



UNIVERSITY  
OF KENTUCKY

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# Purchasing Division

Request for Proposal

UK-2151-21

Proposal Due Date – 04/15/2021

Coldstream Research Campus  
Landscape & Lawn Care Maintenance



# UNIVERSITY OF KENTUCKY

## Purchasing Division

### REQUEST FOR PROPOSAL (RFP)

**ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.**

<b>PROPOSAL NO.:</b>	<b>UK-2151-21</b>	<b>RETURN ORIGINAL COPY OF PROPOSAL TO:</b>
<b>Issue Date:</b>	<b>3/12/2021</b>	<b>UNIVERSITY OF KENTUCKY</b>
<b>Title:</b>	<b>Coldstream Research Campus</b>	<b>PURCHASING DIVISION</b>
<b>Purchasing Officer:</b>	<b>David D. Stefanic</b>	<b>411 S LIMESTONE</b>
<b>Phone:</b>	<b>859-257-5792/david.stefanic@uky.edu</b>	<b>ROOM 322 PETERSON SERVICE BLDG.</b>
		<b>LEXINGTON, KY 40506-0005</b>

**IMPORTANT: PROPOSALS MUST BE RECEIVED BY: 04/15/2021 3 P.M. LEXINGTON, KY TIME.**

NOTICE OF REQUIREMENTS

- The University's General Terms and Conditions and Instructions to Bidders, viewable at [www.uky.edu/Purchasing/terms.htm](http://www.uky.edu/Purchasing/terms.htm), apply to this RFP. When the RFP includes construction services, the University's General Conditions for Construction and Instructions to Bidders, viewable at [www.uky.edu/Purchasing/ccphome.htm](http://www.uky.edu/Purchasing/ccphome.htm), apply to the RFP.
- Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
- Any agreement or collusion among offerors or prospective offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
- Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

- That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
- That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the RFP, designed to limit independent bidding or competition;
- That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
- That the offeror is legally entitled to enter into contracts with the University of Kentucky and is not in violation of any prohibited conflict of interest, including, but not limited to, those prohibited by the provisions of KRS 45A.330 to .340, and 164.390;
- That the offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award;
- That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS

In accordance with KRS 45A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The contractor by signing and submitting a proposal agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the University by the successful contractor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

**SIGNATURE REQUIRED:** This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.

<b>DELIVERY TIME:</b>	<b>NAME OF COMPANY:</b>	<b>DUNS #</b>
<b>PROPOSAL FIRM THROUGH:</b>	<b>ADDRESS:</b>	<b>Phone/Fax:</b>
<b>PAYMENT TERMS:</b>	<b>CITY, STATE &amp; ZIP CODE:</b>	<b>E-MAIL:</b>
<b>SHIPPING TERMS: F. O. B. DESTINATION PREPAID AND ALLOWED</b>	<b>TYPED OR PRINTED NAME:</b>	<b>WEB ADDRESS:</b>
<b>FEDERAL EMPLOYER ID NO.:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>

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## 1.0 DEFINITIONS

The term "addenda" means written or graphic instructions issued by the University of Kentucky prior to the receipt of proposals that modify or interpret the RFP documents by additions, deletions, clarifications and/or corrections.

The term "competitive negotiations" means the method authorized in the Kentucky Revised Statutes, Chapter 45A.085.

The terms "offer" or "proposal" mean the offeror's/offers' response to this RFP.

The term "offeror" means the entity or contractor group submitting the proposal.

The term "contractor" means the entity receiving a contract award.

The term "purchasing agency" means the University of Kentucky, Purchasing Division, Room 322 Peterson Service Building, Lexington, KY 40506-0005.

The term "purchasing official" means the University of Kentucky's appointed contracting representative.

The term "responsible offeror" means a person, company or corporation that has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an offeror is responsible, the University may evaluate various factors including (but not limited to): financial resources; experience; organization; technical qualifications; available resources; record of performance; integrity; judgment; ability to perform successfully under the terms and conditions of the contract; adversarial relationship between the offeror and the University that is so serious and compelling that it may negatively impact the work performed under this RFP; or any other cause determined to be so serious and compelling as to affect the responsibility of the offeror.

The term "solicitation" means RFP.

The term "University" means University of Kentucky.

## 2.0 GENERAL OVERVIEW

### 2.1 Intent and Scope

This Request for Proposal (RFP) is issued to solicit proposals from qualified, experienced, financially sound, and responsible firms to provide Landscape and Lawn Care Maintenance for the Coldstream Research Campus, located along Newtown Pike, Lexington, KY. The successful contractor(s) shall furnish all supervision, personnel, equipment, materials, tools and supplies as required for the landscape and lawn care services herein described.

The successful contractor(s) should be able to provide:

Landscape Design and Maintenance Services

Lawn Care Management & Maintenance Service

The overall responsibility of the successful contractor(s) is to coordinate, plan, manage, and perform activities described in this RFP to maintain an acceptable appearance in those areas included in the RFP.

Services include but not limited to Turf Building, Insect Control, Mowing, Edging, Weeding, Mulching and Tree Care.

Intent and Scope in further detail in section 7.0

### 2.2 Background Information

The Coldstream Research Campus is owned by the University of Kentucky and consists of 725 acres along Newtown Pike at the crossroads of Interstates 75 & 64 North of downtown Lexington, KY. The Lexington Fayette County Urban Government maintains recreational space of 225 acres on the campus, which includes walking/jogging/bike paths and parking.

Coldstream Research Campus is a high traffic area for guests to the Lexington area, as well as, our fellow residents. As of the writing of the RFP, approximately 25% of the available lease space is developed or designated for use. Prospective tenants make frequent site visits. The Embassy Suites, located at Aristides and Newtown Pike, is attracting out-of-town guests nightly. Local residents travel the streets to satisfy their curiosity in the progress of the campus.

### 2.3 University Information

Since his arrival, President Eli Capilouto has set forth an ambitious agenda to extend and enhance our role as Kentucky's land-grant and flagship research university. By focusing on infrastructure growth and improvement; creating opportunities for innovative teaching, learning, and academic excellence; fostering a robust research and creative scholarship enterprise; providing life-saving subspecialty care; empowering communities through service and outreach; and encouraging a transparent and shared dialogue about institutional priorities; the University of Kentucky will ensure a new century of promise for the people we impact.

Founded in 1865 as a land-grant institution adjacent to downtown Lexington, UK is nestled in the scenic heart of the beautiful Bluegrass Region of Kentucky. From its early beginnings, with only 190 students and 10 professors, UK's campus now covers more than 918 acres and is home to more than 30,000 students and approximately 14,500 employees, including more than 2,300 full-time faculty. UK is one of a small number of universities in the United States that has programs in agriculture, engineering, a full complement of health colleges including medicine and pharmacy, law and fine arts on a single campus, leading to groundbreaking discoveries and unique interdisciplinary collaboration. The state's flagship university consists of 17 academic and professional colleges where students can choose from more than 200 majors and degree programs at the undergraduate and graduate levels. The colleges are Agriculture, Food and Environment; Arts and Sciences; Business and Economics; Communication and Information; Dentistry; Design; Education; Engineering; Fine Arts; Graduate School; Health Sciences; Law; Medicine; Nursing; Pharmacy; Public Health; and Social Work. These colleges are supported by a modern research library system.

