



## Request for Proposal

Bullitt County Public Library ("the Library") will be issuing a contract for snow and ice removal for the coming winter season. The timeframe will begin December 1, 2015, through March 31, 2016. Should the Library require snow and ice removal outside of the posted timeframe, compensation rates for the service will be charged at the per event cost established in the proposal.

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 Guidelines

**Standards for service:** Driveways and parking lots must be cleared of snow full-width and length upon receiving two-inches (2") of snowfall (defined hereafter as "event"). Whenever possible, services shall be provided when a sufficient amount of snow has fallen to warrant clearing or when de-icing would be advantageous to avoid slippery conditions. Library lots shall be cleared typically between the hours of 9:30 P.M. and 8:00 A.M., when the Library buildings are closed, unless otherwise directed. Library lots shall be salted using de-icing agents that are environmentally friendly and approved as safe for use on concrete and asphalt surfaces. The cost of the de-icing agents used would be submitted as a material

cost on the monthly invoice. Documentation substantiating the amount of material used per event must accompany each invoice.

## **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 three (3) days written notice. Should it be discovered that the contractor has not fulfilled their obligation under this contract and the terms and conditions of the proposal, the Library reserves the right to cancel such services immediately and to reject any requests for payment for the snow event(s) in question.
- Bill for services and products completed may be submitted as one monthly invoice which itemizes the charges for each branch.
- All work proposed by the Contractor must be accomplished using the Contractor's owned and/or rented equipment. All equipment must be inspected to assure safe operation prior to use on the Library's property. Contractor must include a list of equipment used.

## **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 proposal should be placed in a sealed envelope and received by November 30, 2015 by 12:00 (noon) at the Ridgway Memorial Library located in Shepherdsville. All bids must be submitted on paper; no emailed proposals will be accepted. 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 four 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 years for the periods of Winter 2016-2017 and Winter 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.