THE HANCOCK COUNTY SCHOOL DISTRICT

BID DOCUMENTS

LAWN CARE



Prepared by:
NICK BOLING
Facility Systems Director

HANCOCK COUNTY SCHOOLS
LAWN MAINTENANCE BID
2026-2027

The Hancock County Board of Education invites you to submit a written sealed bid for mowing lawns, trimming of all obstacles in and around lawns (including ditches), and blowing off debris from hard surfaces.

CONDITIONS OF BIDDING

A. TIME AND PLACE OF BIDDING - Bids will be received in the office of the Board of Education, 83 State Route 3543, Hawesville, Kentucky, until 2:00 p.m., Thursday, February 19, 2026. All bids must be received by the time designated in the invitation and none will be considered thereafter. **All bids should be sealed and labeled "Bid – Lawn Maintenance Bid".**

At the specified time stated above, all bids which are in order, properly sealed, signed, labeled, etc., shall be opened and read aloud. Any interested parties may attend the bid opening. No immediate decision will be rendered on this date.

B. AWARDING THE CONTRACT - No bid shall be withdrawn after the closing time stated above. Bids shall be effective from March 1, 2026 through December 31, 2026. After bids have been tabulated and studied, agents and/or company representatives may be interviewed by the Superintendent or designated person concerning the bid.

The Board will review these bids formally at its regular Board meeting in February 2026.

The Board reserves the right to reject any and/or all bids and to waive any technicalities and minor irregularities in bidding and to waive any deviations from the specifications which it considers of little consequence.

The Board reserves the right to award bids individually by location and/or as a complete project bid.

Information pertaining to any item or conditions in this bid request may be obtained by calling Dr. Josh Scherrer (270) 927-6914. In addition, times can be scheduled to show potential bidders the specific locations required to be mowed.

C. GENERAL CONDITIONS

1. Bidders shall submit their bids on the bid forms provided. Bidder should keep one copy of bid and submit one to the Board Office. Address all bids to: 83 State Route 3543, Hawesville, KY 42348 and include all information in a sealed envelope as required in Section A above.

2. Bidders may list all other information they consider pertinent.

3. The award shall be made, if at all, on the basis of the lowest bid price or the lowest evaluated bid price. The following criteria will be used on arriving at the lowest evaluated bid price in addition to lowest bid price:

   a. Bidders qualification for providing product or services.
   b. Bidders previous performance.

4. CONFLICTS OF INTEREST, GRATUITIES AND KICKBACKS AS DEFINED IN KRS 45A.445 AND AS PROVIDED FOR IN KRS 45A.455 ARE ABSOLUTELY PROHIBITED. THE PROVISIONS OF THESE STATUTES SHALL BE NOTED AND ACKNOWLEDGED BY THE USERS OF THIS PROCUREMENT DOCUMENT.

D. SCOPE OF WORK

This project is for mowing lawns, edging sidewalks, and trimming ALL OBSTACLES in and around lawns (including ditches, sidewalks, drives, parking lots, parking lot curbs, running track, fences, light poles, electric poles, playgrounds & walking trails every time mowing is required), and blowing all debris off sidewalks, driveways, parking areas and other hard surfaces. This bid will also include herbicide spraying any areas where grass would be unwanted (sidewalks, driveways, cracks, or any other area deemed by owner, etc.). No herbicide spraying will be permitted around the perimeter of the school structure. Herbicide spraying will be permitted on chain link fence line to not exceed 6 inches on either side. Additional herbicide spraying to reduce trimming would have to be approved by the owner. Additionally, trimming all hedges and shrubs only once during the bid period in the fall months as directed by the owner. All trimmings will be removed and disposed from school site locations. ONLY the Middle School and South Hancock Elementary will require hedge and shrub trimming.

North Hancock Elementary and South Hancock Elementary mowing and trimming must be completed before 11:00 am during school days (Monday-Friday).

North Hancock Elementary has a family cemetery on the premises and is part of this contract to mow and trim grass around the headstones and fence area

North Hancock Elementary has a fence line adjoining another fence line to the adjacent property owner. The turf between the fence lines must be mowed up to the adjacent property owner (approx. 5 ft. path).

Mowing schedule will be every 7 days unless deemed more frequently by owner.

Mowing crew must notify the Director of Maintenance and/or Assistant Superintendent of Student Services by either phone call or text message when the following occurs:

- **Upon arrival at each campus**
- **Upon completion of mowing at each campus**
- **Any deviation from the 7 day mowing schedule**

1. All bidders must include written certification of insurance of the following:

   A. Worker's Compensation for all employees

   B. $1,000,000 worth of liability insurance per occurrence

2. All bidders must furnish all fuel and all lawn maintenance equipment to accomplish the project. All bidders must have a Certificate of Training for herbicide application.

BID FORM
(Bids must be submitted on this form or an exact duplicate)

HANCOCK COUNTY SCHOOLS
LAWN MAINTENANCE BID
2026-2027

	TOTAL COST (PER MOWING)
CENTRAL OFFICE / MAINTENANCE	$_____
HANCOCK COUNTY HIGH SCHOOL and the HANCOCK COUNTY MIDDLE SCHOOL	$_____
NORTH HANCOCK ELEMENTARY SCHOOL (excluding 4.4 acres; see Attachment B)	$_____
SOUTH HANCOCK ELEMENTARY SCHOOL	$_____
LEWISPORT SHOPPING CENTER (sitting on 4.267 acres, 0.81 acres excluded from lawn bid; see Attachment A)	$_____
HEDGE AND SHRUB TRIMMING (Middle School, South Elementary)	$_____
TOTAL PRICE FOR COMPLETE PROJECT	$_____

In compliance with this invitation to bid; in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees that if this bid be accepted, the bidder agrees to furnish any or all of the items upon which prices have been quoted or prices quoted for the time period stipulated; and upon acceptance of said firm's bid by the Board of Education, said bid becomes a contract to furnish materials and supplies needed to complete project.

FIRM NAME_____

BY_____

TITLE_____

ADDRESS_____

_____

TELEPHONE_____ DATE_____

EMAIL ADDRESS: _____

AUTHORIZED SIGNATURE_____

CONFLICTS OF INTEREST, GRATUITIES AND KICKBACKS AS DEFINED IN KRS 45A.445 AND AS PROVIDED FOR IN KRS 45A.455 ARE ABSOLUTELY PROHIBITED. THE PROVISIONS OF THESE STATUTES SHALL BE NOTED AND ACKNOWLEDGED BY THE USERS OF THIS PROCUREMENT DOCUMENT.

Equal Educational and Employment Institution