

OLDHAM COUNTY SCHOOLS

Lawn and Landscaping Services

Central Office

Administrative Annex

Transportation department

Oldham County Art Center

RFB No.: 2025-1201

Date Issued: December 1, 2025

Proposal Due Date/Time: December 15, 2025; 2pm EST

Issued By:

Oldham County Schools Grounds Department

INVITATION TO BID

The Oldham County Schools will receive sealed bids for Landscaping & Mowing Services for the 2026 Calendar Year.

Bids will be received at the following time: December 15, 2025: 2pm EST

You are invited to submit a bid, subject to the terms and conditions of this invitation to bid. Please read the instructions and specifications carefully. Failure to comply with these instructions may disqualify your bid.

Sealed bids will be received at the above date at Oldham County Schools, Central Offices, 6165 West Highway 146, Crestwood, KY,

Attention: Brent Bohannon, Director of Facilities Management, and then publicly opened and read aloud. Bidder shall place the sealed bid in the "Bid Box" at this location prior to the designated time for receipt of bids. **NO BIDS RECEIVED AFTER THIS TIME WILL BE CONSIDERED.** Bids will be opened in the Facilities Conference Room. The Board of Education cannot assume the responsibility for any delay as a result of failure of the U.S. Postal Service or other delivery services to deliver bids on time.

A copy of the bid documents may be obtained from Stu Martin, Plant & Operations Manager Oldham County Schools, 1900 Button Lane, LaGrange, KY 40031.

No bid shall be withdrawn for a period of forty-five (45) days after the designated time of receipt for bids.

The Board of Education will give formal consideration to these bids at the next regular Board meeting. The selection process will be based on the "lowest and/or best bid" basis. Past performance of bidders and overall quality of service will be an important factor as well in determining the best bid. Bidders should provide a listing of at least three (3) referral companies where similar services have been provided.

The Board of Education reserves the right to accept any bid, to reject any or all bids, to waive any informalities in bids received where such acceptance, rejection, or waiver is considered to be in the best interest of the Board, and to reject any bid where evidence or information submitted by the bidder does not satisfy the Owner that the bidder is qualified to carry out the details of the contract documents.

This contract will be for the 2026 Calendar year, with the option to renew under the same terms and conditions, at the beginning of each year for four additional years, provided such renewal is mutually agreeable to both parties. Agreement concerning renewal shall be reached prior to the expiration date.

Insurance Requirements

The Bidder shall at all times during the contract maintain in full force and effect, Employers Liability, Workers Compensation, Public Liability and Property Damage Insurance, including contractual liability coverage. All insurance shall be provided by insurers and policy limits acceptable to the Oldham County Schools and before commencement of service hereunder, the

Contractor agrees to furnish the Oldham County Schools certificates of insurance or other evidence satisfactory to the Oldham County Schools to the effect that such insurance has been procured and is in force. Such insurance shall be no less than the following amounts:

<u>Coverage</u>	<u>Limits of Liability</u>
Public Liability	\$200,000.00 one person/maximum each person \$500,000.00 one accident/maximum each person
Property Damage	\$200,000.00 one accident/maximum \$500,000.00 aggregate"

Worker's Compensation:

a. State	Statutory
b. Applicable Federal	Statutory
c. Employer's Liability	\$100,000.00

Comprehensive or Commercial General Liability (including Premises-Operations; Independent Contractor's Protection; Product Liability and Completed Operations; Broad Form Property Damage):

a. General Aggregate	\$1,000,000.00
b. Products-Completed Operation Aggregate	\$1,000,000.00
c. Personal/Advertising Injury (per person)	\$1,000,000.00
d. Each Occurrence (Bodily Injury & Property Damage).	\$1,000,000.00
e. Limit per Person Medical Expense	\$5,000.00

Contractual Liability:

a. General Aggregate	\$1,000,000.00
b. Each Occurrence (Bodily Injury & Property Damage).	\$1,000,000.00

Automobile Liability:

a. Bodily Injury	\$500,000.00 Each Person \$1,000,000.00 Each Accident
b. Property Damage single or a combined	\$500,000.00 Each Accident, limit of \$1,000,000.00.

Excess Liability Umbrella Form:

a. General Aggregate	\$1,000,000.00
b. Each Occurrence	\$1,000,000.00

Current proof of compliance must be kept on file with the Oldham County Schools during the life of the contract. The Oldham County Schools shall be made aware of any policy changes sixty (60) days in advance of the changes.

