



Request for Proposal

Bullitt County Public Library (“the Library”) will be issuing a 12-month contract for lawn care and landscaping starting April 2018. The Library will be accepting individual bids on each of our Library locations, including the Library’s annex building. Contractors are invited to submit itemized proposals per branch for any or all of the addresses below:

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

Hillview Branch Library
155 Terry Blvd.
Hillview, KY 40229

(Note: This property also includes a large back yard with a pavilion and walking trail)

Dorothea Stottman Annex
1251 Hillview Blvd.
Hillview, KY 40229

Mt. Washington Branch Library
214 N. Bardstown Rd.
Mt. Washington, KY 40047

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

The Library is also requesting bids for bush hogging services at our two newest branch location properties as they await construction projects. Services will be required until construction begins and possibly for the duration of the construction project. The locations are:

Nichols Branch Property
10697-10741 Highway 44 West
West Point, KY 40177

The land is comprised of four previously existing residential lots and is approximately 1.4 acres in total size. It is just west of Nichols Elementary and the lot dimensions are shown in Appendix C

Shepherdsville Branch Property
Between 634 and 800 Conestoga Parkway
Shepherdsville, KY 40165

The land is comprised of 5.42 acres and is bordered by Lowes and the Shepherdsville City Hall. It is marked as Revised Tract 5 in Attachment D and does not include the triangular basin area between Tract 5 and Highway 65.

Basic Landscaping Guidelines

Mowing of properties: Library properties, including front, back, and side yards, 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 1st 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.

Bush Hogging: Bush hogging at the Nichols and Shepherdsville construction properties would be done on an as-needed basis as determined by the Library.

Assumptions and Agreements

- A preliminary funding commitment for this project has been approved.
- All Contractor employees must be insured for liability and worker's compensation. The Contractor is responsible for injuries to persons or damages to property which may arise in connection with the work by the Contractor and its employees.
- 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.

- Bill for services and products completed may be submitted as one monthly invoice which itemizes the charges for each branch.

Termination

- 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.
- The Library reserves the right to terminate this contract for cause without prior written notification for the following reasons:
 - Violation by Contractor of any applicable federal, state, or local law, regulation, or ethical code.
 - Contractor's substantial underperformance, as determined by the Library.
 - Contractor's failure to actively operate its business for a period of more than seven days without prior written consent of the Library.
 - Failure to comply with the provisions of this contract.

Required Proposal Format

Proposal Response Form

An individual having full authority to execute the proposal and to execute any resulting contract for services must complete and submit the attached Proposal Response Form (Attachment A) or submit a signed letter of transmittal that contains the same information and statements as indicated in the Proposal Response Form

Cost/Charges

Submit a detailed breakdown of all costs and charges involved in completing the scope of work, with a price schedule for services per location. Please complete and submit Attachment B. The Library relies on the Proposer to assure that all charges to complete the scope of work are submitted in the proposal and that there are no hidden costs or charges that will be incurred by the library.

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 March 20, 2018 by 12:00 (noon) at the Ridgway Memorial Library located in Shepherdsville. Proposals by email or fax will not be considered. The bid opening will take place directly after this deadline. This will be a public bid opening. A bid tab will be provided to the participants once the contract has been awarded.

Submit proposal and questions to:

Noel Cissell – Custodial Supervisor
Bullitt County Public Library
127 N. Walnut St.
P.O. Box 99
Shepherdsville, KY 40165
Tel: (502) 543-7675 ext 2008
Fax: (502) 543-5487
Email: ncissell@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 2019-2020 and April 2020-2021. 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.

Attachment A

Proposal Response Form

Date:

Proposal of:
("The Proposer")

To: The Bullitt County Public Library ("The Library")

The Proposer, in compliance with your Request for Proposal for Lawn Care, and having examined the RFP and Scope of Services with related documents, and being familiar with all of the conditions surrounding the work, hereby agrees to perform the work required by the project in accordance with the contract documents, within the time set forth in the RFP, and at the price state therein. These prices are to cover all expenses incurred in performing the work required by the contract documents, of which this proposal is a part.

The Proposer acknowledges receipt of the following addenda in the event subsequently issued:

Submitted by authorized representative:

Firm:

FEIN/SSN:

Signature:

Printed Name & Title:

Address:

City, State, Zip Code:

Telephone:

Fax:

Attachment B

Cost/Charges

Please provide prices for the following lawn care services:

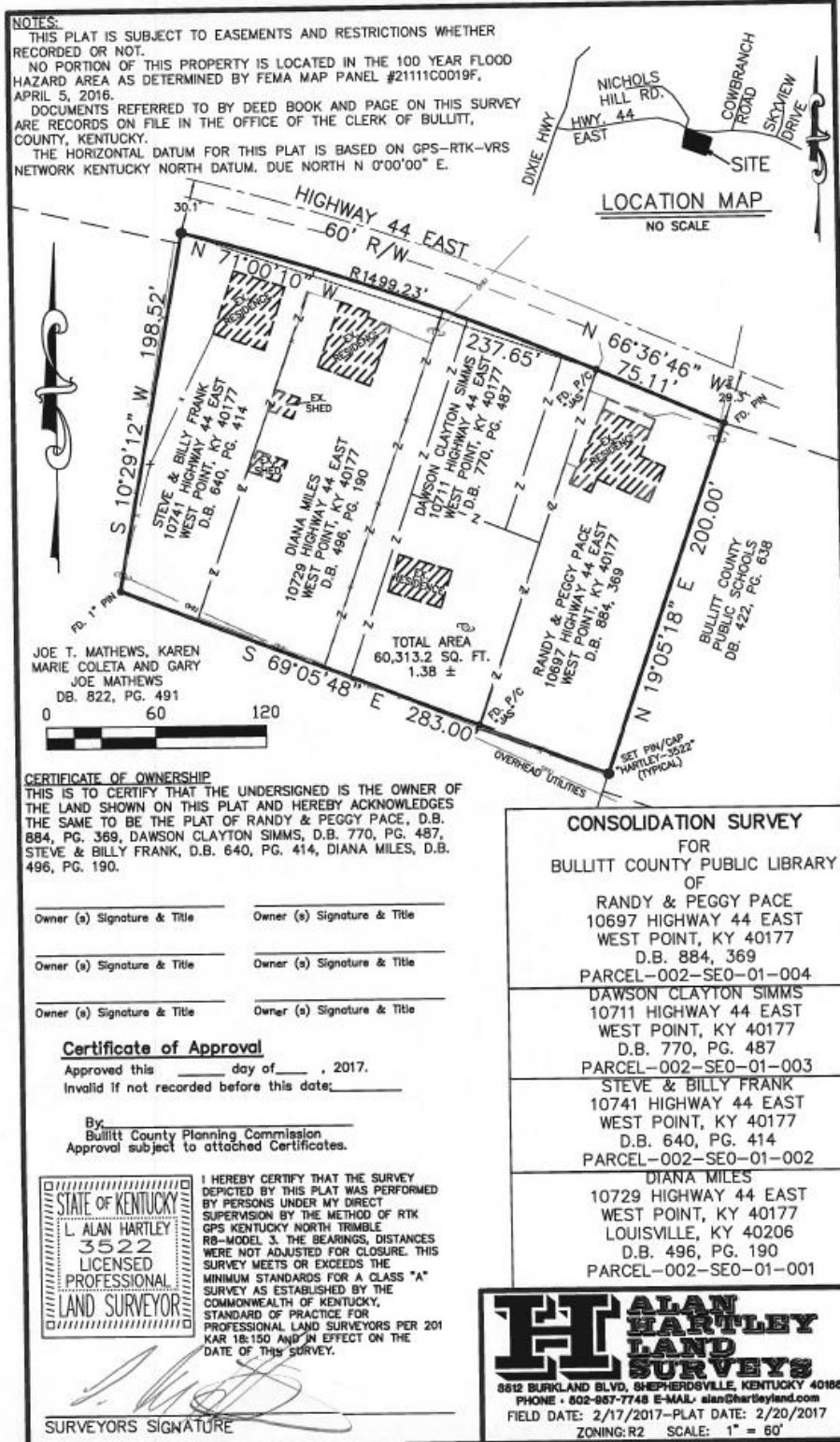
Location	Price Per Grass Cutting	Price Per Mulching	Price Per Fertilizing	Price Per Trimming	Price Per Weed Control Application
Ridgway Memorial, 127 N. Walnut St, Shepherdsville, KY 40165					
Hillview Branch, 155 Terry Boulevard, Hillview, KY 40229					
Annex Building 1251 Hillview Blvd Hillview, KY 40229					
Lebanon Junction Branch, 11382 S. Preston Highway, Lebanon Junction, KY 40150					
Mt. Washington Branch, 214 N. Bardstown Road, Mt. Washington, KY 40047					