Research at the University of Kentucky is a dynamic enterprise encompassing both traditional scholarship and emerging technologies, and UK's research faculty, staff and students are establishing UK as one of the nation's most prolific public research universities. UK's research enterprise attracted \$285 million in research grants and contracts from out-of-state sources, which generated a \$580 million impact on the Kentucky economy. Included in this portfolio is \$153 million in federal awards from the National Institutes of Health, non-NIH grants from the Department Health and Human Services, the National Science Foundation, Department of Energy, Department of Agriculture and NASA, among others. The National Science Foundation ranks UK's research enterprise 44th among public institutions.

With more than 50 research centers and institutes, UK researchers are discovering new knowledge, providing a rich training ground for current students and the next generation of researchers, and advancing the economic growth of the Commonwealth of Kentucky. Several centers excel in the services offered to the public. The Gluck Equine Research Center is one of only three facilities of its kind in the world, conducting research in equine diseases.

The Center for Applied Energy Research is pursuing groundbreaking discovery across the energy disciplines. CAER staff are pioneering new ways to sustainably utilize Kentucky natural resources through carbon-capture algae technology, biomass/coal to liquid products and the opening of UK's first LEED-certified research lab to support the development of Kentucky's growing alternative energy industry. Among the brightest examples of UK's investment in transformative research is the Markey Cancer Center. As a center of excellence and distinction at UK, Markey's robust research and clinical enterprise is the cornerstone of our commitment to Kentucky – fundamental to our success in uplifting lives through our endeavors and improving the general health and welfare of our state – burdened by the nation's highest rate of cancer deaths per 100,000 people. In 2013, Markey earned the prestigious National Cancer Institute-designation (NCI) – one of 68 nationally and the only one in Kentucky.

The University of Kentucky was awarded a \$20 million Clinical Translational Sciences Award (CTSA) from the National Institutes of Health (NIH). As one of only 60 institutions with this research distinction, UK was awarded the CTSA for its potential in moving research and discovery in the lab into practical field and community applications. The CTSA and NCI are part of a trifecta of federal research grants that includes an Alzheimer's Disease Center. UK is one of only 22 universities in the country to hold all three premier grants from NIH.

Established in 1957, the medical center at UK is one of the nation's finest academic medical centers and includes the University's clinical enterprise, UK HealthCare. The 569-bed UK Albert B. Chandler Hospital and Kentucky Children's Hospital, along with 256 beds at UK Good Samaritan Hospital, are supported by a growing faculty and staff providing the most advanced subspecialty care for the most critically injured and ill patients throughout the Commonwealth and beyond. Over the last several years, the number of patients served by the medical enterprise has increased from roughly 19,000 discharges to more than 36,000 discharges in 2014.

UK Chandler Hospital includes the only Level 1 Trauma Center for both adult and pediatric patients in Central and Eastern Kentucky. In addition, UK HealthCare recently opened one of the country's largest robotic hybrid operating rooms and the first of its kind in the region. While our new patient care pavilion is the leading healthcare facility for advanced medical procedures in the region, our talented physicians consult with and travel to our network of affiliate hospitals so Kentucky citizens can receive the best health care available close to their home and never need to leave the Bluegrass for complex subspecialty care.

UK's agenda remains committed to accelerating the University's movement toward academic excellence in all areas and gain worldwide recognition for its outstanding academic programs, its commitment to students, its investment in pioneering research and discovery, its success in building a diverse community and its engagement with the larger society. It is all part of the University's fulfillment of our promise to Kentucky to position our state as a leader in American prosperity.

## **2.4 Supplier Diversity and Procurement**

The University of Kentucky is committed to serve as an advocate for diverse businesses in their efforts to conduct business. Diverse Business Enterprises (DBE) consist of minority, women, disabled, veteran and disabled veteran owned business firms that are at least fifty-one percent owned and operated by an individual(s) of the aforementioned categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

The University is committed to increasing the amount of goods and services acquired from businesses owned and controlled by diverse persons to 10% of all procurement expenditures. The University expects its suppliers to support and assist in this effort.

Among the University's goals for DBE participation in procurement are:

- To ensure the absence of barriers that reduce the participation of diverse suppliers
- Educate vendors on "how to" do business with the University
- Support diverse vendors seeking to do business with the University in the areas of goods, services, construction, and other areas of procurement
- Encourage participation of qualified diverse vendors by directing them to agencies that can benefit from their product or service
- Provide resources for diverse vendors
- Sponsor events to assist diverse vendors in becoming active, responsible, and responsive participants in the University's purchasing opportunities

For additional information regarding how diverse suppliers may participate in this Request for Proposal, submit any questions to the Purchasing Officer as indicated in Section 3.2 by the Deadline for Written Questions date.



### 3.0 PROPOSAL REQUIREMENTS

#### 3.1 Key Event Dates

Release of RFP	03/12/2021
Pre-Proposal Conference (Optional)	03/22/2021 – 9:00 AM Eastern Time
Deadline for Written Questions	3 p.m. Eastern Time on 03/25/2021
RFP Proposals Due	3 p.m. Eastern Time on 04/15/2021

\*projected dates

#### 3.2 Offeror Communication

To ensure that RFP documentation and subsequent information (modifications, clarifications, addenda, Written Questions and Answers, etc.) are directed to the appropriate persons within the offeror's firm, each offeror who intends to participate in this RFP is to provide the following information to the purchasing officer. Prompt, thorough compliance is in the best interest of the offeror. Failure to comply may result in incomplete or delayed communication of addenda or other vital information. Contact information is the responsibility of the offeror. Without the prompt information, any communication shortfall shall reside with the offeror.

- Name of primary contact
- Mailing address of primary contact
- Telephone number of primary contact
- Fax number of primary contact
- E-mail address of primary contact
- Additional contact persons with same information provided as primary contact

This information shall be transmitted via fax or e-mail to:

David D. Stefanic  
Purchasing Division  
University of Kentucky  
322 Peterson Service Building  
Lexington, KY 40506-0005  
Phone: (859) 257-5792  
Fax: (859) 257-1951  
E-mail: david.stefanic@uky.edu

All communication with the University regarding this RFP shall only be directed to the purchasing officer listed above.

#### 3.3 Pre-Proposal Conference

A pre-proposal conference will be held in person, masks and proper social distancing is required, on March 22, 2021 at 9:00 AM Eastern Time at the Coldstream Campus 1500 Bull Lea Road, Lexington, 40511, Suite 100 Conference Room, to allow prospective contractors an opportunity to

ask questions and clarify the University's expectations. This conference provides offerors an opportunity for oral questions.

The following items should be noted in reference to the pre-proposal conference:

- Attendance at the pre-proposal conference is optional. At this conference, the scope of services will be discussed in detail.
- Offerors are encouraged to submit written questions after the conference by the date listed in Section 3.1.

