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## INVITATION TO BID

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Designated Vendor For: **HVAC Repair**

Community Action Council for Lexington-Fayette, Bourbon, Harrison & Nicholas Counties Inc., a nonprofit corporation and a special district of the Commonwealth of Kentucky, in accordance with KRS 273.405 et sequens, is seeking a Designated Vendor for the goods or services described on page(s) 4-5 of this Invitation to Bid (ITB). Based upon an evaluation of the bids submitted, the Council will designate a single vendor for the specified and related goods or services for a period of 24 months with the possible extension of an additional 12 months from the designation. You are invited to submit your best prices for the listed goods and services.

**Submission Requirements:**

Acceptable bids must meet the following requirements:

- 1) You must complete and return entire bid packet.
- 2) Your bid must be sealed and delivered by U.S. Mail, private courier or in person no later than 1:30P.M., 8/8/2025 to:

Name: John A. Catron

Office/Unit: Facilities

Address: 710 W. High St.

City/State/Zip: Lexington, KY 40576

- 3) The outside envelope must be marked:

**“Sealed BID, HVAC Repair”**

- 4) Bid openings will be scheduled at 1:30 PM on 8/8/2025, at the 710 W. High St. location.
- 5) In submitting a bid in response to this ITB, you are certifying that it is firm and will be honored if accepted within 30 days in requirement 2, above.

Applicable Terms and Conditions:

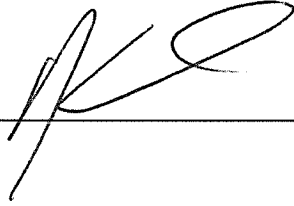
- 1) The items or services and quantities listed on page(s) 4-5 of this ITB represent the Council's projected requirements for the next 12 months. The Council reserves the right to adjust these projections over the course of the designation. Additionally, the actual items or services are also a projection. They are representative of the kinds of goods or services which will be purchased from the designated vendor during the designation.
- 2) While a designation will be made for a period of up to 24 months, the Council reserves the right to cancel the designation should it determine that the vendor is unable to meet its standards for quality or timeliness of delivery or that another vendor is available at significantly lower prices.
- 3) Community Action Council reserves the right to reject any bids which do not conform to the requirements of this ITB and its current purchasing policies and administrative procedures.
- 4) Community Action Council reserves the right to cancel this procurement action prior to the designation of a vendor.
- 5) Community Action Council reserves the right to negotiate final terms, items, quantities, etc with the vendor that is designated as a result of this ITB.
- 6) Community Action Council is tax exempt. The designated vendor shall be provided with a certificate of exemption or other suitable documentation.
- 7) Once a vendor has been designated, actual purchases shall be made through authorized Purchase Orders as the Council's actual requirements dictate.
- 8) Community Action Council is authorized to purchase under the Commonwealth of Kentucky's State Price Contracts or General Service Administration (GSA) pricing. Bidders with a Kentucky State Price Contract or GSA pricing must quote prices that are equal or below their current Kentucky Price Contract or GSA pricing, whichever is lowest. By submitting a bid, you agree that if designated, you will furnish all purchased goods or services during the period of designation at or below your State Price Contract or GSA pricing, as applicable.
- 9) Payment terms are net 30 days of receipt of invoice unless otherwise agreed in writing by Community Action Council.

Requested by:

John A. Catron

Name

Signature



Director of Property Development and  
Transportation

Title

Date

7/18/25

Approved by:

Steven Gravitt

Name

Signature



Chief Financial Officer

Title

Date

7.9.25

Sharon Price

Name

Signature



Executive Director

Title

Date

07.10.25

Bidder Information:

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

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

State Price Contract Number(s) (if applicable): \_\_\_\_\_

Community Action Council for Lexington-Fayette,  
Bourbon, Harrison and Nicholas Counties  
Invitation to Bid

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Description	Rate
Hourly Rate	
Mileage Rate	
% Parts Mark Up	

Check All Counties Your Company Can Cover Within 48 Hours of Notice:

Service	Can Cover
Fayette	
Nicholas	
Harrison	
Bourbon	
Scott	
Madison	
Clark	
Estill	
Laurel	
Garrard	
Jackson	
Rockcastle	
Powell	

\*Note any jobs subject to Davis-Bacon prevailing wages must be compliant with all wage and paperwork required.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

Bidder's Daytime Phone Number

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