**KENTUCKY LEAGUE OF CITIES, INC.**

**REQUEST FOR QUALIFICATIONS AND**

**CONSTRUCTION QUOTE**

**I. ABOUT KENTUCKY LEAGUE OF CITIES, INC**.   
  
Kentucky League of Cities, Inc. (KLC) is a Kentucky non-stock, non-profit corporation with an office located at 104 Battle Alley, Frankfort, Kentucky.

**II. PURPOSE OF REQUEST**  
KLC is seeking proposals from qualified and experienced construction professionals for the repair and/or removal of the sunroom at its Frankfort office.

**III. OVERVIEW OF THE PROCESS AND TIMETABLE**   
  
Individuals seeking to respond to the RFP should contact Elizabeth Schepens at [eschepens@klc.org](mailto:eschepens@klc.org) or 859-977-3742 in order to schedule a walk-through of the property. Quotes should contain information which identifies the name, title, address, education, experience and professional credentials of the firm and persons who, if selected, will perform services after July 1, 2019. Quotes must be received by close of business on March 15, 2019. Submissions will be reviewed and a selection made by a team of KLC staff. Upon final selection and approval, the successful firm will enter into a contract to perform the work. 

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| **Activity** | **Completion Date** |
| Issuance of Quote Request | February 25, 2019 |
| Quote Request Response Deadline | March 15, 2019 |
| Notification of Selection | July 1, 2019 |

**IV. QUOTE SUBMISSION INSTRUCTIONS**

Questions about this quote should be directed to Elizabeth Schepens at the contact information listed above. Please submit your proposal to**:**   
  
 Kentucky League of Cities, Inc.   
 ATTN: Jeri McCullough   
 100 East Vine Street, Suite 800   
 Lexington, KY 40507   
 Facsimile: 859-977-3703   
 Email: jmccullough@klc.org   
 Phone: 1-800-876-4552 (toll free) or 859-977-3780 (direct)

**KLC reserves the option of withdrawing or modifying this RFP and to waive any defect or any irregularity in any proposal. It may also reject any or all proposals or portions thereof at any time.**

**Pursuant to KRS 65.312, KLC is a “public entity”. Any submissions in response to this RFP 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 exempted 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 exempted under the ORA.**