

## Request for Proposal

Mowing/Grounds Services

Issued by

Woodford County Board of Education  
180 Frankfort Street  
Versailles, KY 40383

### INTRODUCTION

Woodford County Schools, herein after referred to as the “District”, is issuing this Request for Proposal (RFP). The District Contact is the only person authorized to change, modify, amend, alter or clarify the specifications and the terms and conditions of this RFP.

The District Contact named below shall be the sole point of contact throughout the procurement process. All communications, oral and written (regular mail, express mail, electronic mail or fax), concerning this procurement shall be addressed to:

Sherman Green, Director of Maintenance  
207 Simmons St.  
Versailles, KY 40383  
859-753-8773

[sherman.green@woodford.kyschools.us](mailto:sherman.green@woodford.kyschools.us)

### PROPOSAL REQUESTED

The District is soliciting proposals from qualified and experienced companies to assist the District in performing lawn care services at various designated locations within Woodford County for the 2025 season with the option to renew for three (3) additional one-year periods.

### STATEMENT OF PURPOSE

To implement a lawn care service for all district owned grounds. The intent of this RFP is to establish a contract with a qualified commercial contractor for lawn service maintenance of school properties throughout the school district.

### IMPORTANT DATES

DATE	ACTION
Jan 29 <sup>th</sup> , 2025	RFP is made available through email and/or website
Feb 6 <sup>th</sup> , 2025	Deadline to submit written questions
Feb 10 <sup>th</sup> , 2025  1PM @ Woodford County Schools Bus Garage 207 Simmons St Versailles, KY 40383	Pre-Proposal Conference – attendance shall be a REQUIREMENT. A principal member from your company must attend this Conference for your company to be considered as a successful Contractor with an award of this contract. If for some reason you or a principal of your company cannot attend, you must send someone to represent your company.

	As a group, we will discuss each District Property throughout the county and explain the scope of duties to be performed and answer any questions anyone would have.
Feb 14 <sup>th</sup> , 2025	Completed response to RFP returned clearly marked as <b>"Mowing/Ground Service RFP"</b> on envelope or email subject line, should be delivered/mailed to:  <b>Woodford County Schools Maintenance Office</b> <b>ATTN: Sherman Green</b> <b>207 Simmons St.</b> <b>Versailles, KY 40383</b> <b><u><a href="mailto:sherman.green@woodford.kyschools.us">sherman.green@woodford.kyschools.us</a></u></b>  Packet should include one primary contact with his/her email address and all contact information including phone number.
	Packet review. No decisions will be made at this time and no questions will be answered. RFPs will be announced and recorded on an official Rubric Scoring Sheet.
As soon as possible after the Board of Education Meeting	District will announce RFP recipient.

**\*ALL PROPOSALS MUST BE RECEIVED BY THE DESIGNATED DUE DATE AND TIME. ANY PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL NOT BE CONSIDERED.**

### **PROPOSALS**

Before submitting your proposal, examine all specifications pertaining to the work and visit sites. Submission of Proposal will be considered evidence that the contractor is familiar with all district locations, the requirements of the documents and of pertinent state or local codes, State Labor and Material Regulations, and has made due allowance in his/her proposal for all contingencies.

### **SUB CONTRACTORS**

**Only company employees can be used. Use of subcontractors is not permissible.** Selected contractor must use company employees to perform all services outlined in this RFP. The District reserves the right to **IMMEDIATELY** terminate contract(s) for non-compliance.

### **SCHOOL DISTRICT RIGHTS**

It is the intent of the District to award a contract to the best evaluated and responsible proposal provided the proposal has been submitted in completion and with the requirements of the RFP and does not exceed available funds. The District shall have the privilege to accept the proposal that is in their best interest. At the District's discretion, no contractor shall be awarded more than a prudent contractor can mow including trimming.

not limited to the following: layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous place notices setting forth the provisions of the Equal Opportunity clause.

2. The Contractor shall in all solicitations and/or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applications shall receive consideration for employment with regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, sexual orientation, veteran status, or political opinion or affiliation.