License Requirements

The Contractor will file with the Oldham County Schools Facilities Management Department each year, a current license or permit for the appropriate federal and/or state agency or agencies permitting the commercial application of herbicides and pesticides

In addition, any and all Oldham County licenses or permits will be obtained on or before the contract start date. Copies of those licenses and permits will be submitted to the Oldham County Schools Facilities Management Department.

1. INTRODUCTION

Oldham County Schools (OCS), pursuant to the Kentucky Model Procurement Code, KRS 45A, is soliciting sealed proposals from qualified vendors to provide professional lawn maintenance and landscaping services for the OCS Central Office, Arts Center, Transportation and Administrative Annex. The District seeks a contractor to provide consistent, high-quality, and cost-effective grounds maintenance that enhances the appearance, safety, and usability of these facilities.

2. SCOPE OF SERVICES

Services shall include, but are not limited to, the following:

A. Lawn Maintenance:

- Mowing of all designated turf areas to a uniform height.
- Edging along sidewalks, driveways, and curbs.
- Trimming around trees, shrubs, buildings, fences, and other obstacles.
- Removal of grass clippings, leaves, and debris from all paved areas after mowing.

B. Landscaping:

- Pruning of shrubs, hedges, and ornamental trees.
- Weeding and mulching of designated landscape beds.
- Seasonal planting of annual flowers (as directed by OCS).
- Removal of dead or damaged plant material.

C. Seasonal & Special Services:

- Leaf removal in fall.
- Spring cleanup of landscaped areas.
- Application of weed control if approved by OCS.

D. Service Locations:

- Oldham County Schools - Central Office:
6165 W. Hwy 146, Crestwood, KY 40014

Scope A, B, C

- Oldham County Schools - Administrative Annex:
1900 Button Lane, La Grange, KY 40031
Scope A, B, C
- Oldham County Schools – Transportation Department
1800 Button Lane, La Grange, KY 40031
Scope A, B, C
- Oldham County Art Center
7105 Floydensburg Rd, Crestwood, KY 40014
Scope A, B, C

E. Frequency:

- Mowing: Weekly during growing season (April–October).
- Landscaping: Monthly or as directed.

3. CONTRACT TERM

The initial contract term will be one (1) year from date of award, with the option to renew for up to two (2) additional one-year periods upon mutual agreement of both parties and subject to annual review.

4. PROCUREMENT SCHEDULE

RFP Issued – 11/06/2025
Pre-Proposal Meeting (Optional) – 11/24/2025
Questions Due – 11/24/2025
Proposals Due – 12/1/2025; 2pm EST
Anticipated Award – 12/15/2025
Contract Start Date – 01/01/2026

5. PROPOSAL SUBMISSION REQUIREMENTS

Proposers shall submit one (1) original and two (2) copies of their sealed proposal, clearly labeled 'RFP 2025-1201 – Lawn and Landscaping Services' to:

Oldham County Schools

Central Office
6165 W. Highway 146
Crestwood, KY 40014

Proposals must be received by the deadline above. Late proposals will not be accepted.

6. PROPOSAL CONTENT

Proposals shall include:

1. Cover Letter

2. Company Profile
3. Experience & References
4. Staffing Plan and Equipment List
5. Proposed Work Plan
6. Pricing (Appendix A)
7. Proof of Insurance

7. EVALUATION CRITERIA

Proposals will be evaluated in accordance with KRS 45A.370 based on:

- Qualifications & Experience (30 points)
- Work Plan & Schedule (25 points)
- References (15 points)
- Cost (30 points)

8. GENERAL CONDITIONS

OCS reserves the right to reject any and all proposals.

This RFP does not commit OCS to award a contract or pay costs incurred in preparation.

The contractor must comply with all applicable laws.

All employees must pass background checks per KRS 160.380.

9. QUESTIONS

Questions must be submitted in writing to:

Stu Martin

Plant & Operations Manager

stu.martin@oldham.kyschools.us

Responses will be provided to all prospective offerors.

Authorized by:

Brent Bohannon
Director of Facilities Management
Oldham County Schools

Appendix A – Price Proposal Form

Service	Unit	Frequency	Unit Price	Extended Price (Annual)
Mowing & Trimming – Central Office	per service	Weekly	\$_____	\$_____
Mowing & Trimming – Administrative Annex	per service	Weekly	\$_____	\$_____
Landscape Bed Maintenance	per service	Monthly	\$_____	\$_____
Seasonal Planting	per occurrence	As needed	\$_____	\$_____
Leaf Removal	per occurrence	As needed	\$_____	\$_____
Other (specify)			\$_____	\$_____

Total Annual Price: \$_____