

Request for Landscape Maintenance Proposals
BASIC REGULAR MAINTENANCE
AT TOWN HALL, PARK , AND SIGNS

Contractor shall provide equipment, staffing and materials for the maintenance of existing landscaping at the Kouts Town Hall, 210 S Main Street, Kouts, Indiana, the four entryway signage beds and Drazer Park. Spring cleanup shall begin in April. Maintenance shall occur once per month, May thru October, during the 2nd week of the month. Fall clean up shall be at the end of October. Contractor shall be responsible for the disposal of any landscaping material or trash.

Monthly maintenance schedule:

- o Mowing and trimming around four (4) signs coming into town
- o Chemical and manual weeding as needed
- o Removal of garbage in turf and landscaping beds
- o Install mulch as needed on existing mulch beds
- o Bed maintenance monthly
- o Clean nine (9) benches downtown monthly
- o Prune ornamental trees and shrubs at all locations as needed
- o Cleanup and disposal of leaves and debris at all locations
- o Cutback and cleanup of previous season perennials in fall at all locations

All work is to be completed in a professional manner. A Certificate of Liability Insurance must be provided with your proposal. Contractor must be registered with the Town of Kouts prior to beginning maintenance.

All proposals must be submitted by April 7, 2017 at 4 p.m. to the Clerk-Treasurer's office, 210 S. Main St., PO Box 693, Kouts, IN 46347. Please put proposal in an envelope clearly marked "Landscape Maintenance"

Drop off or mail proposals to:

Kouts Town Hall
Attn: EDC Regular Maintenance
210 S. Main St.
P.O. Box 693
Kouts, IN 46347

Any questions should be directed to Clerk-Treasurer, Laurie Tribble at 219-766-3035.

Town of Kouts
Laurie Tribble
Clerk-Treasurer

3/16/17 - hspaxlp