## **CONDITIONS OF THIS PROPOSAL**

### **CONTRACT PERIOD**

Contract will be for a one-year period (a complete mowing season). The normal mowing season shall be from around late March through early November of each year. Contract may be extended for (3) three (1) year extensions each provided both parties agree. During extensions of the contract, these cost figures may be adjusted with mutual agreement between the District and the Contractor. Changes to be considered shall not exceed changes in the CONSUMER PRICE INDEX for the previous year (12-month period).

### **WEEKLY MOWING**

Contractor shall complete the complete mowing of a campus in no more than (2) working days unless weather conditions are such that prevents the Contractor from completing the entire campus. The District REQUESTS all PLAYGROUND AREAS be completed prior to 9:30am or after 3:00pm.

The District may request grounds to be mowed on specific days for special circumstances, for example testing in schools, school events, etc.

Contractor to schedule mowing and trimming on a weekly basis unless so directed by the Director of Maintenance or his/her designee to alter regular weekly service due to weather conditions (July, August, September, & October) may not require weekly mowing. Contractor to contact the Director of Maintenance for direction during dry and/or drought periods.

### **MOWING SEASON**

Starting and Ending dates will be mutually agreed to between the Contractor and Director of Maintenance, depending on weather conditions.

Tentative starting date: Mid-March / first week of April

Tentative ending date: Early to late November



The District reserves the right to accept any proposal, to reject any or all proposals, to waive any irregularities or informalities in proposals received where such acceptance, rejection or waiver is considered to be in its best interest. The District also reserves the right to reject any proposal where evidence or information submitted by the contractor does not provide satisfactory proof that the contractor is qualified to carry out the details of the contract. The District reserves the right to evaluate proposals based upon best value for the District.

All responses may be rejected at the discretion of The District. The District reserves the right to choose the response that best suits the District's needs. This RFP in no way constitutes a contract or commitment to purchase or lease. If all responses are rejected, The District reserves the right to publish an RFP at a later date.

#### **MODEL PROCUREMENT REGULATIONS**

The Model Procurement Regulations adopted by The District shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this RFP and the Model Procurement Regulations, the Regulations shall control.

#### **PERFORMANCE BOND**

The District reserves the right to determine the ability of any contractor to perform the work and any contractor shall, upon request, furnish such information as may be necessary to determine such ability, including performance bond, if requested.

#### **PENALTIES**

In case of default by the contractor, The District may procure the articles or services from other sources and may deduct from any unpaid balance due the contractor the amount of the excess costs so paid, and the price shall be considered the prevailing market price at the time such purchase is made.

#### **TAXES**

Woodford County School's tax-exempt status applies in accordance with the revenue policy 51P370P370 revised 06/01/83 and shall in accordance with 103 KAR 26:070. A state sales tax exempt certificate upon request shall be provided to the awarded contractor.

#### **NON-DISCRIMINATION**

During the performance of this contract, the Contract agrees as follows:

1. The Contractor shall not discriminate against any employee, applicant, or other because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, sexual orientation, veteran status, or political opinion or affiliation. The Contractor shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, sexual orientation, veteran status, or political opinion or affiliation. Such action shall include, although



### **ACCESS TO SITE**

Access to site shall be permitted anytime between daylight and dusk 7 days a week.

### **INVOICING AND PAYMENT**

Invoices should be mailed to:

Woodford County Board of Education  
ATTN: Accounts Payable  
180 Frankfort St.  
Versailles, KY 40383

Or emailed (**preferred method**) to: sherman.green@woodford.kyschools.us

Any invoice received by Thursday at noon will be ready for pick up or mailed the following week on Friday.

### **EQUIPMENT**

Contractor should own or have leased all necessary equipment (mowers, trimmers, blowers, gas, oil, and etc.) to maintain lawns and athletic fields in a professional manner. List an inventory of all lawn related equipment you own or lease on pages 14-15 of this proposal. Equipment SHALL be rated as COMMERCIAL GRADE, and declared by the manufacturer as Commercial Grade. **RESIDENTIAL GRADE EQUIPMENT WILL NOT BE CONSIDERED IN AWARDING OF THIS CONTRACT.**

### **SAFETY**

Contractor is expected to use extreme caution when operating equipment on school grounds, being aware of the possible presence of children or community members.

