

Request for Proposal
City of Nicholasville
January 13, 2023
#2023-223

This RFP should not be construed as a commitment on City of Nicholasville's part to obtain any Services from any vendor or to fully implement this project. At any time, the City of Nicholasville (The City) may terminate or modify this RFP and request revised proposals from respondents. The City may reject any or all proposals at its sole discretion. All expenses associated with providing the information requested in this RFP are borne solely by the respondents to this document. The City assumes no legal or financial responsibilities for such expenses.

A. RFP PURPOSE AND SCOPE:

The purpose of this Request for Proposal ("RFP") is to solicit pricing and proposals for City of Nicholasville, Maple Grove Cemetery Mowing Specifications, located at 500 North Main Street, Nicholasville, Kentucky 40356.

B. DESCRIPTION OF SERVICES:

The following description outlines the scope of work for the project.

1. Proposer's will thoroughly examine the specifications, supplemental conditions, and all other documents.
2. Proposer's will make all investigations necessary to thoroughly inform themselves regarding performance of services as required by the RFP Documents. No plea of ignorance as a result of Failure to make the necessary examinations and investigations will be accepted as a basis for Varying the requirement of the City.
3. If a bidder needs clarification of the RFP documents, bidder must submit a written request to the Purchasing Agent. A request for clarification must be in writing and received by the Purchasing agent, no later than (4) days prior to the scheduled bid opening.

C: SUBMISSION OF RFP:

1. All RFP'S shall be enclosed in sealed envelopes and submitted to the City of Nicholasville, 517 North Main Street, Nicholasville, Kentucky 40356, Attention: Pauline Horsley, Purchasing Agent. The name and address of the proposer, date of the bid opening and the bid name will be shown on the outside of the envelope. All RFP'S must be received on February 2, 2023, 11:00 a.m. which at that time will be recorded as being received.
2. Proposer's agree that the price will remain firm and subject to acceptance by the City for a period Of 60 calendar days from the bid opening date.
3. RFP'S received after the time set for the RFP opening will not be considered.

D: Contract Period:

1. Contract will be for a (1) One-year period (a complete mowing season). Contract may be extended for (3) three (1) year extensions each provided both parties agree. During extensions of the contract, these cost figures may be changed with the mutual agreement between the City of Nicholasville and the Proposer.

E: Contractor Experience/References:

1. Each interested Contractor shall have at least (3) three years' experience in the Commercial lawn service business. Contractor shall provide at least (3) three References.

F: Frequency of Service:

1. Contractor to schedule mowing/weed eating on a weekly basis, service To be done on one day, unless directed by the Cemetery Superintendent Or his/her designee to alter regular weekly schedule due to weather conditions, July, August, September and October may not require a weekly cutting. Contractor to contact Cemetery Superintendent for direction during dry or Drought period.

G: Mowing Season Tentative Dates:

1. Starting Date: Approximate Mid-March 2023
Ending Date: Approximate Mid-October 2023

H. Maple Grove Cemetery Other Contractor Requirements:

1. **Access to Cemetery:** shall be permitted anytime between daylight and Dark Monday through Friday. **With the exception during Burial's Mowing shall not be permitted on Saturday, Sundays or Holidays.**
2. **Invoicing and Payment:** shall be monthly with net 30.
3. **Equipment:** Contractor shall own or have leased all necessary mowers/weed eaters and Supply all gas, oil and etc. to maintain mowing services. Contractor shall provide Inventory list of all equipment owned or leased by the Contractor and provide list to the City Of Nicholasville with RFP Proposal. **Equipment shall be of Commercial Grade to be considered As approved equipment (rear discharge mowers). Residential Grade Equipment will not be Considered in awarding of the Contract.**
4. **Supervision:** contractor shall have one individual designated as the Supervisor of the crew at All times while on Cemetery Property. A list of all Supervisors shall be provided to the Cemetery Superintendent prior to mowing.
5. **Employees:** Contract employees, permanent or temporary, will present a neat appearance and be easily recognized while performing at Maple Grove Cemetery
6. **Unit Price:** Unit price set forth in this RFP shall become a part of this Contract.
7. **Liability Clause:** Successful bidder shall furnish the following insurance certificates in full amounts Required by Kentucky Statutes. All Certificates shall remain up to date and on file during duration of the contract.

1. A current Certificate of Liability Insurance must be provided to the Purchasing Department with the Following minimum coverage:

Broad Form Comprehensive General Liability, including Products and Completed Operations.

Bodily Injury: \$1,000,000 each occurrence
 \$2,000,000 aggregate

Property Damage: \$1,000,000 each occurrence

2. Automobile Liability, including any auto, hiring autos and non-owned autos.
3. Workers Compensation for all employees used on the job pursuant to statute.
4. Contractor must hold a current City of Nicholasville Occupational License.
5. Business License, contractor shall provide proof of Business License for the City of Nicholasville.
6. Cancellation Clause: The Service will be furnished for a period of (1) one mowing season with (3) three (1) one year mowing season renewable extensions unless terminated for cause. Either Party may cancel this agreement by notifying the other (30) days prior to the termination date. Contractor agrees to notify the City of Nicholasville in writing at least (30) days prior to any change in ownership or management of the company.
7. **WORK UNDER THIS CONTRACT IN NON-TRANSFERABLE OR SHALL NOT BE SUBLET.**

I. QUALIFICATIONS:

Please submit the following with your RFP package:

1. List at Least (3) Commercial Account References.
2. A summary of your relevant experience and qualifications, including examples of work you have done for Other clients.
3. No less than 3 references.
4. **List of Equipment:** Commercial Grade, Mowers/Weed Eaters.

Description, Manufacture, Owned or Leased.

J. PRIMARY CONTACT:

Name: Pauline Horsley
Phone: 859-885-1121 or 859-519-6556 - City Cell
Email: pauline_horsley@nicholasville.org
Address: 517 North Main Street, Nicholasville, KY 40356

K. TIMELINE & BUSINESS REQUIREMENTS:

**All Request for Proposal MUST be received no later than
Thursday, February 2, 2023
At 11:00 a.m.
517 North Main Street
Nicholasville, Kentucky 40356
Attn: Pauline Horsley
RFP 2023-223**

The City of Nicholasville reserves the right to reject any and all proposals and to waive any minor informality in proposals received.