

Request for Proposal
City of Nicholasville
Electric Department
October 19, 2026
#2026-323

This RFP should not be construed as a commitment on the 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 competitive pricing and proposals for the City of Nicholasville's right-of-way clearing. The Electric Department is seeking services from a qualified Tree Trimming Contractor to perform distribution line clearing and tree removal typical for electric distribution lines. A Contractor is needed who can provide supervision, labor, equipment, traffic control, debris removal and incidentals necessary to perform tree removal services on various utility right-of-ways, utility lines and roadways in and around Nicholasville, Kentucky.

B. 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 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 (5) days prior to the scheduled bid opening.

C: SUBMISSION OF RFP:

1. All RFPs shall be enclosed in **sealed envelopes** and submitted to the City of Nicholasville, 517 North Main Street, Nicholasville, Kentucky 40356, Attention: Camille Latham, 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.
2. **All RFP'S must be received by October 30, 2026 at 3:00 p.m., at which time will be recorded as being received.**
3. RFPs received after the time set for the RFP deadline will not be considered.
4. 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 of October 30, 2026.

D: CONTRACT PERIOD:

1. Contract will be for a two (2) year period. Contract may be extended for two (2) one (1) year extensions 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 three (3) years experience in the Tree Trimming Service Business. Contractor shall provide at least three (3) professional references for which they have performed similar right-of-way clearing work within the last 24 months.

F: TERM/LIMITATION OF TIME TO COMPLETE WORK:

1. The Contractor is expected to start work promptly after the authorization to proceed in an area is issued. Work shall begin within 30 days of the execution date of authorization to proceed by the Electric Department Superintendent.

G. OTHER CONTRACTOR REQUIREMENTS:

1. **Safety:** Job site activities shall at all times be conducted in accordance with applicable Federal, State and Local requirements to include but not limited to the National Electric Safety Code and the Kentucky Department of Transportation Manual on Uniform Traffic Control Devices.
2. **Customer Notification:** The Contractor shall remain in close communication with the City of Nicholasville Electric Department Superintendents. No work shall commence that has not been directed by the Superintendents. Contractor shall not respond to residential customer requests or make any representations to the City of Nicholasville's customers, and instead shall request the City's Superintendent. Customer notification of work to be performed at or near a customer's premises shall be made by the City of Nicholasville.
3. **Equipment:** Contractor shall own or have leased all necessary machinery and supply all gas, oil and etc. Contractor shall provide an Inventory list of all equipment owned or leased by the Contractor to the City of Nicholasville with the RFP Proposal. Equipment shall be of commercial grade to be considered as approved equipment and be in good working condition.
4. **Supervision:** Contractor shall have one individual designated as the Supervisor of the crew at all times while on City of Nicholasville property. A list of all Supervisors shall be provided to the Electric Department Superintendent prior to work.
5. **Employees:** Contractor employees, permanent or temporary, will maintain a neat and professional appearance and be required to wear uniform shirts /coats identifying them as employees of the contractor while performing all work. Employees will maintain a professional attitude toward work being performed and toward all customer contacts incurred while working in the City of Nicholasville.
6. **Limitation on Number of Work Crews:** The number of work crews assigned to this contractor and performing services for the City of Nicholasville shall not exceed three (3) crews operating at any given time. This is to ensure that the City may adequately supervise the work under contract.
7. **Invoicing and Payment:** Shall be monthly with net 30.

8. **Unit Price:** Unit price set forth in this RFP shall become a part of this Contract.
9. **Contract Price:** Contract price set forth in this RFP shall become a part of this Contract.
10. **Liability Clause:** Successful bidders shall furnish the following insurance certificates in full amounts as required by Kentucky Statutes. All Certificates shall remain up to date and on file during the duration of the contract.
 - a. 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
 - b. Automobile Liability, including any auto, hiring autos and non-owned autos.
 - c. Workers Compensation for all employees used on the job pursuant to statute.
 - d. Contractor must hold a current City of Nicholasville Occupational License.
 - e. Business License, contractor shall provide proof of Business License for the City of Nicholasville.
11. **Indemnification:** The Contractor agrees to and shall indemnify and hold the City of Nicholasville harmless from and against all liability, loss, damages or injury and all expenses, (including attorney's fees and costs of any suit related thereto), suffered or incurred by the City, arising from or related to Contractor's negligent performance under this contract.
12. **Cancellation Clause:** Either Party may cancel this agreement by notifying the other - thirty (30) days prior to the termination date. Contractor agrees to notify the City of Nicholasville in writing at least thirty (30) days prior to any change in ownership or management of the company.
13. **WORK UNDER THIS CONTRACT IS NON-TRANSFERABLE AND SHALL NOT BE SUBLET.**

H. QUALIFICATIONS:

Please submit the following with your RFP package:

1. List at Least three (3) references.
2. A summary of your relevant experience and qualifications, including examples of similar work you have done for other clients.
3. List of Equipment: Contractor shall provide an Inventory list of all equipment owned or leased by the Contractor to the City of Nicholasville.

I. PRIMARY CONTACTS:

Name: Camille Latham, Purchasing Agent
Phone: (859) 885-1121 ext. 263
Email: camille.latham@nicholasvilleky.gov
Address: 517 North Main Street, Nicholasville, KY 40356

Name: Robert Blackford, Electric Department Superintendent
Phone: (859) 509-6294
Email: robert.blackford@nicholasvilleky.gov
Address: 517 North Main Street, Nicholasville, KY 40356

Name: Ricky Boyd, Electric Department Assistant Superintendent
Phone: (859) 536-1412
Email: ricky.boyd@nicholasvilleky.gov
Address: 517 North Main Street, Nicholasville, KY 40356

J. TIMELINE & BUSINESS REQUIREMENTS:

All Request for Proposals MUST be received no later than Friday, October 30, 2026 at 3:00 p.m. at
517 North Main Street
Nicholasville, Kentucky 40356
ATTN: Camille Latham
RFP 2026-323

The City of Nicholasville reserves the right to evaluate bids, reject any and all proposals, waive minor informalities, and further specifically, the City reserves the right to award any bid in the best interest of the City of Nicholasville.