

Request for Proposal (RFP)

Mowing, Spraying, and Landscape Services for Calloway County Court House & Annex

I. Introduction

Calloway County is seeking proposals from qualified contractors to provide comprehensive mowing, spraying, and landscape services for the Calloway County Courthouse and Annex properties. The purpose of this RFP is to solicit proposals from experienced firms to maintain the aesthetic appeal and health of these public properties. Once a provider has been approved, the County will move forward with an annual contract for the work to begin on January 1, 2025.

II. Scope of Work

The selected contractor will be responsible for the following services:

1. **Mowing:**
 - Regular mowing of all lawn areas at the Calloway County Courthouse and Annex. (push mowers only)
 - Edging of sidewalks, curbs, and flower beds.
 - Removal of grass clippings and debris from hard surfaces.
2. **Spraying:**
 - Application of herbicides, insecticides, and fungicides as needed to control weeds, pests, and diseases.
 - Ensuring the safety of the public and surrounding environment during and after application.
 - Providing a schedule for treatments and a report on all chemicals used.
3. **Landscape Maintenance:**
 - Pruning and trimming of shrubs, bushes, and trees as needed (Fall leaf cleanup)
 - Mulching flower beds and around trees.
 - Seasonal planting and maintenance of flowers and ornamental plants. Install spring and fall annuals (375 per season in 4-inch pots and 250 tulip bulbs in landscape in the fall)
 - Fertilizing flowers weekly with liquid. Apply granular slow release and pre-emergent twice per year.

III. Requirements

1. **Experience and Qualifications:**
 - Minimum of three years of experience in commercial landscape maintenance.
 - Proof of relevant licenses and certifications.
 - Insurance coverage for liability and worker's compensation.
2. **Proposal Submission:**
 - Detailed description of services offered.
 - References from previous clients with similar needs.

- Proposed pricing, including a breakdown of costs for mowing, spraying, and landscape services.(please price out labor per hour as well as material cost)
 - Proposed schedule for service delivery.
 - Any additional value-added services or considerations.
3. **Contract Terms:**
- Initial contract term of one year with the possibility of renewal.
 - Performance reviews and benchmarks will be established.

IV. Proposal Submission Instructions

1. **Submission Deadline:**
 - All proposals must be submitted no later than Friday, November 15 at noon.
2. **Submission Address:**
 - Proposals should be sent to: Calloway County Court House Annex Attn: Kenneth C. Imes, Judge/Executive, 201 South 4th Street, Murray, KY 42071.
3. **Contact Information:**
 - For questions or additional information, please contact: Calloway County Judge/Executive, Kenny Imes at 270-753-2920 or kimes@callowayky.com.

V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the contractor.
- Quality and comprehensiveness of the proposed services.
- Cost-effectiveness and value for money.
- References and past performance.
- Compliance with the RFP requirements.

VI. Terms and Conditions

1. **Right to Reject Proposals:**
 - Calloway County reserves the right to reject any or all proposals and to negotiate with the selected contractor to finalize the terms of the contract.
2. **Confidentiality:**
 - All information submitted in response to this RFP is considered confidential and will not be disclosed except as required by law.
3. **Contract Award:**
 - The contract will be awarded to the proposer whose offer is determined to be the most advantageous to Calloway County, taking into consideration all evaluation criteria.

VII. Additional Information

For additional information or clarification regarding this RFP, please refer to the contact information listed above.