No one will be permitted to enter a school building for any reason, including the use of restrooms, drinking fountains, lunch rooms, or vending machines.

ALL Woodford County School properties are tobacco and vape free environments. SMOKING, VAPING, OR USE OF TOBACCO PRODUCTS, ETC. IS NOT PERMITTED FOR ANY REASON.

ALL Woodford County School properties are DRUG FREE premises.

The Contractor shall not send to any Woodford County School property any employee or agent who is a child sex offender as defined in the child sex offender community notification law.

The Director of Maintenance or his/her designee, may require the Contractor to immediately remove any employee that he/she deem to be incompetent, careless, or otherwise objectionable in their sole discretion.

### **DAMAGES**

Damage to the District property by Contractor personnel will be repaired or replaced by the Contractor in a manner agreed upon with the Director of Maintenance.

### **REJECTION OF WORK**

Improper material, work, or installation methods will be corrected at contractor's sole expense and will be grounds for immediate termination and cancellation of all awarded work and will disqualify contractor from participating in any future proposals with the District.

### **WARRANTY**

Contractor shall warrant work.

### **CLEANUP**

Contractor shall remove all landscaping debris from the site and legally dispose of.

### **ENVIRONMENTAL**

The Contractor is to adhere to all current environmental standard practices and regulations including the disposal of project waste materials. Proposal includes off site removal and disposal of all generated waste compliant with local, state and federal laws associated with each project.

### **COSTS TO THE CONTRACTOR**

The Contractor will pay direct operating costs connected with all services included in the proposal. Direct operating costs include, but may not be limited to:

1. Salaries and benefits of all Contractor personnel
2. Workman's compensation insurance and benefits
3. All taxes, licensing and fees currently imposed by federal, state or local authorities in connection with all services provided
4. Landscaping and equipment materials, parts, fuel and supplies

### **UNIT PRICES**

Unit prices set forth in this proposal shall become a part of this contract. It is mutually understood and agreed that such shall include all items of cost, overhead and profit for the contractor, and that they shall be used uniformly without modification for either additions or deductions.

#### **LIABILITY CLAUSE**

Successful Contractors shall furnish the District with a Certificate of Insurance that outlines all of their coverage for the minimum amount of (\$1,000,000) one million dollars. **PROOF OF GENERAL LIABILITY INSURANCE WITH MINIMUM COVERAGE AMOUNTS MUST BE SUBMITTED WITH THIS PROPOSAL. INSURANCE CERTIFICATES SHALL BE SUBMITTED BEFORE WORK IS STARTED WITH WOODFORD COUNTY SCHOOLS NAMED AS ADDITIONALLY INSURED ON THE CERTIFICATE.**

#### **TAXES**

Contractor is expected to include in their bid price an amount to cover all Federal, State, and local taxes, including but not limited to excise taxes, gross profit, sales taxes, use taxes, occupational taxes, business privilege taxes and others which contractor may be required to bear whether directly or indirectly in connection with the execution or performance of this contract.

#### **LIQUIDATED DAMAGES**

Should the contractor fail to complete their obligation under this contract, they agree to pay the District, as liquidated damages, the sum of 2 ½ times the weekly contractual amount for each regular weekly mowing as described herein until a new contract has been negotiated and awarded to a new contractor.

#### **CANCELLATION CLAUSE**

Either party may cancel this agreement by notifying the other party (30) thirty days prior to the termination date, provided written notice is sent by certified mail to the address set forth for the respective parties. Further, Contractor agrees to notify the District in writing at least (30) days prior to any changes in ownership or management of the Company. This CONTRACT IS NON-TRANSFERABLE AND SHALL NOT BE SUBLET.