The University will prepare written responses to all questions submitted and make them available to all offerors. The questions and answers will be made part of the RFP and may become part of the contract with the successful contractor. Answers given orally at the conference are not binding.

### **3.4 Offeror Presentations**

All offerors whose proposals are judged acceptable for award may be required to make a presentation to the evaluation committee.

### **3.5 Preparation of Offers**

The offeror is expected to follow all specifications, terms, conditions and instructions in this RFP.

The offeror will furnish all information required by this solicitation.

Proposals should be prepared simply and economically, providing a description of the offeror's capabilities to satisfy the requirements of the solicitation. Emphasis should be on completeness and clarity of content. All documentation submitted with the proposal should be bound in the single volume except as otherwise specified.

An electronic version of the RFP, in .PDF format only, is available through the University of Kentucky Purchasing Division website at: <https://purchasing.uky.edu/bid-and-proposal-opportunities>.

### **3.6 Proposed Deviations from the RFP**

The stated requirements appearing elsewhere in this RFP shall become a part of the terms and conditions of any resulting contract. Any deviations therefrom must be specifically defined in accordance with the transmittal letter, Section 4.3 (d). If accepted by the University, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this RFP.

Note: Offerors shall not submit their standard terms and conditions as exceptions to the University's General Terms and Conditions. Each exception to the University's General Terms and Conditions shall be individually addressed.

### **3.7 Proposal Submission and Deadline**

Offeror must provide the following materials prior to 3 p.m. (Lexington, KY time) on the date specified in Section 3.1 and addressed to the purchasing officer listed in Section 3.2:

- **Technical Proposal:** Two (2) copies on electronic storage devices (CD or USB) (1 copy per storage device) each clearly marked with the proposal number and name, firm name and what is included (Technical Proposal) and two (2) printed original copy
- **Financial Proposal:** Two (2) copies on electronic storage devices (CD or USB) (1 copy per storage device) each clearly marked with the proposal number and name, firm name and what is included (Financial Proposal) and two (2) printed original copy

**Note: Proposals received after the closing date and time will not be considered. In addition, proposals received via fax or e-mail are not acceptable.**

**The University of Kentucky accepts deliveries of RFPs Monday through Friday from 8 a.m. to 5 p.m. Lexington, KY time. However, RFPs must be received by 3 p.m. Lexington, KY time on the date specified on the RFP in order to be considered.**

Proposals shall be enclosed in sealed envelopes to the above referenced address and shall show on the face of the envelope: the closing time and date specified, the solicitation number and the name and address of the offeror. The technical proposal shall be submitted in a sealed envelope and the financial proposal shall be submitted in a sealed envelope under separate cover. Both sealed envelopes shall have identical information on the cover, with the addition that one will state "Technical Information," and the other, "Financial Proposal."

Note: In accordance with the Kentucky Revised Statute 45A.085, there will be no public opening.

### **3.8 Modification or Withdrawal of Offer**

An offer and/or modification of offer received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

An offer may be modified or withdrawn by written notice before the exact hour and date specified for receipt of offers. An offer also may be withdrawn in person by an offeror or an authorized representative, provided the identity of the person is made known and the person signs a receipt for the offer, but only if the withdrawal is made prior to the exact hour and date set for receipt of offers.

### **3.9 Acceptance or Rejection and Award of Proposal**

The University reserves the right to accept or reject any or all proposals (or parts of proposals), to waive any informalities or technicalities, to clarify any ambiguities in proposals and (unless otherwise specified) to accept any item in the proposal. In case of error in extension or prices or other errors in calculation, the unit price shall govern. Further, the University reserves the right to make a single award, split awards, multiple awards or no award, whichever is in the best interest of the University.

### **3.10 Rejection**

Grounds for the rejection of proposals include (but shall not be limited to):

- Failure of a proposal to conform to the essential requirements of the RFP.
- Imposition of conditions that would significantly modify the terms and conditions of the solicitation or limit the offeror's liability to the University on the contract awarded on the basis of such solicitation.
- Failure of the offeror to sign the University RFP. This includes the Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest statements.
- Receipt of proposal after the closing date and time specified in the RFP.

### **3.11 Addenda**

Any addenda or instructions issued by the purchasing agency prior to the time for receiving proposals shall become a part of this RFP. Such addenda shall be acknowledged in the proposal. No instructions or changes shall be binding unless documented by a proper and duly issued addendum.

### **3.12 Disclosure of Offeror's Response**

The RFP specifies the format, required information and general content of proposals submitted in response to this RFP. The purchasing agency will not disclose any portions of the proposals prior to contract award to anyone outside the Purchasing Division, the University's administrative staff, representatives of the state or federal government (if required) and the members of the committee evaluating the proposals. After a contract is awarded in whole or in part, the University shall have the right to duplicate, use or disclose all proposal data submitted by offerors in response to this RFP as a matter of public record.

Any submitted proposal shall remain valid six (6) months after the proposal due date.

The University shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.

### **3.13 Restrictions on Communications with University Staff**

From the issue date of this RFP until a contractor is selected and a contract award is made, offerors are not allowed to communicate about the subject of the RFP with any University administrator, faculty, staff or members of the board of trustees except: the purchasing office representative, any University purchasing official representing the University administration, others authorized in writing by the purchasing office and University representatives during offeror presentations. If violation of this provision occurs, the University reserves the right to reject the offeror's proposal.

**3.14 Cost of Preparing Proposal**

Costs for developing the proposals and any subsequent activities prior to contract award are solely the responsibility of the offerors. The University will provide no reimbursement for such costs.

**3.15 Disposition of Proposals**

All proposals become the property of the University. The successful proposal will be incorporated into the resulting contract by reference.

**3.16 Alternate Proposals**

Offerors may submit alternate proposals. If more than one proposal is submitted, all must be complete (separate) and comply with the instructions set forth within this document. Each proposal will be evaluated on its own merits.

**3.17 Questions**

All questions should be submitted by either fax or e-mail to the purchasing officer listed in Section 3.2 no later than the date listed in Section 3.1.

**3.18 Section Titles in the RFP**

Section titles used herein are for the purpose of facilitating ease of reference only and shall not be construed to infer the construction of contractual language.

**3.19 No Contingent Fees**

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of the offeror or bona fide established commercial or selling agencies maintained by the offeror for the purpose of securing business. For breach or violation of this provision, the University shall have the right to reject the proposal, annul the contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

**3.20 Proposal Addenda and Rules for Withdrawal**

Prior to the date specified for receipt of offers, a submitted proposal may be withdrawn by submitting a written request for its withdrawal to the University purchasing office, signed by the offeror. Unless requested by the University, the University will not accept revisions or alterations to proposals after the proposal due date.

## **4.0 PROPOSAL FORMAT AND CONTENT**

### **4.1 Proposal Information and Criteria**

The following list specifies the items to be addressed in the proposal. Offerors should read it carefully and address it completely and in the order listed to facilitate the University's review of the proposal.

Proposals shall be organized into the sections identified below. The content of each section is detailed in the following pages. It is strongly suggested that offerors use the same numbers for the following content that are used in the RFP.

- Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form
- Transmittal Letter
- Executive Summary and Proposal Overview
- Criteria 1 - Offeror Qualifications
- Criteria 2 - Services Defined
- Criteria 3 - Financial Proposal
- Criteria 4 - Evidence of Successful Performance and Implementation Schedule
- Criteria 5 - Other Additional Information

### **4.2 Signed Authentication of Proposal and Statements of Non-Collusion and Non-Conflict of Interest Form**

The Offeror will sign and return the proposal cover sheet and print or type their name, firm, address, telephone number and date. The person signing the offer must initial erasures or other changes. An offer signed by an agent is to be accompanied by evidence of their authority unless such evidence has been previously furnished to the purchasing agency. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and that the signer is authorized to bind the principal offeror.

### **4.3 Transmittal Letter**

The Transmittal Letter accompanying the RFP shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the offeror. It shall include:

- A statement referencing all addenda and written questions, the answers and any clarifications to this RFP issued by the University and received by the offeror (If no addenda have been received, a statement to that effect should be included.).
- A statement that the offeror's proposal shall remain valid for six (6) months after the closing date of the receipt of the proposals.

- A statement that the offeror will accept financial responsibility for all travel expenses incurred for oral presentations (if required) and candidate interviews.
- A statement that summarizes any deviations or exceptions to the RFP requirements and includes a detailed justification for the deviation or exception.
- A statement that identifies the confidential information as described in Section 6.23.

#### **4.4 Executive Summary and Proposal Overview**

The Executive Summary and Proposal Overview shall condense and highlight the contents of the technical proposal in such a way as to provide the evaluation committee with a broad understanding of the entire proposal.

As part of the Executive Summary and Proposal Overview, Offeror shall submit with their response a summarized profile describing the demographic nature of their company or organization:

1. When was your organization established and/or incorporated?
2. Indicate whether your organization is classified as local, regional, national, or international.
3. Describe the size of your company in terms of number of employees, gross sales, etc.
4. Is your company certified as small business, minority-owned, women-owned, veteran-owned, disabled-owned, or similar classification?
5. Include other demographic information that you feel may be applicable to the Request for Proposal submission.
6. Offeror shall describe in detail their company's commitment to diversity, equity, and inclusion. Information shall be provided as to the number of diverse individuals that the vendor employees as well as a description of vendors efforts to do business with Diverse Business Enterprises as they conduct their own business. In additional, please indicate the diversity nature of your company as well as ownership race/ethnicity.

Check One Only	<b>Diverse Business Description (If Diverse Business, determine the classification that is the best description)</b>	<b>Internal Code</b>
	Minority Owned (only)	10
	Veteran Owned and Small Business	100
	Minority and Woman and Small Business	110
	Minority and Woman and Veteran-Owned Business	120
	Minority and Veteran and Small Business	130
	Woman and Veteran and Small Business	140
	Minority and Woman and Veteran-Owned Small Business	150
	Woman Owned (only)	20
	Small Business (only)	30
	Veteran Owned (only)	40
	Minority and Woman Owned	50
	Minority and Small Business	60
	Minority and Veteran-Owned	70
	Woman Owned and Small Business	80
	Woman and Veteran-Owned	90
	Diversity not indicated	999

<b>Race/Ethnicity</b>	<b>Check One</b>
Asian	
Black/African American	
Hispanic or Latino	
Native American	
Native Hawaiian/Pacific Islander	
White	
Other	

**4.5 Criteria 1 - Offeror Qualifications**

The purpose of the Offeror Qualifications section is to determine the ability of the offeror to respond to this RFP. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

1. Please provide the contact information and a brief narrative describing the history of your company. Identify the ownership of your company, the primary contact person(s) for the University account, and structure of service/support entities who would service the account.
2. Provide a narrative overview of your company’s financial strength and provide a statement to indicate if your company has ever filed for bankruptcy, defaulted on a loan, and/or if you have pending liens, claims, or lawsuits. If so, please provide a complete description of the circumstances and status.
3. What is your firm’s turnover rate for the employees that perform this type of work? How does your firm select and train the individuals that will perform this work? Identify criteria utilized by your firm in hiring and assigning staff.



4. Do you have the type and amount of equipment needed to support the work required? Provide a list of equipment owned by the company and list of the equipment to be used for the service put forth in this RFP.
5. Provide certified audited financial statements including a full set of footnotes as follows:
  - For the past two (2) fiscal years, include at a minimum, income statements, balance sheets, and statements of changes in financial position or cash flows. If two (2) years of financial statements are not available, this information shall be provided to the fullest extent possible or the reasons why, if they are not available.
  - For a privately held company, when certified audited financial statements are not prepared; a written statement from the company's certified public accountant stating the financial condition, debt-to-asset ratio for the past two (2) years and any pending actions that may affect the company's financial conditions.

#### **4.6 Criteria 2 – Services Defined**

1. Provide a brief statement explaining how your company will accomplish the services described in this RFP. In the statement, please include the staffing levels and frequency of the types of services required. Include a monthly work schedule for each of the following requested services.
2. Provide information of the general condition and age of the equipment to be used to perform services.
3. Describe how you will refuel equipment at the contractor's expense.
4. The successful contractor(s) shall be able to attend meetings and site inspections of the grounds as requested.
5. The successful contractor shall maintain a log of activities performed and provide a written copy monthly.
6. Is your company able to perform soil analyses?
7. What support will your company require from the University to perform the work functions in this RFP?

#### **4.7 Criteria 3 – Financial Proposal**

The Financial Summary Form shall contain the complete financial offer made to the University using the format contained in Section 8.0. All financial information must be submitted in a sealed envelope under separate cover.

#### **4.8 Criteria 4 – Evidence of Successful Performance and Implementation Schedule**

Provide the following information:

1. Describe three (3) References with a contact name. The offeror must grant permission to the University to contact the references.

2. The successful offeror shall have adequate representation to accommodate the University account. The representative will have the responsibility to call on the Purchasing Division and on other University Departments and resolve invoice discrepancies and other problems that may occur. The above responsibilities will be on an as needed basis unless otherwise specified.

Representative Name: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

Working Hours \_\_\_\_\_

**4.9 Criteria 5 – Other Additional Information**

Please provide any additional information that the offeror feels should be considered when evaluating their proposal.

The offeror may present any creative approaches that might be appropriate. The offeror may also provide supporting documentation that would be pertinent to this RFP.

Offeror shall describe in detail their company’s commitment to diversity, equity and inclusion. Information shall be provided as to the number of diverse individuals that the vendor employees as well as a description of vendors efforts to do business with Diverse Business Enterprises as they conduct their own business.

## 5.0 EVALUATION CRITERIA PROCESS

A committee of University officials appointed by the Chief Procurement Officer will evaluate proposals and make a recommendation to the Chief Procurement Officer. The evaluation will be based upon the information provided in the proposal, additional information requested by the University for clarification, information obtained from references and independent sources and oral presentations (if requested).

