

***Request for Proposal to Provide Landscaping Services
for the Kentucky League of Cities, Inc. Building***

I. About Kentucky League of Cities

The **Kentucky League of Cities (KLC)** is a membership association of over 370 Kentucky cities. The KLC office is located at 100 East Vine Street in Lexington, Kentucky. KLC owns the eight-story commercial office building located in the heart of downtown Lexington and occupies approximately 31% of the office building. The remaining office space is comprised of GSA (52%) and banking (27%).

II. Purpose for Request for Proposal

The purpose of this Request for Proposal is to solicit proposals from qualified landscaping providers to provide day-to-day landscaping service for the property listed below. Proposals will be evaluated in accordance with the criteria set forth in this RFP.

Address:	100 East Vine Street Lexington, Kentucky 40507
Built:	1980
Contract Start Date:	May 1, 2024

The building's public office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. However, employees with flexible schedules are in the building from 7:30 a.m. to 7:00 p.m. most days. Most of the tenants recognize all State and Federal holidays.

KLC is seeking landscaping services inclusive of all the required labor, equipment, tools, supplies and materials as outlined in the more detailed Scope of Work section of this RFP. KLC is offering a one-year agreement with up to five (5) one-year extensions. It is the bidder's responsibility to assess the necessary labor required based on the Scope of Work.

The bid shall be quoted based upon the Pricing Outline section as outlined in the Scope of Work document included in this RFP. The bid should also include an additional hourly rate for any ad hoc work requested that is outside the regular scope of work.

A minimum of two (2) references from customers with comparable downtown properties should be included with the bid proposal.

Beginning May 1, 2024, service provider shall perform daily services Monday through Friday as well as weekends if needed to perform the agreed upon scope of work. Provider shall also be available for ad hoc landscaping services on an on-call, agreed upon fee.

III. Qualifications

The landscaping contractor must be bonded and insured with a minimum of five (5) years experience in providing landscaping services for commercial office buildings located in the Central Business District (CBD). Safety Training should be a requirement for all staff and updated/refreshed routinely. Management personnel should include NALP Landscape Industry Certified professionals or ISA certified Arborists. Management support is a critical component and will weigh heavily in the decision-making

process. It is up to the service provider to determine the hours needed per day/night in order to accomplish the required scope of work. The requirements for the landscaping staff are:

- Background checks insure legally documented workers
- Customer service oriented
- Well groomed and in uniform
- Polite/professional
- Safety Trained

A 30-day non-performance cancellation clause to be included in the contract.

The federal government requires KLC to consider the small business status of all contractors in its required reporting. All proposals should include the completed Small Business Concern form attached to this RFP.

IV. Scope of Work & Pricing Outline (see attached)

V. Overview of the Process and Timetable

The process begins with this Request for Proposal (RFP). Submitted proposals will be reviewed by an internal selection committee. The committee will make a recommendation to the KLC Executive Team for approval.

The following will be considered in evaluating the proposals:

- Experience in commercial landscaping services; outlining equipment, materials and supplies the contractor will provide for the service.
- Familiarity with servicing downtown office buildings.
- Demonstrated ability to perform all required tasks in a proactive and highly coordinated manner.
- Qualifications and experience of key personnel responsible for delivering services.
- References from current and former clients.
- Project bid quoted per the pricing outline including the additional projects noted and an hourly rate for any ad-hoc work requested that is outside the regular scope of work.

Activity	Completion Date
Issuance of RFP	March 27, 2024
Pre-bid walk thru	Week of April 1 & April 8
RFP response deadline	April 25, 2024
Notification of selection	On or around May 1, 2024

VI. Proposal Submission Requirements

1. Questions about this RFP will be addressed prior to and after each vendor walk thru. Please reach out to Lynn Pearson at 859-983-7577 to schedule walk through of bid areas.

2. Proposals must be received no later than 5:00 p.m. EDT on April 25, 2024. Proposals must be received via email to dkubala@klc.org or by mail or overnight mail, clearly marked “**RFP Landscaping Service**” and include the bidders return address. No exceptions will be permitted. Please submit mailed proposals to:

Kentucky League of Cities
ATTN: Demita Kubala
Executive Assistant
100 East Vine Street, Suite 800
Lexington, KY 40507
Email: dkubala@klc.org

If emailing the proposal, it is the bidders responsibility to ensure it has been received by the deadline. If no reply email has been received from KLC, the bidder should call to ensure electronic delivery has been received at the number below:

Phone: 1-800-876-4552 (toll free) or 859-977-3750 (direct)

Any costs associated with the proposal will be the sole responsibility of the vendor.

KLC has the right to reject any and all submissions and to waive any defect or any irregularities.

Pursuant to KRS 65.312, KLC is a “public entity.” Any submissions in response to this notification may be subject to Kentucky Open Records Act (ORA) laws. Any specific information which the proposer considers confidential and proprietary and possibly subject to exemption in accordance with ORA statutes, Kentucky Attorney General opinions and Kentucky case law, must be clearly designated as such. Please note that information designated as “confidential and proprietary” does not guarantee that it will be exempt from release, but will aid KLC in determining if any ORA exemptions apply. Please consult the ORA and/or your legal counsel regarding what information submitted, if any, may be exempt under the ORA.

SMALL BUSINESS CONCERN FORM

Dear Vendor - The Kentucky League of Cities (KLC) appreciates working with your company to provide services and/or products for the building located at 100 East Vine Street, Lexington, KY 40507. KLC leases space to three agencies of the federal government under the supervision of the General Services Administration (GSA). The GSA is now requiring KLC to meet certain subcontracting goals for their agencies' leased spaces to provide small and disadvantaged businesses access to subcontracting opportunities as defined in the federal regulations. This means that KLC needs your help to identify if your company is a small business as defined in FAR 52.219-8. A business can be represented in one or more of these categories. Please read through the definitions and check all that apply.

