



Request for Proposal

Bullitt County Public Library (“the Library”) will be issuing a 12-month contract for preventative maintenance on our HVAC equipment starting April 2021. The Library will be accepting individual bids on each of our Library locations, which includes 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 and Dorothea Stottman Annex (adjoining properties – please bid as one location)
155 Terry Blvd. and 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

Nichols Branch
10729 Highway 44 West
West Point, KY 40177

Basic Guidelines

Spring and fall: The Contractor would be responsible for scheduling a visit each spring and fall that would include: inspecting, cleaning, and servicing of HVAC equipment; supplying new filters and replacing all existing filters; checking electrical connections; checking operation of fans and blower motors; and, checking operation of thermostats and other controls.

Summer and winter: The Contractor would be responsible for scheduling a visit each summer and winter that would include: visual inspections of HVAC equipment plus supplying new filters and replacing all existing filters.

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.
- All planned preventive maintenance for said equipment is to be performed at a regular 3 month- intervals.
- All planned preventive maintenance for said equipment is to be performed during regular working hours.
- Bill for services and products completed may be submitted as one quarterly 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. All bidders must 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 (\$1,000,000 minimum coverage), 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 29, 2021 by 11:00 AM 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. A scoring matrix shall be used to determine the best bid.

These overall scoring shall include:

- 60% - yearly cost, based on information entered into Attachment B
- 10% - the experience and reputation of the bidder;
- 20% - any previous business dealings which the bidder has had with the Library;

- 10% - 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 2022-2023 and April 2023-2024. 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 preventative maintenance on the Library's HVAC equipment, 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 services, including all costs for labor and materials:

Location	Price for Spring Service	Price for Summer Service	Price for Fall Service	Price for Winter Service	Total Yearly Cost
Ridgway Memorial, 127 N. Walnut St, Shepherdsville, KY					
Hillview Branch/ Annex Building 155 Terry Blvd/1251 Hillview Blvd, Hillview, KY					
Lebanon Junction Branch, 11382 S. Preston Hwy, Lebanon Jct., KY					
Mt. Washington Branch, 214 N. Bardstown Rd, Mt. Washington, KY					
Nichols Branch 10729 Hwy 44 West, West Point, KY					