



LKLP
Community
Action

Request for Proposal for Lawn Services

LKLP Community Action Council is seeking proposals from qualified lawn care professionals to perform lawn care and landscaping maintenance of LKLP properties.

Description of LKLP CAC, Inc.

LKLP CAC, Inc. is a non-profit organization whose corporate office is located at 398 Roy Campbell Drive; Hazard, KY. LKLP was established in 1966 to develop and carry out anti-poverty programs within a four-county area (Leslie, Knott, Letcher and Perry counties). The mission of the organization is to be successful at “engaging families and communities, and providing knowledge, skills, and resources necessary to thrive and improve quality of life”. Our agency administers a variety of programs funded by Federal, State, and Local resources.

Scope of Work

- A. **Mowing:** Contractor shall mow the grass every seven (7) days, or as weather permits, to maintain an appropriate even height for the type of grass and season to ensure a well-manicured and healthy appearance. Mowing outside of the normal operating season shall only be conducted if necessary to maintain a well-manicured appearance.
- B. **Edging:** Contractor shall edge all tree rings, plant beds, buildings, sidewalks, fences, driveways, parking lots, playground boxes and other surfaced areas bordered by grass with each mow.
- C. **Trimming:** Contractor shall trim weeds and/or grass around all street signs, lamp posts, fences, and any other obstructions to maintain a well-manicured appearance.
- D. **Flower Bed Maintenance:** The Contractor shall provide maintenance of all plant beds continuously throughout the contract period, being kept free and clear of all weeds. (This excludes raised garden boxes used by children on playgrounds except when occasionally requested by the Agency).
- E. **Pruning:** Contractor shall prune shrubs and trees as needed. Flowering trees and shrubs shall not be pruned while in bloom or at times when pruning will inhibit blooming. All trees or shrubs in parking area or near walkways will be trimmed to insure the tree/shrub does not impede parking or walking.

F. Leaf Removal: Contractor shall remove leaves during the fall and winter until trees have dropped all foliage. Leaves shall be removed from the property and discarded in an offsite landfill.

G. Clean-up and Trash Removal:

1. The Contractor shall ensure all sidewalks, curbs, decks, ramps, driveways/roadways, and ground level cement/asphalt surfaces are blown free of clippings, dirt, and debris immediately after each mowing.
2. The Contractor shall remove all debris associated with the lawn maintenance during each visit.
3. When sweeping or blowing grass clippings or debris, special care shall be taken to surrounding windows and vehicles.

H. Other services as needed: Cutting and removal of limbs and spreading mulch as needed.

Locations

Location Name	Address	Required Services
Perry Transit Corporate Office	398 Roy Campbell Drive Hazard, KY 41701	Parking lot and walkway blown weekly. Lot adjacent to building mowed.
Perry County Jobsite/Kentucky Career Center	412 Roy Campbell Drive Hazard, KY 41701	Parking lot and walkway blown weekly.
KCADV Safe House	52 Taylor Ridge Rd. Hazard, KY 41701	Trim hillside and ditch. Edge around driveway. Parking lot and walkway blown weekly.
LKLP Storage Facility	1440 East Main Street Hazard, KY 41701	Trim adjacent areas and around parking lot and walkways.
LKLP Intergenerational Facility	145 Citizens Lane Hazard, KY 41701	Trim adjacent areas and around parking lot. Maintain landscaping.
LKLP Letcher County Office	2 Main Street Whitesburg, KY 41858	Trim adjacent areas and around parking lot and walkways.

Leslie Training Facility – Hyden Elementary	130 Maple Street Hyden, KY 41749	Trim adjacent areas and around parking lot and walkways.
Perkins Head Start	238 Highway 160 Hindman, KY 41822	Trim adjacent areas and around parking lot and walkways.
Jenkins Head Start	571 Dairy Hollow Jenkins, KY 41537	Trim adjacent areas and around parking lot and walkways.
Mt. Heritage Head Start	13315 Hwy 588 Blackey, KY 41804	Trim adjacent areas and around parking lot and walkways.
Cowan Head Start	81 Sturgill Branch Whitesburg, KY 41858	Trim adjacent areas and around parking lot and walkways.
Mayking Head Start	15 Hwy 3410 Mayking, KY 41837	Trim adjacent areas and around parking lot and walkways.

Service Times

Services shall only be performed at Head Start Centers when school is not in session (weekends, before or after school hours, etc.) due to daycare regulations. Hours of lawn care and maintenance shall ONLY be performed from 5:00pm until sunset or sunrise until 7:00am Monday through Friday and 7:00am until 9:00pm on Saturday.