_____ **Small business concern** means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto. **To determine if your business qualifies as "small" for government contracting purposes, use the SBA's [Size Standards Tool](#).**

Note: SBA defines industry specific size standards based on the average number of employees over the past 12 months or average annual receipts over the past three years categorized using the North American Industry Classification System (NAICS) codes. Please visit the SBA website to determine [if your business qualifies](#) as a small business concern and to learn more [about NAICS codes](#) and to look up your industry's code(s).

While size standards vary from industry to industry, SBA uses the following general criteria to define a small business concern. A small business...

- Is organized for profit
- Has a place of business in the United States (U.S.)
- Operates primarily within the U.S. or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor
- Is independently owned and operated
- Is not dominant in its field on a national basis
- May be a sole proprietorship, partnership, corporation, or any other legal form

_____ **HUBZone small business concern** means a small business concern, certified by the Small Business Administration, that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.

_____ **Service-disabled veteran-owned small business concern—**

(1) Means a small business concern-

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in [38 U.S.C.101\(2\)](#), with a disability that is service-connected, as defined in [38 U.S.C.101\(16\)](#).

_____ **Small disadvantaged business concern**, consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that-

- (1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by-
 - (i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and
 - (ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and
- (2) The management and daily business operations of which are controlled (as defined at 13.CFR 124.106) by individuals, who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

_____ **Veteran-owned small business concern** means a small business concern-

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at [38 U.S.C.101\(2\)](#)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

_____ **Women-owned small business concern** means a small business concern-

- (1) That is at least 51 percent owned by one or more women, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

_____ **My business does not qualify as a small business.**

If you currently have an NAICS code(s) that you use for your industry, please provide that code(s) and identify the industry below.

Thank you for taking the time to provide KLC with this information so it can comply with the GSA reporting requirements.

Sincerely,

Lynn Pearson
Property Manager for KLC

IV LANDSCAPING SCOPE OF WORK

Mowing:	Weekly mowing as needed up to 36 mows. Blow off areas where grass is thrown after each mow
Beds:	Spring - clean out all landscaping beds of weeds, etc and apply pre-emergent
Mulch	Once beds are cleaned put down mulch to adequately cover all beds. Mulch to be delivered in the spring only.
Shrubbery	Prune and shape up all shrubbery in the beds. Remove and haul away debris.
Late Fall	Cut back and/or provide care for the perennial plantings as required. Detail what work this would include.
Seasonal Flowers	Summer Seasonal flowers to be provided in all planter containers along the front of the Building (Vine Street) and under the garage canopy. (see photos included)
Watering	Pricing to water planter flowers if needed (per occurrence)

Below is an overview of the areas to be bid:



Pricing Outline:

Bid to be broken down by scope of work per these defined areas:

Bid “A” Employee lot along High Street (see overview prior page)
Grounds Mgmt MONTHLY COST _____ ANNUAL COST _____

Bid “B” Area surrounding the office building includes planters (see overview prior page)
Grounds Mgmt MONTHLY COST _____ ANNUAL COST _____
Annual Flowers MONTHLY COST _____ ANNUAL COST _____
Annual Mulch MONTHLY COST _____ ANNUAL COST _____
Watering PER OCCURANCE _____

Bid “C” Area surrounding the bank drive through (see overview prior page)
Grounds Mgmt MONTHLY COST _____ ANNUAL COST _____

ADDITIONAL ITEMS TO PRICE:

Snow Removal:

Please provide typical snow removal rates for all parking and drive through areas defined in the Landscaping Scope of Work.

Ad Hoc Rate:

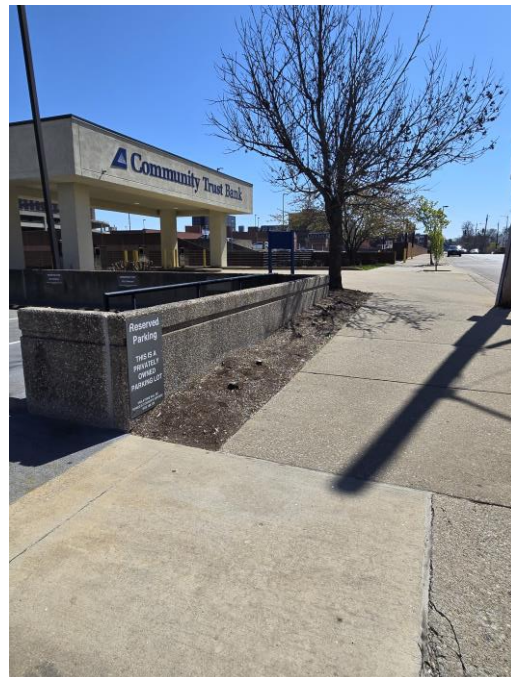
Please provide an hourly rate for any additional services required.

Replacement Shrubs:

We currently have several areas where our shrubbery did not survive the winter of 2022. We have cut them back but need a separate price to remove the stumps completely and install new shrubs.

Please provide a quote to remove the existing stumps and to install Double Play Doozie Spirea in these areas – specify quantity and price per:

SHRUB AREAS:



We also have an area along the High Street side of the building adjacent to the Bank of the Bluegrass parking lot that currently has shrubs that have not been removed but do need to be replaced.

Please provide a quote to remove the existing shrubs and to install Double Play Doozie Spirea in these areas – specify quantity and price per:



PLANTERS:

