

**Request for Proposal**  
**City of Nicholasville**  
**April 11, 2023**  
**#2023-230**

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 Maintenance for HVAC Systems, Generators, and Plumbing, at the following City of Nicholasville Locations.

- (1). City of Nicholasville Police Station  
717 North Main Street
  
- (2) City of Nicholasville Fire Stations  
Station #1 – 510 N. Main Street  
Station #2 – 1022 S. Main Street  
Station #3 – 1031 Elizabeth Street  
Station #4 – 785 E. Brannon Road

**B. DESCRIPTION OF SERVICES:**

The following description outline's the Scope of Work for the Proposal.

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. Proposer's to contact Doug Blackford, City of Nicholasville Director of General Government.
  
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, not 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 proposer, date of bid opening and bid name will be shown on the outside of the envelope. All RFP's must be received on April 24, 2023, at Noon 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. PROPOSER'S EXPERIENCE/REFERENCES:**

1. Each Proposer shall have at least (5) five years' experience in the following Areas of Maintenance and License to perform work on the following areas, Generators, HVAC Systems, Plumbing.

**E. SCHEDULED START DATE/ENDING DATES:**

1. Starting Date: To be determined upon award of RFP.
2. Ending Date: To be determined upon award of RFP.

**F. PROPOSER'S REQUIREMENTS:**

1. **Access to Property:** Monday – Sunday 24 Hours (Fire Department)  
Monday - Friday 8:00 a.m. – 5:00 p.m. (Police Department)
2. **Supervision:** Proposer's shall have one individual designated as the Supervisor Of the work on Property at all times while performing Maintenance. A list of Names of Supervisor/Technician shall be provided to the City.
3. **Contract Price:** Contract Price set forth in the RFP shall become a part of the contract.

4. **Liability Clause:** Successful Proposer's 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. Business License, Contractor shall provide proof of Business License for the City of Nicholasville.

**G. QUALIFICATIONS:**

Please submit the following with your RFP Package:

1. List at Least (3) References.
2. A summary of your relevant experience and qualifications, including Examples of work you have done for other Clients.

**H. PRIMARY CONTACTS:**

Name: Pauline Horsley  
Phone: 859-885-1121 or 859-519-6556 City Cell  
Email: [Pauline.horsley@nicholasville.org](mailto:Pauline.horsley@nicholasville.org)  
Address: 517 North Main Street, Nicholasville, Ky 40356

Name: Doug Blackford, Director of General Government  
Phone: 859-885-1121 extension 251

**I. TIMELINE & BUSINESS REQUIREMENTS**

All Request for Proposal MUST be received no later than  
Monday, April 24, 2023 at Noon  
517 N Main Street  
Nicholasville, Kentucky 40356  
Attn: Pauline Horsley, Purchasing Agent  
RFP 2023-230

**WORK UNDER THIS CONTRACT IN NON-TRANSFERABLE OR SHALL NOT  
BE SUBLET.**

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

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