The evaluation of responsive proposals shall then be completed by an evaluation team, which will determine the ranking of proposals. Proposals will be evaluated strictly in accordance with the requirements set forth in this solicitation, including any addenda that are issued. The University will award the contract to the responsible offeror whose proposal is determined to be the most advantageous to the University, taking into consideration the evaluation factors set forth in this RFP.

The evaluation of proposals will include consideration of responses to the list of criteria in Section 4.0. Offerors must specifically address all criteria in their response. Any deviations or exceptions to the specifications or requirements must be described and justified in a transmittal letter. Failure to list such exceptions or deviations in the transmittal letter may be considered sufficient reason to reject the proposal.

The relative importance of the criteria is defined below:

### **Primary Criteria**

- Offeror Qualifications
- Services Defined
- Financial Proposal
- Evidence of Successful Performance and Implementation

### **Secondary Criteria**

- Other Additional Services

The University will evaluate proposals as submitted and may not notify offerors of deficiencies in their responses.

Proposals must contain responses to each of the criteria, listed in Section 4 even if the offeror's response cannot satisfy those criteria. A proposal may be rejected if it is conditional or incomplete in the judgment of the University.

## **6.0 SPECIAL CONDITIONS**

### **6.1 Contract Term**

The contract resulting from this RFP shall be effective for one (1) year from the date of award and is renewable for up to four (4) additional one-year renewal periods. The total contract period will not exceed five (5) years. Annual renewal shall be contingent upon the University's satisfaction with the services performed.

### **6.2 Effective Date**

The effective date of the contract shall be the date upon which the parties execute it and all appropriate approvals, including that of the Commonwealth of Kentucky Government Contracts Review Committee, have been received.

### **6.3 Competitive Negotiation**

It is the intent of the RFP to enter into competitive negotiation as authorized by KRS 45A.085.

The University will review all proposals properly submitted. However, the University reserves the right to request necessary modifications, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to the best interests of the University.

Offeror(s) selected to participate in negotiations may be given an opportunity to submit a Best and Final Offer to the purchasing agency. All information-received prior to the cut-off time will be considered part of the offeror's Best and Final Offer.

The University also reserves the right to waive minor technicalities or irregularities in proposals providing such action is in the best interest of the University. Such waiver shall in no way modify the RFP requirements or excuse the offeror from full compliance with the RFP specifications and other contract requirements if the offeror is awarded the contract.

### **6.4 Appearance Before Committee**

Any, all or no offerors may be requested to appear before the evaluation committee to explain their proposal and/or to respond to questions from the committee concerning the proposal. Offerors are prohibited from electronically recording these meetings. The committee reserves the right to request additional information.

### **6.5 Additions, Deletions or Contract Changes**

The University reserves the right to add, delete, or change related items or services to the contract established from this RFP. No modification or change of any provision in the resulting contract shall be made unless such modification is mutually agreed to in writing by the contractor and the Chief Procurement Officer and incorporated as a written modification to the contract. Memoranda of understanding and correspondence shall not be interpreted as a modification to the contract.

**6.6 Contractor Cooperation in Related Efforts**

The University reserves the right to undertake or award other contracts for additional or related work to other entities. The contractor shall fully cooperate with such other contractors and University employees and carefully fit its work to such additional work. The contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor or by University employees. This clause shall be included in the contracts of all contractors with whom this contractor will be required to cooperate. The University shall equitably enforce this clause to all contractors to prevent the imposition of unreasonable burdens on any contractor.

**6.7 Entire Agreement**

The RFP shall be incorporated into any resulting contract. The resulting contract, including the RFP and those portions of the offeror's response accepted by the University, shall be the entire agreement between the parties.

**6.8 Governing Law**

The contractor shall conform to and observe all laws, ordinances, rules and regulations of the United States of America, Commonwealth of Kentucky and all other local governments, public authorities, boards or offices relating to the property or the improvements upon same (or the use thereof) and will not permit the same to be used for any illegal or immoral purposes, business or occupation. The resulting contract shall be governed by Kentucky law and any claim relating to this contract shall only be brought in the Franklin Circuit Court in accordance with KRS 45A.245.

**6.9 Termination for Convenience**

The University of Kentucky, Purchasing Division, reserves the right to terminate the resulting contract without cause with a thirty (30) day written notice. Upon receipt by the contractor of a "notice of termination," the contractor shall discontinue all services with respect to the applicable contract. The cost of any agreed upon services provided by the contractor will be calculated at the agreed upon rate prior to a "notice of termination" and a fixed fee contract will be pro-rated (as appropriate).

**6.10 Termination for Non-Performance****Default**

The University may terminate the resulting contract for non-performance, as determined by the University, for such causes as:

- Failing to provide satisfactory quality of service, including, failure to maintain adequate personnel, whether arising from labor disputes, or otherwise any substantial change in ownership or proprietorship of the Contractor, which in the opinion of the University is not in its best interest, or failure to comply with the terms of this contract;

- Failing to keep or perform, within the time period set forth herein, or violation of, any of the covenants, conditions, provisions or agreements herein contained;
- Adjudicating as a voluntarily bankrupt, making a transfer in fraud of its creditors, filing a petition under any section from time to time, or under any similar law or statute of the United States or any state thereof, or if an order for relief shall be entered against the Contractor in any proceeding filed by or against contractor thereunder. In the event of any such involuntary bankruptcy proceeding being instituted against the Contractor, the fact of such an involuntary petition being filed shall not be considered an event of default until sixty (60) days after filing of said petition in order that Contractor might during that sixty (60) day period have the opportunity to seek dismissal of the involuntary petition or otherwise cure said potential default; or
- Making a general assignment for the benefit of its creditors, or taking the benefit of any insolvency act, or if a permanent receiver or trustee in bankruptcy shall be appointed for the Contractor.

#### Demand for Assurances

In the event the University has reason to believe Contractor will be unable to perform under the Contract, it may make a demand for reasonable assurances that Contractor will be able to timely perform all obligations under the Contract. If Contractor is unable to provide such adequate assurances, then such failure shall be an event of default and grounds for termination of the Contract.

#### Notification

The University will provide ten (10) calendar days written notice of default. Unless arrangements are made to correct the non-performance issues to the University's satisfaction within ten (10) calendar days, the University may terminate the contract by giving forty-five (45) days notice, by registered or certified mail, of its intent to cancel this contract.

### **6.11 Funding Out**

The University may terminate this contract if funds are not appropriated or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the contract. The University shall provide the contractor thirty (30) calendar days' written notice of termination under this provision.

### **6.12 Prime Contractor Responsibility**

Any contracts that may result from the RFP shall specify that the contractor(s) is/are solely responsible for fulfillment of the contract with the University.

### **6.13 Assignment and Subcontracting**

The Contractor(s) may not assign or delegate its rights and obligations under any contract in whole or in part without the prior written consent of the University. Any attempted assignment or subcontracting shall be void.

**6.14 Permits, Licenses, Taxes**

The contractor shall procure all necessary permits and licenses and abide by all applicable laws, regulations and ordinances of all federal, state and local governments in which work under this contract is performed.