#### **MINIMUM MANAGEMENT/SUPERVISORY CONTACTS**

Each successful Contractor shall maintain a responsible management/supervisory contact of at least (2) people with working cell phones capable of continuing on with the contractual obligation of the contract in case an employee becomes ill or for other reasons can't continue with their work, to prevent the mowing from falling behind. If for any reason you have a change in phone number and/or service, you are obligated to notify the Director of Maintenance immediately.



## **SCOPE OF WORK SPECIFICATIONS**

### **COMPLETE MOWING SERVICE**

Contractor to mow, trim, and blow off walkways of each listed school campus unless directed by the Director of Maintenance to alter the scope of the complete regular weekly mowing, using the appropriate equipment. Mowing services should include edging the sidewalks and curbs, string trimming, and blowing off all clippings and debris. All areas around buildings, sidewalks, driveways and parking lots shall be mowed with finish mowers. Open areas may be mowed with regular rotary mowers maintaining a height of 3 ½ to 4 inches in height. These areas (drainage/water retention areas, electrical transformers, chillers, cooling towers, gas meters or other utility type areas) are a part of the contract and are to be mowed and trimmed weekly. All areas around obstructions including trees, sidewalks, curbs, fence lines, drainage ditches, buildings and etc., shall be trimmed weekly. Sidewalks will require the use of a blower to blow off grass clippings. A campus shall be completely finished before moving to another.

All school sites will require complete service weekly unless prior approval is issued by the Director of Maintenance. Any site that is partially mowed in any particular week shall have prior approval from the Director of Maintenance. Percentage of total site acreage including all trimming and clearing of walk ways shall be mutually agreed upon between the Director of Maintenance and the Contractor prior to the Contractor submitting an Invoice. A site visit by the Contractor and Director of Maintenance may be required to determine the percentage of total acreage mowed or verification of completed work.

### **ALTERNATE 1 – MULCHING AND LANDSCAPE BEDS**

The Contractor will install and maintain all shredded hardwood mulch at building entrances in early August, before the start of school. All beds are to be mulched with 2" depth minimum. Mulching areas include the all currently mulched areas around the buildings and all trees. Playground areas are excluded.

The Contractor must remove all litter, weeds, and plant debris from mulch areas. Do NOT bury leaves, stems, or vines under mulch material. All finished mulch areas will be smooth and level to maintain a uniform surface and appearance.

Maintain the mulch layer around plants at a 2" or greater depth.

The Contractor will keep mulch away from crowns, stems, necks, or trunks of all plants and in general ensure placement of mulch does not damage plants. MULCH OUT – NOT UP AROUND TREES! NO "VOLCANO" PILES OF MULCH BY ANY TREES/SHRUBS. Any mulch applied incorrectly will be modified by the contractor upon request by the Director of Maintenance at no additional charge to the District.

Mulch must be lower than building foundation lines and sloping away at all times.

Areas that do not require new mulch will be cultivated and lightly top dressed to give the existing mulch a fresh look.

Specification for the mulch is the following: Wood chip mulch shall be installed 2" deep, of a double ground fibrous nature of dark brown color, 2 inches to 3 inches in length. Materials shall be free of all foreign debris including clods, adhering films of dirt, weed seeds, roots, or stems.

Mulch will be removed and reapplied at each location (2) two times per year – within two weeks of the start of the new school year and in the spring, unless otherwise directed by the Director of Maintenance.

#### **SPECIAL REQUEST**

On occasion, special requests will be requested by the Director of Maintenance for fertilizing and weed control application, or for mowing for special events, sporting events, opening day of school, etc. The Contractor shall be expected to respond within reasonable time (4-6 hours) or an alternate Contractor may be contracted to fulfill the request at the District's expense.

#### **NEW PROPERTIES**

Any new properties acquired by the District will be negotiated with the current Contractor.