Please provide prices for bush hogging services:

Location	Price Per Visit
Nichols Branch Property 10697-10741 Highway 44 West West Point, KY 40177	
Shepherdsville Branch Property Between 634 and 800 Conestoga Parkway Shepherdsville, KY 40165	

Attachment C

Nichols Lot



CERTIFICATE OF OWNERSHIP
 THIS IS TO CERTIFY THAT THE UNDERSIGNED IS THE OWNER OF THE LAND SHOWN ON THIS PLAT AND HEREBY ACKNOWLEDGES THE SAME TO BE THE PLAT OF RANDY & PEGGY PACE, D.B. 884, PG. 369, DAWSON CLAYTON SIMMS, D.B. 770, PG. 487, STEVE & BILLY FRANK, D.B. 640, PG. 414, DIANA MILES, D.B. 496, PG. 190.

Owner (s) Signature & Title	Owner (s) Signature & Title
Owner (s) Signature & Title	Owner (s) Signature & Title
Owner (s) Signature & Title	Owner (s) Signature & Title

Certificate of Approval
 Approved this _____ day of _____, 2017.
 Invalid if not recorded before this date: _____

By: _____
 Bullitt County Planning Commission
 Approval subject to attached Certificates.

STATE OF KENTUCKY
 L. ALAN HARTLEY
 3522
 LICENSED PROFESSIONAL
 LAND SURVEYOR

I HEREBY CERTIFY THAT THE SURVEY DEPICTED BY THIS PLAT WAS PERFORMED BY PERSONS UNDER MY DIRECT SUPERVISION BY THE METHOD OF RTK GPS KENTUCKY NORTH TRIMBLE R8-MODEL 3. THE BEARINGS, DISTANCES WERE NOT ADJUSTED FOR CLOSURE. THIS SURVEY MEETS OR EXCEEDS THE MINIMUM STANDARDS FOR A CLASS "A" SURVEY AS ESTABLISHED BY THE COMMONWEALTH OF KENTUCKY, STANDARD OF PRACTICE FOR PROFESSIONAL LAND SURVEYORS PER 201 KAR 18:150 AND IN EFFECT ON THE DATE OF THIS SURVEY.

[Signature]
 SURVEYORS SIGNATURE

CONSOLIDATION SURVEY
 FOR
 BULLITT COUNTY PUBLIC LIBRARY
 OF
 RANDY & PEGGY PACE
 10697 HIGHWAY 44 EAST
 WEST POINT, KY 40177
 D.B. 884, 369
 PARCEL-002-SE0-01-004
 DAWSON CLAYTON SIMMS
 10711 HIGHWAY 44 EAST
 WEST POINT, KY 40177
 D.B. 770, PG. 487
 PARCEL-002-SE0-01-003
 STEVE & BILLY FRANK
 10741 HIGHWAY 44 EAST
 WEST POINT, KY 40177
 D.B. 640, PG. 414
 PARCEL-002-SE0-01-002
 DIANA MILES
 10729 HIGHWAY 44 EAST
 WEST POINT, KY 40177
 LOUISVILLE, KY 40206
 D.B. 496, PG. 190
 PARCEL-002-SE0-01-001

L. ALAN HARTLEY LAND SURVEYS
 3812 BURKLAND BLVD, SHEPHERDSVILLE, KENTUCKY 40166
 PHONE - 502-957-7748 E-MAIL: alan@hartleyland.com
 FIELD DATE: 2/17/2017-PLAT DATE: 2/20/2017
 ZONING: R2 SCALE: 1" = 60'

Attachment D

Shepherdsville Lot