Contract Period

The initial contract period shall be from April 18, 2022 through October 31, 2022. The Agency has the option to renew the contract on an annual basis for up to two additional years with the Contractor upon written notice to Contractor. The pricing in the bid proposal shall remain for the entire contract period. Any price increases for subsequent years must be submitted to LKLP no later than ninety (90) days prior to change. If, at any time, LKLP determines it is in its best interest to discontinue use of these services, LKLP reserves the right to cancel the contract to be awarded by giving thirty (30) days advance written notice.

Personnel and Equipment

The Contractor shall designate, hire, and dismiss the personnel and provide all equipment necessary for the performance of the contract.

Insurance and Licenses

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents or his employees with the following minimum limits: \$1,000,000 each incident/occurrence.

The Contractor shall also maintain Worker's Compensation Insurance, as required by the laws of Kentucky. Proof of General Liability and Worker's Compensation insurance coverage shall be provided to LKLP at the time of submitted bid proposal.

General Indemnity

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify LKLP, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of LKLP or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by LKLP or LKLP officials (including the Executive Director, the Board of Directors, as well as LKLP employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against LKLP or LKLP officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

Availability of Funds

Any and all payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds from the relevant federal funding sources for the general purpose set forth in this proposal.

Pricing

The Contractor warrants that the pricing stated herein shall remain firm for the entire period as stated in the contract. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract less any in-kind contributions made by the Contractor. In the bid submission, the pricing shall be broken down by month for the contract period based on services during those months. Any additional services requested by LKLP shall be paid to Contractor on an agreed upon rate.

Payment Terms

Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to: LKLP CAC, Inc. Attn: Accounts Payable 398 Roy Campbell Drive, Hazard, KY 41701.

Evaluation Criteria

The Agency, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Bids will be evaluated using an internal evaluation process.

Contract awards will be based on a combination of experience, the bidder's operational capacity, references, and price. The lowest price may not always receive the contract award. The final decision will be based on what is in the best interest of the agency to ensure LKLP that quality workmanship is performed to achieve maximum results. Bidders on the Suspension of Funding listing and/or the System of Awards Management/Excluded Parties List System will be deemed ineligible for award consideration. The Agency reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. The Agency reserves the right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the Agency.

Bid Submission

1. Proposals must be submitted to LKLP on or before **Friday, April 15, 2022 at 3:00 pm**. Proposals may be submitted by mail, email or delivered in person. **NO** faxed proposals will be accepted. The Agency must receive all proposals **PRIOR** to the date and time specified. Any proposal received after the date and time prescribed shall **NOT** be considered for award and the proposal shall be returned to the Contractor.

Each sealed envelope containing a proposal must be plainly marked with the Contractor's Name.

2. Viewing locations ahead of time of submission is **recommended**. If you need assistance or a tour of the properties, please contact Darrell Grigsby at 606-216-7461 Monday – Friday, 8:00 am – 4:30 pm.
3. Each bidder must submit a proposal including:
 - Total monthly price for the performance of these services.
 - Completed vendor profile and certification (attached).
 - Proof of General Liability insurance.
 - Proof of Worker's Compensation insurance.
 - W-9 Form with Contractor Information (attached).
 - At least three (3) customer references.

Notification of Award

The successful Contractor will be notified in writing within fifteen (15) working days of this award.

Termination

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

If you have questions, please call Cena Whitaker prior to the proposal deadline.

Contact person: Cena Whitaker
CFO
606-435-7973
606-438-0838
cena.whitaker@lklp.net

Proposal submission: LKLP CAC, Inc.
Attn: Lawn & Landscape Contract Bid
398 Roy Campbell Drive
Hazard, KY 41701

Submission Deadline: 3:00 pm on Friday, April 15, 2022

VENDOR PROFILE & CERTIFICATION

1. Business Name: _____

2. Business Owner(s) Name: _____

3. Business Physical Address: _____

4. Mailing Address (if different from above): _____

5. Business Telephone: _____ Fax: _____

6. Email address: _____

7. Company Structure (corporation, partnership, sole proprietorship):

8. Primary Business Purpose: _____

9. Years in Business: _____

10. Federal Tax Identification Number: _____

11. Years of doing work similar to the work sought in this bid request: _____

12. References – list at least 3

Customer	Main Contact Person	Telephone Number

14. Attach a copy of licenses (include professional, state and/or local business or privilege licenses).

15. Attach a copy of insurances (Worker's Compensation and Commercial General Liability)