

Shelby County Fiscal Court

Request for Proposals

**Specs Provided by Special Projects Director Willie Lucas**

Introduction

The Shelby County Animal Control Department is accepting proposals from contractors for Total Roof Replacement or Repair.

Part One: Project

The contractor must be prepared and qualified to provide the following services and any related services:

1. Prepare a Site Cleanup Plan a/k/a/ Cleanup or Corrective Action Plan {CAP} to be approved by the Kentucky Department for Environmental Protection.
2. Prepare a Health and Safety Plan (HASP).
3. Prepare a Quality Assurance Project Plan {QAPP} to be approved by the U.S. Environmental Protection Agency.
4. Assist with the county's Community Involvement Plan if required.
5. Assist with meeting all financial, administrative, and bookkeeping requirements of the Finance Department, including preparation of requests for payment.
6. Assist with meeting all record-keeping requirements of the Finance Department.
7. Prepare any reports as required by the Special Projects Director and Fiscal Court.
8. The resulting contract will be for the terms stated in the contract. The Shelby County Fiscal Court may amend or extend the contract beyond the initial term to accommodate the terms and conditions of the awarded to the Shelby County Fiscal Court within this term, provided a market survey conducted by the Shelby County Fiscal Court, or its designee indicates that the prices the contractor proposes are reasonable.

Part Two: Proposal

To be considered, proposals must be submitted to the person of contact below prior to 9:00 a.m. on July 31, 2025. No proposals received after this time will be considered. Only one copy of the proposal and any supplemental information is requested to be provided. All proposals should be sealed and marked on the outside "Roof Replacement."

Proposals will be considered by the Shelby County Fiscal Court at a meeting to be held after the proposal due date. Shelby County Fiscal Court meetings are held at the Shelby County Courthouse at 501 Main Street in Shelbyville twice a month: the first Tuesday at 6:30 p.m. and the third Tuesday at 10:00 a.m. It is not necessary that the contractor attend the meeting at which proposals are considered. Proposals will be reviewed by county staff. Proposals will be evaluated based on written materials submitted. No on-site interviews will be conducted. Telephone interviews may be conducted. The Shelby County Fiscal Court reserves the right to reject any or all proposals.

The Shelby County Fiscal Court is tax exempt. Prices quoted are to be exclusive of taxes. The Shelby County Fiscal Court will furnish an exemption certificate as required.

All materials submitted in connection with this Request for Proposals will be public documents and subject to the Open Records Act and all other laws of the Commonwealth of Kentucky, the United States of America, and the open records policies of the Shelby County Fiscal Court. All such materials shall remain the property of the Shelby County Fiscal Court and will not be returned to the contractor.

The Shelby County Fiscal Court reserves the right to accept the proposal deemed by it to be in its best interest, not necessarily the lowest proposal, the right to disqualify proposals from contractors not deemed to be qualified, the right to disqualify proposals deemed to be defective, and the right to waive defects in proposals where such defects are not deemed significant.

Disadvantaged business enterprises, small and minority businesses, and women's business enterprises are strongly encouraged to respond. The Shelby County Fiscal Court is an EEO Employer.

Proposals will be evaluated and ranked based on the following factors:

Demonstrated experience in addressing contaminated properties	<b>20%</b>
Demonstrated experience in successfully completing tasks/projects	<b>20%</b>
Demonstrated experience in effectively engaging with community members and federal and state agencies	15%
Experience and capacity of project team/personnel	<b>20%</b>
Reasonableness of cost/price proposal (e.g., rates)	25%

Proposals should be addressed and sent by email to:

Mr. Willie Lucas  
Special Projects Director  
501 Main Street, Suite 15  
Shelbyville, KY 40065  
Phone: 502.633.1220  
Email: [projectmgr@shelbycoky.com](mailto:projectmgr@shelbycoky.com)