

## REQUEST FOR PROPOSAL (RFP)

### Lawn and Landscape Maintenance Services

**Pennyrile Area Development District  
300 Hammond Drive  
Hopkinsville, KY 42240**

**Date Issued:** July 28, 2025  
**Proposal Due Date:** August 8, 2025

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## 1. INTRODUCTION

Pennyrile Area Development District (PeADD) is seeking proposals from qualified contractors to provide comprehensive lawn care and landscaping maintenance services for the property located at 300 Hammond Drive, Hopkinsville, KY 42240. Services are to begin on or around September 1, 2025 for a term of one year with an option for renewal based on performance.

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## 2. SCOPE OF WORK

Services to be provided include but are not limited to:

- **Mowing:** Weekly mowing during the growing season, bi-weekly or as needed in off-season
- **Edging and Trimming:** Around sidewalks, driveways, curbs, and buildings
- **Weed Control:** Regular treatment of landscaped areas, beds, and hardscapes
- **Pruning:** Shrubs and small trees as needed to maintain shape and health
- **Leaf Removal:** Fall cleanup and removal of leaves and debris
- **Clean-up and Debris Removal:** ensure all sidewalks, curbs, decks, ramps, roadways and ground level asphalt surfaces are blown free of clippings, dirt, and debris immediately after each mowing

The contractor shall designate, hire, and dismiss the personnel and provide all equipment necessary for the performance of the contract. Vendors are encouraged to visit the site

prior to submission. Contact Alisha Sutton at 270-886-9484 to schedule a walkthrough.

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### 3. PROPOSAL REQUIREMENTS

Proposals should include the following:

1. Company name, contact info, and number of years in business
  2. Proof of insurance (general liability and workers' comp)
  3. Detailed pricing breakdown (monthly fee, per-service fees, seasonal extras)
  4. References from at least three recent clients
  5. Copy of business license and applicable certifications
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### 5. CONTRACT TERM

Initial term will be one year with the option to renew for up to five additional one-year terms at the discretion of PeADD.

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### 6. SUBMISSION INSTRUCTIONS

Submit proposals by August 8, 2025 by Noon to:

**Alisha Sutton, Chief Financial Officer**  
**Pennyrile Area Development District**  
**300 Hammond Drive**  
**Hopkinsville, KY 42240**  
**Subject Line: RFP – Lawn & Landscape Maintenance**

Late proposals will not be considered.

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### 8. RIGHT TO REJECT

PeADD reserves the right to reject any or all proposals, to waive informalities, and to award the contract in the best interest of the organization.