The contractor must furnish certification of authority to conduct business in the Commonwealth of Kentucky as a condition of contract award. Such registration is obtained from the Secretary of State, who will also provide the certification thereof. However, the contractor need not be registered as a prerequisite for responding to the RFP.

The contractor shall pay any sales, use, personal property and other tax arising out of this contract and the transaction contemplated hereby. Any other taxes levied upon this contract, the transaction or the equipment or services delivered pursuant hereto shall be the responsibility of the contractor.

The contractor will be required to accept liability for payment of all payroll taxes or deductions required by local and federal law including (but not limited to) old age pension, social security or annuities.

**6.15 Attorneys' Fees**

In the event that either party deems it necessary to take legal action to enforce any provision of the contract and in the event that the University prevails, the contractor agrees to pay all expenses of such action including attorneys' fees and costs at all stages of litigation.

**6.16 Indemnification**

The contractor shall indemnify, hold and save harmless the University, its affiliates and subsidiaries and their officers, agents and employees from losses, claims, suits, actions, expenses, damages, costs (including court costs and attorneys' fees of the University's attorneys), all liability of any nature or kind arising out of or relating to the Contractor's response to this RFP or its performance or failure to perform under the contract awarded from this RFP. This clause shall survive termination for as long as necessary to protect the University.

**6.17 Insurance**

The successful Contractor shall procure and maintain, at its expense, the following minimum insurance coverages insuring all services, work activities and contractual obligations undertaken in this contract. These insurance policies must be with insurers acceptable to the University.

**COVERAGES**

Workers' Compensation  
 Employer's Liability  
 Commercial General Liability including operations/completed operations, products and contractual liability (including defense and investigation costs), and this contract

**LIMITS**

Statutory Requirements (Kentucky)  
 \$500,000/\$500,000/\$500,000  
 \$1,000,000 each occurrence  
 (BI & PD combined) \$2,000,000 Products and Completed Operations Aggregate

Business Automobile Liability covering owned, leased, or non-owned autos	\$1,000,000 each occurrence (BI & PD combined)
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The successful contractor agrees to furnish Certificates of Insurance for the above described coverages and limits to the University of Kentucky, Purchasing Division. The University, its trustees and employees must be added as additional insured on the Commercial General Liability policy with regard to the scope of this solicitation. Any deductibles or self-insured retention in the above-described policies must be paid and are the sole responsibility of the contractor. Coverage is to be primary and non-contributory with other coverage (if any) purchased by the University. All of these required policies must include a Waiver of Subrogation (except Workers' Compensation) in favor of the University, its trustees and employees.

#### **6.18 Method of Award**

It is the intent of the University to award a contract to the qualified offeror whose offer, conforming to the conditions and requirements of the RFP, is determined to be the most advantageous to the University, cost and other factors considered.

Notwithstanding the above, this RFP does not commit the University to award a contract from this solicitation. The University reserves the right to reject any or all offers and to waive formalities and minor irregularities in the proposal received.

#### **6.19 Reciprocal Preference**

In accordance with KRS 45A.494, a resident offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident offeror. In evaluating proposals, the University will apply a reciprocal preference against an offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident offeror. Residency and non-residency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above reference statute.

#### **6.20 Reports and Auditing**

Contractor shall provide a quarterly report to the University of all product(s) and/or service(s) based on an Excel template provided by the Purchasing Division. The template will require basic line item order information to include, but not limited to: purchase transaction date, purchase order number, product/catalog number, description, UOM, price each, extended price, invoice number, etc. The Excel reporting template is available upon request from the Purchasing Division and is subject to change. The Excel template provided by the Purchasing Division is the only reporting format that may be used; Contractor-submitted reports based on internal reporting or templates will not be accepted. The reporting date structure shall follow the below outline and begin with the quarter in which the contract is executed. The date of the purchase order (or other transaction type that may be used with the Contractor (e.g., procurement card)) shall determine the quarter in which the transaction is to be reported.



In addition to the aforementioned quarterly reporting of goods and services, contractors are also required to report summary dollar amounts of goods and services sold to the University via the resulting contract and originating from diversity Tier 2 or subcontractors affiliated with company. Quarterly reports for Tier 2 diverse suppliers/subcontractors must accompany the standard quarterly report requirement. Due to the broad array of diversity reporting utilized, the University does not require specific classifications of diverse purchases; the successful contractor may report Tier 2 purchase amounts as produced by their information systems and with sub-classifications as they are available. If the successful contractor does not have any Tier 2 reporting for diverse suppliers to accompany their quarterly report submissions, they must indicate this when submitting their standard quarterly reports.

FY Quarter 1 report for purchases dated July 1 through September 30	Quarterly report due October 20
FY Quarter 2 report for purchases dated October 1 through December 31	Quarterly report due January 20
FY Quarter 3 report for purchases dated January 1 through March 31	Quarterly report due April 20
FY Quarter 4 report for purchases dated April 1 through June 30	Quarterly report due July 20

Report headers shall also be completed with the Contractor’s name, contract number, and reporting period.

Reports can be submitted via email to [UKPurchasing@uky.edu](mailto:UKPurchasing@uky.edu) based by the deadline(s) listed herein.

The University, or its duly authorized representatives, shall also have access to any books, documents, papers, records or other evidence which are directly pertinent to this contract for the purpose of financial audit or program review.

In the event that successful Contractor(s) does not meet the reporting requirements based on the terms and conditions herein, the contract is subject to cancellation or termination.

**6.21 Confidentiality**

The University recognizes an offeror’s possible interest in preserving selected information and data included in the proposal; however, the University must treat such information and data as required by the Kentucky Open Records Act, KRS 61.870, et seq.

Information areas which normally might be considered proprietary, and therefore confidential, shall be limited to individual personnel data, customer references, formulae and company financial audits which, if disclosed, would permit an unfair advantage to competitors. If a proposal contains information in these areas and the offeror declares them to be proprietary in nature and not available for public disclosure, the offeror shall declare in the Transmittal Letter the inclusion of proprietary information and shall noticeably label as confidential or proprietary each sheet containing such information. Proposals containing information declared by the offeror to be proprietary or confidential, either wholly or in part, outside the areas listed above may be deemed non-responsive and may be rejected.

The University's General Counsel shall review each offeror's information claimed to be confidential and, in consultation with the offeror (if needed), make a final determination as to whether or not the confidential or proprietary nature of the information or data complies with the Kentucky Open Records Act.

## **6.22 Conflict of Interest**

This Request for Proposal and resulting Contract are subject to provisions of the Kentucky Revised Statutes regarding conflict of interest and the University of Kentucky's Ethical Principles and Code of Conduct ([www.uky.edu/Legal/ethicscode.htm](http://www.uky.edu/Legal/ethicscode.htm)). When submitting and signing a proposal, an offeror is certifying that no actual, apparent or potential conflict of interest exists between the interests of the University and the interests of the offeror. A conflict of interest (whether contractual, financial, organizational or otherwise) exists when any individual, contractor or subcontractor has a direct or indirect interest because of a financial or pecuniary interest, gift or other activities or relationships with other persons (including business, familial or household relationships) and is thus unable to render or is impeded from rendering impartial assistance or advice, has impaired objectivity in performing the proposed work or has an unfair competitive advantage.

