

Request for Proposal
City of Nicholasville
December 6, 2024
2024-278

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 the City of Nicholasville, from qualified firms for services necessary to provide audio/video recordings and publishing of Public held meetings. Proposers to provide all equipment.

B. DESCRIPTION OF SERVICES:

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

Departments Requesting Service:

- (a) City Hall Public Meeting – Monday 5:00 pm every 2nd and 4th week of month.
- (b) Planning and Zoning – Wednesday 5:00 pm every 4th Tuesday of month.
- (c) Board of Adjustments – Monday 5:00 pm every 2nd Monday of the month.
- (d) Other Departments as needed

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 Tim Cross, Director for Planning and Zoning.**

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 December 18, 2024 at 12:00 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: Contractor Experience/References:

1. Each interested Contractor shall have at least (3) three years' experience in the Audio/Video Recording and Publishing of Public held Meetings.

E: Scheduled work:

1. Contractor to schedule work as advised by The City of Nicholasville.

G: Scheduled Start Date/Ending Dates:

1. Starting Date: To be determined upon award of Bid.

H. Contractor Requirements:

1. **Access to Property:** As agreed once bid awarded.
2. **Contract Price:** Contract price set forth in this RFP shall become a part of this Contract.
3. **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. Workers Compensation for all employees used on the job pursuant to statute.
 3. Contractor must hold a current City of Nicholasville Occupational License.
 4. Business License, contractor shall provide proof of Business License for the City of Nicholasville.

I. 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.

J. PRIMARY CONTACTS:

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

Name: Tim Cross, Director Planning and Zoning
Phone: 859-885-9385 extension 284
Email: tim.cross@nicholasville.org
Address: 517 North Main Street, Nicholasville, KY 40356

K. TIMELINE & BUSINESS REQUIREMENTS:

All Request for Proposal MUST be received no later than

Wednesday, December 18, 2024 at 12:00 Noon
517 North Main Street
Nicholasville, Kentucky 40356
Attn: Pauline Horsley
RFP 2024-278

WORK UNDER THIS CONTRACT IS 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.