PROPERTIES

SCHOOL SITE/ADDRESS	TOTAL MOWEABLE ACREAGE ON SITE (INCLUDING BUILDINGS, PARKING LOTS, SIDEWALKS, AND DRIVEWAYS)	PER MOWING PRICE QUOTATION
Woodford County High School 145 School House Rd.	43.0 Acres	\$ <u>734.20</u>
Woodford County Middle School 100 School House Rd.	37.3 Acres Exceptions – Baseball field, Softball field	\$ <u>772.86</u>
Simmons Elementary 830 Tyrone Pike	6.4 Acres	\$ <u>174.27</u>
Huntertown Elementary 120 Woodburn Hall Rd.	13.8 Acres	\$ <u>363.27</u>
Southside Elementary 1300 Troy Pike	14.0 Acres	\$ <u>368.26</u>
Northside Elementary 500 Northside Dr. Midway, KY	9.7 Acres	\$ <u>262.92</u>

Total \$ 2,675.78



AREAS TO BE MULCHED

SCHOOL SITE/ADDRESS	PER MULCHING PRICE QUOTATION
Central Office 180 Frankfort St.	\$ <u>335.80</u>
Woodford County Middle School 100 School House Rd.	\$ <u>777.38</u>
Simmons Elementary 830 Tyrone Pike	\$ <u>713.58</u>
Huntertown Elementary 120 Woodburn Hall Rd.	\$ <u>335.80</u>
Southside Elementary 1300 Troy Pike	\$ <u>279.84</u>
Northside Elementary 500 Northside Dr. Midway, KY	\$ <u>335.80</u>
Safe Harbor Academy 134 Macey Ave.	\$ <u>335.80</u>

Woodford County High School      \$867.49

Total      \$ 3981.49

### **CONTRACTOR QUALIFICATIONS**

The supplemental documentation outlined in this section shall be required and shall be submitted with the submission of the proposal.

The Contractor is required to meet the following criteria in order to be considered a qualified contractor by the District. The District shall have the right to make such inquiries as it deems appropriate to verify any of the information provided by the Contractor to the District pursuant to this section. If as a result of such inquiries, the District deems any such information provided by the Contractor unsubstantiated, or if any of the requested documentation provided by the Contractor as described below is incomplete, the District may deem the Contractor to have failed to satisfy said criteria.

A Contractor may be required to provide additional information as needed, to satisfy the District that the Contractor is able to fulfill the contract.

### **EXPERIENCE**

A Contractor must have a minimum of (5) five continuous years of commercial experience in business prior to this RFP request date, as a contractor as it relates to this RFP.

Documentation – Documentation shall consist of corporate documents, registrations, annual Reports, or substantial equivalents if not a corporation, showing continuous existence and Operation for the time stated.

Please list all employees and their years of commercial mowing experience:

EMPLOYEE NAME	YEARS OF COMMERCIAL MOWING EXPERIENCE
Roscoe Klausing	30 Years
Trenton Noel	16 Years
Kevin Ward	25 Years
Morgan Godman	1 Year
Stephen Broyles	10 years
Ben Cromwell	20 years
Jairo Ramirez	15 years
Yosmel Casalis	10 years
Gary Smith	25 years
Daniel Casiano	8 years

**REFERENCES**

Please list at least (3) current commercial references below:

	BUSINESS NAME	ADDRESS	CONTACT PERSON	PHONE NUMBER	HOW MANY YEARS HAVE YOU WORKED FOR THEM?
1	Four Roses Distillery	1224 Bonds Mill Rd Lawrenceburg, KY 40342	Jeremy McCoy	859-682-0844	4 Years
2	Fayette Co Public Schools	450 Park Plac Lexington, KY 40505	Carlos Cooper	859-422-2283	5 Years
3	Alltech - HQ	3031 Catnip Hill Rd. Nicholasville, KY40356	Gage Camick	859-885-9613	2 years



**EQUIPMENT**

Contractor should own or have leased all necessary equipment (mowers, trimmers, blowers, gas, oil, and etc.) to maintain lawns and athletic fields in a professional manner. Equipment SHALL be rated as COMMERCIAL GRADE, declared by the manufacturer as Commercial Grade. **RESIDENTIAL GRADE EQUIPMENT WILL NOT BE CONSIDERED IN AWARDING OF THIS CONTRACT.**

