



## Request for Proposal

Bullitt County Public Library (“the Library”) will be issuing a 12-month contract for lawn care and landscaping starting April 2021. 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 and Dorothea Stottman Annex (adjoining properties – please bid as one location)  
155 Terry Blvd. and 1251 Hillview Blvd.  
Hillview, KY 40229  
*(Note: This property also includes a large back yard with a pavilion and walking trail)*

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 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 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 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. 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 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](mailto: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 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, assuming mulching will be done once per year, fertilizing flower beds once per year, fertilizing lawns twice per year, and trimming twice per year:

Location	Price Per Grass Cutting	Price Per Mulching	Price Per Fertilizing Flower Beds	Price Per Fertilizing Lawns	Price Per Trimming Trees and Bushes	Price Per Weeding/ Weed Control Application
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						