Questions concerning this section or interpretation of this section should be directed to the University purchasing officer identified in this RFP.

## **6.23 Payment Terms**

The University adheres to a strategic approach regarding payables management based on risk minimization, processing costs, and industry best practices. As such, suppliers and individuals doing business with the University will be paid based on the following protocol:

1. The University utilizes Payment Plus (e-payables) as its primary default form of payment. By enrolling in Payment Plus, suppliers can receive payments immediately (all invoices will be paid immediately upon confirmation of goods receipt and invoice). The process is electronic and the supplier receives real-time payment notices. Additional information regarding Payment Plus (and enrollment form) can be found at: <https://www.uky.edu/ufs/payment-plus-supplier-enrollment-form>.
2. Payments by check. Payment terms for check payments are Net-30.
3. Individuals receiving payments from the University that require ACH direct payments will only be processed under special circumstances as approved by the Controller's office. Payment terms for ACH are Net-40.

## **7.0 SCOPE OF SERVICES**

### **PART 1 LANDSCAPE MAINTENANCE**

The services required in this RFP are the design of plant beds in the main entrances to the Coldstream Research Campus and the two primary entrances to Coldstream Center, all costs of supplies needed to accomplish this will be at the successful offeror(s) expense. In addition, the Contractor is responsible for the maintenance of each bed, which includes weeding, mulching, pruning, and planting and care of seasonal annuals. Watering of the plant beds until established, and on an as needed basis is also required.

### **PART 2 – LAWN MAINTENANCE AND MANAGEMENT SERVICES**

The services required are the management and maintenance of the grounds on the Coldstream Research Campus. The defined area is identified on a map (Attachment A & B) provided with this RFP.

## **7.1 Responsibilities of Contractor**

### **1. Supervisor and Employees**

The Contractor shall make every effort to maintain the same supervisor in charge of the work on the Campus. Based on previous experience, consistency and continuity in this position is necessary.

Employee training and safety awareness are the responsibility of the Contractor or the Contractor's designated representative. Training issues that involve the scope of work on this Campus include proper use of equipment and proper handling and application of chemicals. The Contractor is solely responsible for certification requirements that might apply to specific chemicals used on the landscape.

All personnel shall be dressed in a manner authorized by the Contractor. Shirts and appropriate protective equipment are required.

Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the Campus upon request of the authorized University representative.

### **2. Schedule of Work**

The Contractor is required to provide a work schedule identifying the tasks and the frequency of performing the respective tasks.

A master schedule is required as a part of this RFP. Monthly adjustments can be presented to the University representative as needed.

### **3. Safety**

The Contractor is solely responsible for the training of employees on the use of the required equipment to perform the scope of work and for the use of any chemicals applied to the landscape.

## 7.2 **Landscape Designs**

### **General Information for All Areas**

As a part of the response to this RFP, the Contractor must present a design for a seasonal plan for the Coldstream Center. Entrances #1, #2 and #3 are currently planted and maintained according to an existing plan. Recommendations for these entrances will be considered and evaluated.

### **The requirements for design concepts.**

The emphasis of the designs should include low maintenance plantings involving base plants and perennials, plus bulbs and annuals for impact in the Spring and Fall seasons.

1. Entrance #1 #2 and #3

The foundation for each entrance is a stone wall on each side of the road. The layout of plant materials follows a previous design. Recommendations for each entrance will be considered and evaluated. The existing plant materials are to be utilized as much as possible in combination with perennials, bulbs and annuals for impact in the Spring and Fall seasons.

## 7.3 **Landscape Maintenance of Plant and Flower Beds**

### **General Information for All Areas**

Plant and flower beds are throughout the campus, in medians of all roads, and at the three (3) entrances. Each area is to be maintained with the same level of attention and detail.

All beds are to be weed-free, mulched and plants pruned/trimmed.

Plants should be pruned/trimmed to maintain their natural contour.

Semi-annually (minimum requirement) machine edge all open beds to a minimum of four (4") inches. Machine edging is required prior to applying mulch.

Hardwood, shredded mulch (not to exceed a depth of 3") is preferred in all beds.

Problem plants are to be reported to the university representative to coordinate corrective action.

Seasonal plantings are the responsibility of the Contractor, based on the approved design.

### **The requirements for entrances #1 #2 and #3**

1. The Contractor is responsible for the construction of the beds following the approved design.
2. The Contractor is responsible for planting seasonal annuals following the approved design.
3. Maintenance responsibilities of the beds include weeding, pruning, watering and fertilizing.

**The requirements for plant beds around the Coldstream Center are similar in scope as described for the entrances.**

1. The Contractor is responsible for the construction of the beds following the approved design.
2. The Contractor is responsible for planting seasonal annuals following the approved design.
3. Maintenance responsibilities of the beds include weeding, pruning, watering and fertilizing.

The requirements for all plant beds in the medians along all roads and in the pond area are to maintain the basic requirements of this RFP and to provide the University representative recommendations for replacement or new plantings as needed.

#### **7.4 Lawn Care Management & Maintenance**

The services required in the RFP are the management and maintenance of the grounds on the Coldstream Research Campus. The defined area is identified on a map provided with this RFP. The requirements for lawn care management and maintenance on the Campus are defined below. In general, lawn care management services include turf-building and control of insects. Maintenance issues involve mowing, edging, weeding, and care of trees.

The areas for management and maintenance are defined and high-lighted in blue on the attached "Coldstream Research Campus Map", Attachment B:

1. All roads (Aristides Boulevard, McGrathiana Parkway, and Bull Lea Road) and the campus side of Newtown Pike.
2. Main entrances - Aristides Boulevard and Newtown Pike, entrance #1, Citation Boulevard and Newtown Pike, entrance #2, and McGrathiana Parkway and Citation Boulevard, entrance #3.
3. The Carnahan House Grounds
4. Stonewalls along Newtown Pike and around the Carnahan House.

#### **7.5 Lawn Care Management – Turf-Building, Fertilization, and Insect Control**

The requirements apply to the key areas of:

1. All roads (Aristides Boulevard, McGrathiana Parkway, and Bull Lea Road).
2. Main entrances - Entrance #1 Aristides Boulevard and Newtown Pike, Entrance #2 Citation Boulevard and Newtown Pike, and Entrance #3 McGrathiana Parkway and Citation Boulevard.

The Contractor shall initiate an annual development and control program, including fertilizer, weed and broad leaf grass/crab grass control and insect control. The minimum services expected are:

1. Soil samples are required annually for each area, with a copy of the finished report submitted to the University representative.
2. Fertilize each area according to the recommendations of the respective report. Applications should be in September and late January to early February.
3. Apply pre-emergent weed control for crabgrass and broadleaf in the Spring, and post-emergent control for broadleaf in the Fall.
4. Disease and insect control should be monitored weekly with control applications in the summer.

The interest is to develop a base of turf that resembles a lawn, using the turf at Embassy Suites as the standard.

