

SPECIFICATIONS FOR LAWCARE AND WINTER WEATHER MAINTENANCE

AT LINCOLN COUNTY HEALTH DEPARTMENT

44 HEALTH WAY, STANFORD KY

**FY2027: July 1, 2026 – June 30, 2027**

**PURPOSE AND INTENT**

The Lincoln County Health Department requests bids for lawncare and grounds maintenance services. The expected services and products are described in this Request for Bids (RFB). The intent of this RFB is to award a contract to that responsive and responsible bidder whose bid proposal, conforming to this RFB, is most advantageous to the Lincoln County Health Department in accordance with Kentucky public contract laws. The contract shall be awarded for a period of one year. Bidders are required to submit a sealed bid proposal in response to the needs outlined in the RFB.

**FACILITY MANAGERS**

Ann Stevens, Public Health Director at (606) 365-3106 ext. 301

Amanda Mitchell, Director of Administrative Services at (606) 365-3106 ext. 313

**AREA**

The Lincoln County Health Department facility, located at 44 Health Way in Stanford, Kentucky, includes approximately one half-acre of exterior land property to be maintained.

**SUPPLIES AND EQUIPMENT**

The Contractor shall provide all necessary equipment or tools needed for weekly lawn and grounds maintenance, and snow/ice removal as needed. The Lincoln County Health Department shall provide any landscaping materials for requests outside of general weekly lawn maintenance. Lincoln County Health Department shall not be liable or responsible in any way for the damage or loss of equipment stored or used on the facility.

**INSURANCE AND SECURITY**

Contractors at county facilities are required to be insured. Contractor will maintain adequate liability insurance on its employee (\$300,000.00) and workers' compensation coverage on all employees and furnish proof of workers compensation coverage and liability insurance coverage to health department. Any and all fees for the Contractor's insurance are the responsibility of the Contractor.

## **SCOPE OF WORK**

The Contractor will have direct responsibility for the completion and quality of lawn maintenance services at the facility. All work shall be supervised by the Contractor's personnel who will coordinate efforts with Facility Managers at Lincoln County Health Department. The Facility Managers shall monitor the services provided and if found to be unsatisfactory, work shall be performed at no additional cost to Lincoln County Health Department.

Provider Credentials: Contractor will provide services within their scope of professional guidelines, educational preparation, certification and licensure.

The Contractor shall provide lawn care and maintenance services during the months of March through October for exterior land areas as outlined in the scope below. The Contractor shall provide the availability of snow and ice management, including salt supplies, throughout the fiscal year, as needed and requested by Facility Managers.

### **Lawn Maintenance Services**

Weekly lawn maintenance services, as needed during fiscal year periods of July - October and March - June. Maintenance services are not to exceed 33 weeks per fiscal year period.

### **Landscaping Services**

Spring cleanup of weeds and debris from winter months.

Mulching of property with landscape materials provided by Lincoln County Health Department (Spring)

Mulch bed edging with spade or bed edger

Natural contour pruning of all shrubbery (Spring and Fall visit)

Perennial cutback

Fall leaf removal (November and December visits if needed around main entrance)

Weed Control applications (2 applications)

### **Snow and Ice Management Services \*As Requested by Facility Managers**

Pretreat driveways and parking areas

Remove snow and/or ice from driveways and parking areas

## **INVOICES, BILLING AND PAYMENT**

Contractor shall supply the Lincoln County Health Department with a completed W9 for tax reporting purposes. Contractor shall submit invoices for services on a monthly basis and Lincoln County Health Department will submit a check to Contractor, payable upon receipt of invoice.

**Bids must outline separate breakdowns of price per occasion for lawn maintenance and snow/ice management. Landscaping services may be listed as package price or per occasion pricing but must include all services outlined in scope.**

**ALL BIDS MUST BE SEALED AND SUBMITTED BY MAY 8<sup>TH</sup>, 2026 AT 4:00PM**  
**SEALED BIDS MUST BE DELIVERED TO THE LINCOLN COUNTY HEALTH DEPARTMENT**  
**AT 44 HEALTH WAY, STANFORD KY.**