

**Request for Proposal**  
**City of Nicholasville**  
**September 16, 2025**  
**#2025-287**

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, Code Enforcement, Demolition of Property located at 111 Lincoln Street, Nicholasville, Kentucky 40356. The property has been fully noticed and the Code Enforcement Board made a ruling on August 9, 2025 for Code Enforcement Case #2022-0766.

Project to include removal of all Materials, Foundations and Footers. Final grading of the lot needs to include seeding and strawing. Clean fill shall be used (No onsite materials). All city sidewalks will need to remain undamaged.

**DESCRIPTION OF SERVICES:**

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

1. Proposers will thoroughly examine the specifications, supplemental conditions, and all other documents.
2. Proposers will make all investigations necessary to inform themselves regarding performance of services as required by the RFP Documents.
3. 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 requirements of the City. **Proposers are to contact Code Enforcement Division, [codeenforcement@nicholasville.org](mailto:codeenforcement@nicholasville.org). Should questions or issue arise.**
4. 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 sent to, [pauline.horsley@nicholasville.org](mailto:pauline.horsley@nicholasville.org). All request will be 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 will be received on September 29, 2025 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 Structural Removal of all Materials, Excavating. Contractor shall provide at least (3) Three References.

**E: Scheduled work:**

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

**G: Scheduled Start Date/Ending Dates:**

1. Starting Date: To be determined upon award of Bid.  
Ending Date: To be determined upon award of Bid.  
Project to be completed within 6 weeks upon start of scheduled work.

**H. Contractor Requirements:**

1. **Access to Property:** Monday thru Friday 7:00 a.m. – 6:00 p.m.
2. **Supervision:** Contractor shall have one individual designated as the Supervisor of the crew at all times, while on Property. A list of all Supervisors shall be provided to the Code Enforcement Department prior to work.
3. **Contract Price:** Contract price set forth in this RFP shall become a part of this Contract.
4. **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 filed during duration of the contract.

1. Certificate of Liability Insurance Shall 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.

**Prior to Scheduled Work, awarded Contractor must do necessary paperwork From the City of Nicholasville Planning and Zoning. (Document attached)**

### **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](mailto:pauline.horsley@nicholasville.org)  
Address: 517 North Main Street, Nicholasville, KY 40356

Name: Code Enforcement Division  
Phone: 859-885-9467

### **K. TIMELINE & BUSINESS REQUIREMENTS:**

**All Request for Proposal MUST be received no later than  
Monday, September 29, 2025, at 12:00 Noon  
517 North Main Street  
Nicholasville, Kentucky 40356  
Attn: Pauline Horsley  
RFP 2025-287**

**WORK UNDER THIS CONTRACT IS NON-TRANSFERABLE AND SHALL NOT BE SUBLET**

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