## **7.6 Lawn Care Maintenance Services**

### **1. Mowing and Edging:**

#### **General Information for All Areas**

This RFP is based on an average of 28 mowings per year (this may vary due to weather conditions). The Contractor is required to notify the university representative prior to each mowing.

The mowing height is no less than four (4) inches.

A build-up of cut grass on the lawn areas is not allowed.

Remove trash from the mowing areas. Leaving shredded trash is not allowed.

Kill and remove any weeds that grow through the cracks in the pavement or concrete in parking lots, drives, and sidewalks.

The mowing requirements for all roads are the grass in the medians and a strip between the street and a minimum of two mower widths beyond the trees that line each of the roads (approximately 15' from the street curb), referred to as the "right-of-way strip".

- Mow all the grass in the defined areas.
- Apply weed control to grass in sidewalks and curb gutters.

The mowing requirements for the entrances vary for each entrance.

#### **Newtown Pike:**

Mow between the stone wall and pavement at road side, and 6 feet on the inside of the wall, from south of Citation Blvd to north of Aristides Blvd. Keep stone wall clear of any vegetation. Mow out beyond tree line at lot 15A. Report any wall damage to owner.

#### **Citation Blvd:**

Mow the north side of Citation Blvd to 6 feet beyond sidewalk, from Newtown Pike to the Cane Run Bridge.

**Bull Lea Road:**

Mow both sides of Bull Lea Road, from south of Citation Blvd at the access road to McGrathiana Pkwy, to 12 feet beyond the curb and the medians.

Mow around the pond and utility building at the entrance to 1500 Bull Lea Road from the road to the curb of the parking lot.

**Bull Lea Run:**

Mow the north side of Bull Lea Run to 12 feet beyond the curb; mow the south side to 6 feet beyond the paved walking path.

**McGrathiana Pkwy:**

Mow both sides of McGrathiana Pkwy to 12 feet beyond the curb and the medians.

Mow a 50 foot barrier around the bio-swale across from Tempur Way.

**Tempur Way:**

Mow 12 feet beyond curb on west side of Tempur Way.

**Legacy Trail Connector:**

Mow 12 feet on either side of the Legacy Trail connector from Tempur way to the Legacy Trail.

**Pisacano Drive (Bull Dog Ave):**

Mow south side 12 feet beyond paved walking path.

**Lot 9B Green Space**

Mow green space and parking lot islands on partially developed portion of Lot 9. 1650 McGrathiana Pkwy.

**Carnahan House Lot:**

Mow grounds at Carnahan House within the stone walls. Mow outside stone walls to 12 feet, keep walls clear of any vegetation, and report any wall damage to owner. Mow between stone wall and Aristides Blvd at north of property.

**Aristides Blvd:**

Mow both sides of Aristides Blvd to 12 feet beyond the curb and the medians. Mow between the paved walking path and the stone wall at Newtown Pike on the south side of Aristides Blvd.

- Entrance #1: Newtown Pike and Aristides Boulevard
- Mow all the grass in the defined area
- Edge sidewalks and curbs.
- Apply weed control to grass growing in sidewalks, curbs or cracks in parking lots.

The requirements for the stone wall on Newtown Pike and the campus side of the stone wall surrounding the property of the Carnahan House.

- Clear the stone walls from weeds and other vegetation. For the stone wall on Newtown Pike, the Contractor is responsible for both sides.
- Maintain the equivalent of two mowing widths of weed/grass control on the Campus side of each stone wall. No growth should be taller than the finished cut of a bush-hog mower.
- Keep weeds and fallen tree limbs off of the stone walls. Trees or tree limbs that require special handling should be reported to the University representative.
- Report any damage to the stone walls to the University representative.

## **2. Pruning Trees:**

The older, established trees in the Campus are not included in this RFP. The shrubs/trees of interest to this RFP are those that are within the right-of-way strip of the roads, in the medians, and on the property of the Carnahan House.

Present a maintenance plan that maintains and promotes healthy growth of the trees.

The requirements for ALL trees, along the roads and in the medians, are as follows:

- Notify the University representative when pruning is accomplished.
- Trim or prune the trees as necessary in order to maintain the natural appearance.
- The trees should be free of new growth shoots at the base and new growth limbs beneath the existing canopy of the trees.
- Mulch at the base of the trees should be weed-free and maintained not to exceed three (3) inches.
- Support wires should be maintained as needed to properly support the trees, and removed when support is no longer necessary.
- Insect control is a part of the normal maintenance of the trees in this RFP.
- Problem trees should be reported to the University representative to coordinate proper action.



**8.0 FINANCIAL OFFER SUMMARY**

Offerors are to provide a fixed price for the services offered.

**8.1 Landscape and Lawn Management & Maintenance**

Lawn Care Maintenance

Mowing (Based on a total of 28 mowing's) \$ \_\_\_\_\_  
(fixed price)

Pruning Trees (Annual) \$ \_\_\_\_\_  
(fixed price)

Landscape Maintenance of Plant Beds (Annual) \$ \_\_\_\_\_  
Cost to include all plants and watering (fixed price)

**Total Firm Annual Price:** \$ \_\_\_\_\_  
(fixed price)

Landscape Design and Installation:

Entrance #1 Newtown Pike & Aristides \$ \_\_\_\_\_

Entrance #2 Newtown Pike & Citation \$ \_\_\_\_\_

Entrance #3 Citation Blvd & McGrathiana Pkwy \$ \_\_\_\_\_

Coldstream Center North Entrance \$ \_\_\_\_\_

Coldstream Center South Entrance \$ \_\_\_\_\_

**8.2 Unit Pricing for Additional Work**

In addition to the above financial offer, Offeror shall submit pricing for additional work requested by the University. Please provide the following:

Additional mowings greater than 28 mowings/yr (per visit) \$ \_\_\_\_\_

Additional Watering of beds \$ \_\_\_\_\_

Edging curbs and sidewalks (per visit) \$ \_\_\_\_\_

Blowing grass from sidewalks, roads, and parking areas (per visit) \$ \_\_\_\_\_

Edging plant beds (per visit) \$ \_\_\_\_\_

Fertilizing per 1000 square feet \$ \_\_\_\_\_

Weed Control per 1000 square feet	\$ _____
Insect/Disease Control for Turf per 1000 square feet	\$ _____
Insect/Disease Control for plant beds per 1000 square feet	\$ _____
Insect/Disease Control for Trees per gallon	\$ _____
Insect/Disease Control for Trees per gallon (new Installations) (one year warranty)	\$ _____
Labor rate to replace trees per hour	\$ _____
Labor rate to replace shrubs per hour	\$ _____
Trimming Shrubs and bushes @ Carnahan House (per hr or labor?)	\$ _____
Labor rate for planting annuals	\$ _____
Labor rate for pruning/trimming plants in beds	\$ _____
Labor rate for additional design services, cost shall per hour	\$ _____
Weed-eating crew trees/utility boxes on vacant lots per visit	\$ _____
Field mowing (once every three weeks) – per visit	\$ _____
Trash Removal (daily)	\$ _____
<b>Total of all lines</b>	<b>\$ _____</b>