

CALLOWAY COUNTY FISCAL COURT

REQUEST FOR PROPOSALS (RFP) Lawn Care and Landscaping Services

1. INTRODUCTION

The Calloway County Fiscal Court is seeking sealed proposals from qualified vendors to provide comprehensive lawn care and landscaping services for county-owned buildings and facilities.

The purpose of this RFP is to secure a contractor to maintain county grounds in a safe, professional, and aesthetically pleasing condition.

2. LEGAL NOTICE & AUTHORITY

The Calloway County Fiscal Court, Kentucky, hereby solicits sealed proposals pursuant to **KRS 424.260** and in accordance with applicable provisions of the **Kentucky Model Procurement Code (KRS Chapter 45A, where applicable)** for lawn care and landscaping services.

The Fiscal Court reserves the right to accept or reject any and all proposals pursuant to **KRS 67.080** and to waive irregularities in the procurement process where deemed in the best interest of the County.

3. SCOPE OF SERVICES

The selected contractor shall provide all labor, equipment, materials, and supervision necessary to perform the following services:

A. Routine Lawn Maintenance

- Mowing of all turf areas
- Edging of sidewalks, curbs, and beds
- String trimming around obstacles
- Blowing of clippings from hard surfaces

B. Landscaping Services

- Mulching (minimum once annually or as needed)
- Shrub and hedge trimming as needed
- Weed control in beds and paved areas
- Seasonal planting (optional/add alternate)
- Fertilizer applications (schedule to be provided)

C. Seasonal Services

- Leaf removal (fall)
- Spring and fall clean-up
- Irrigation system checks

4. LOCATIONS

Services will be required at various county-owned facilities, including but not limited to:

- Courthouse
- Annex
- Judicial Center
- Sheriff Office
- Animal Shelter

*Please price individually and indicate if annual or season care is needed.

5. CONTRACT TERM

The contract shall be for **one (1) year**, with the option to renew annually for up to **three (3) additional one-year periods**, subject to Fiscal Court approval and funding availability.

6. MINIMUM QUALIFICATIONS

Vendors must:

- Be properly licensed to do business in the Commonwealth of Kentucky
- Carry required insurance (see Section 7)
- Have a minimum of three (3) years of experience in commercial or municipal landscaping
- Provide at least three (3) references for similar work
- Demonstrate ability to service multiple sites efficiently

7. INSURANCE REQUIREMENTS

The contractor shall maintain:

- General Liability: \$1,000,000 per occurrence
- Workers' Compensation (as required by Kentucky law)
- Automobile Liability: \$1,000,000

A certificate of insurance must be provided prior to contract award

8. PROPOSAL REQUIREMENTS

Proposals shall include:

1. **Company Information**
2. **Experience and References**
3. **Detailed Service Plan**
4. **Equipment List**
5. **Staffing Plan**
6. **Pricing Proposal (see Bid Sheet)**
7. **Proof of Insurance**
8. **Signed Non-Collusion Affidavit**

9. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Cost (40%)
- Experience and qualifications (25%)
- Service capability and response time (20%)
- References (15%)

10. TERMS & CONDITIONS

- The County is tax-exempt pursuant to Kentucky law
- Contractor must comply with **KRS 337 (prevailing wage, if applicable)**
- The County reserves the right to negotiate terms
- Contract may be terminated with **30 days written notice**
- Vendor must comply with all applicable federal, state, and local laws

11. CONTACT INFORMATION

- For questions: Calloway County Judge/Executive's Office
Phone: 270-753-2920
Email: kimes@callowaycountyky.gov
- Website: www.callowaycountyky.gov

ATTACHMENT A – BID SHEET

Base Annual Pricing

Location	Monthly	Annual
Court House	\$ _____	\$ _____
Annex	\$ _____	\$ _____
Judicial Building	\$ _____	\$ _____
Sheriff Office	\$ _____	\$ _____
Animal Shelter	\$ _____	\$ _____

Unit Pricing / Add Alternates

Service	Unit	Price
Mulch Installation	Per cubic yard	\$ _____
Fertilization	Per application	\$ _____
Leaf Removal	Per visit	\$ _____
Aeration/Overseeding	Per acre	\$ _____
Hourly Labor Rate	Per hour	\$ _____

Total Proposed Annual Cost: \$ _____

ADDITIONAL FEES / NOTES

SIGNATURE

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud.

Authorized Signature: _____

Printed Name: _____

Date: _____

SUBMISSION INSTRUCTIONS

Sealed proposals must be received by: **Friday, April 17 at 12:00 PM**

No late submissions will be considered

Submit to: **Calloway County Judge/Executive's Office**
201 South 4th Street
Murray, KY 42071

Mark envelope: **"RFP – Lawn Care & Landscaping"**

No fax, or email submissions will be accepted

Bids will be opened on Monday, April 20 at 8:00 AM in the Court House Annex