
INVITATION TO BID

Designated Vendor For: **Vehicle Maintenance Vendor**

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 2:00P.M., 10/2/2026 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, Vehicle Maintenance Vendor”

- 4) Bid openings will be scheduled at 2:00 PM on 10/2/2026, 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

9/10/26

Approved by:

Steven Gravitt

Name

Signature

Chief Financial Officer

Title

Date

Sharon Price

Name

Signature

Executive Director

Title

Date

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

Designated Vendor for: Vehicle Maintenance Vendor

Please list prices for the following below.

Quote for Services for a 2020 Ford Focus:

Service	Quote
Battery Replacement	
Standard Oil Change	
Belt and Hose Repair	
Spark Plug Replacement	
Towing (Within Fayette County)	
Wiper Replacement	

Quote for Services for a 2022 72-Passenger Diesel School Bus:

Service	Quote
Battery Replacement	
Standard Oil Change	
Belt and Hose Repair	
DEF Fluid Fill	
Spark Plug Replacement	
Towing (Within Fayette County)	
Wiper Replacement	

Signature of Bidder

Date

Bidder's Daytime Phone Number

*Please submit a current W-9 with bid packet

Note - all work would be performed by licensed mechanic. All School Bus repairs to be performed by licensed DOT certified diesel mechanic. Quote to include labor and parts.