flowers, and other plants will be watered routinely.

## Assumptions and Agreements

- A preliminary funding commitment for this project has been approved.
- All contractors must be insured for liability and worker's compensation.
- The relationship of the Contractor and Library shall be that of an independent agency, and the Contractor shall be required to hold the Library harmless from any and all liabilities of any type.
- The Library, with or without cause, shall be entitled to terminate the contract and Contractor's services at any time upon seven (7) days written notice.
- Bill for services and products completed may be submitted as one monthly invoice which itemizes the charges for each branch.

## Required Proposal Format

The proposal will be presented in a print format, with cost analysis for each significant part of the proposal. An itemized list per each location is preferable in order to make proper comparisons between the bids. The Library may request that optional items be listed on the proposal with associated pricing so the Library may select the most appropriate solution, while keeping the solution comparable between contractors.

## Documentation

Contractors must include documentation verifying liability insurance, worker's compensation, and all appropriate bonds before a contract can be signed. In addition, a complete W-9 form must be submitted to the Library before any invoices can be paid.

The Bullitt County Public Library has adopted the Kentucky Model Procurement Code, KRS 45A.345 to 45A.460. The code can be reviewed at <http://www.lrc.ky.gov/KRS/045A00/CHAPTER.HTM>. The Board, all bidders, and all contractors must comply with all provisions of that code.

## Request for References

Contractors should provide references of three or more other satisfied customers. Ideally these customers will include government entities and not-for-profit organizations.

## Submission Deadline

Your sealed proposal should be received by April 24, 2015 by 12:00 (noon) at the Ridgway Memorial Library located in Shepherdsville. This will be a closed bid opening and not open to the public. A bid tab will be provided to the participants once the contract has been awarded.

Submit proposal and questions to:

Joe Schweiss – Executive Director  
Bullitt County Public Library  
127 N. Walnut St.  
P.O. Box 99  
Shepherdsville, KY 40165  
Tel: (502) 543-7675 ext. 8  
Fax: (502) 543-5487  
Email: [joe@bcplib.org](mailto:joe@bcplib.org)

## Basis for Award of Contract

The Library follows the rules and regulations of the Commonwealth of Kentucky pertaining to political subdivisions and follows the purchasing policies established by the Board of Trustees.

The Library will make the award to the lowest and/or best bid. In determining the lowest and/or best bid, the Library will consider other factors besides price. These factors shall include, but not be limited to: the experience and reputation of the bidder; any previous business dealings which the bidder has had with the Library; and the quality and adaptability of the supplies, equipment, or contractual services which are bid to the particular use required.

The Library reserves the right to accept any bid, to waive irregularities in bids and bidding, and to reject any or all bids.

The contract will be for a twelve month period based on performance. Poor performance can and will result in early termination of the contract. The Library reserves the right to extend the contract for additional twelve month periods for the periods of April 2016-2017 and April 2017-2018. This option is exercisable at the sole discretion of the Library.

## **Equal Opportunity**

The Library is committed to Equal Opportunity. The respondent will not discriminate against any employee or applicant because of race, color, religion, sex, or national origin. The respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act, and other applicable State and Federal laws.