Please list all owned or leased COMMERCIAL RATED equipment below (if additional space is needed, please list on the back of the sheet):

**MOWERS**

MANUFACTURER	MODEL	YEAR	HOOR METER	OWNED OR LEASED
Exmark	Walk-behind 60"	2022-present	Varies	Owned
Exmark	Vertex 60"	2022-present	Varies	Owned
Exmark	rider 60"	2022-present	Varies	Owned

**TRIMMERS, BLOWERS, & ETC.**

DESCRIPTION	MANUFACTURER/MODEL	YEAR	OWNED OR LEASED
Backpack blower	Stihl	2022-present	Owned
Stick Edger	Stihl	2022-present	Owned
Kombi system	Stihl	2022-present	Owned
String trimmer	Stihl	2022-present	Owned
Hedge trimmer	Stihl	2022-present	Owned

**This proposal cannot be considered valid unless the bidder fully completes the information below:**

Morgan Godman  
Authorized Bidder Signature

Account Manager  
Title

Morgan Godman  
Authorized Bidder Printed Name

mgodman@klausinggroup.com  
Email

1356 Cahill Dr Lexington, KY 40504  
Address

859-629-2829  
Phone

2/14/25  
Date



# Pricing, Specifications, Terms and Conditions



Presented by:  
Morgan Godman

[mgodman@klausinggroup.com](mailto:mgodman@klausinggroup.com)



Contract No. - 27931

WCPS - WOODFORD CO. HIGH  
SCHOOL

February 14, 2025

#### SUMMARY OF SERVICES

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
MOW, TRIM, EDGE & BLOW	28	\$734.20	\$20,557.60
MULCH APPLICATION	1	\$867.49	\$867.49
<b>TOTAL</b>			<b>\$21,425.09</b>
SALES TAX			\$1,285.51
<b>GRAND TOTAL</b>			<b>\$22,710.60</b>

**SCOPE OF INCLUDED SERVICES****GENERAL SPECIFICATIONS**

This proposal shall be valid for a period of not more than 30 (thirty) days from the submittal date. The validity of the proposal may be extended by mutual consent of the respective contractor and client.

All work will be performed under the supervision of qualified, Landscape Industry Certified professionals. Our personnel are your representatives while on site. As such, they will conduct themselves in a workmanlike and efficient manner.

Klausing Group agrees to furnish all labor, tools, specialized equipment, materials, supervision, and transportation to perform the services as defined below. If you wish to have services rendered that are not included in the services defined herein, a separate work order proposal should be requested.

Landscape maintenance agreements do not include the removal of dead plants or storm debris in masse. Dead plants and storm debris that can be removed manually and do not require special mobilization or the use of tools or equipment, will be removed at Klausing Group's discretion.

Service will not be provided on Thanksgiving Day, Christmas Eve after 9 pm, Christmas Day, New Year's Eve after 9 pm, or New Year's Day. Additionally, service may be temporarily suspended in extreme weather conditions including heat and cold in order to ensure the safety of our staff.

**MOW, TRIM, EDGE & BLOW**

Paper, trash, branches and other debris will be collected prior to mowing turf areas. Turf shall be cut at a height of 2" to 4" as conditions dictate. Any bagged or caught clippings will be removed from the site. Mowing equipment and patterns (alternate directions each cutting) shall be employed to permit on site recycling of clippings where possible and to present a neat appearance. Blades on all equipment shall be sharp to prevent tearing of grass blades. Grass adjacent to fixed objects shall be trimmed to the same height as the general turf. Vertical blade edging will be done bi-weekly or as needed where turf meets a finished concrete edge. Paved areas will be blown off with each cut in order to clean debris created by Klausing Group's equipment.

**MULCH APPLICATION**

Apply a fresh top dressing of shredded hardwood mulch in the spring and/or turn mulch to maintain a total finished mulch depth of one and a half to two (1.5 - 2) inches of mulch. No mulch removal will be performed with this service.

**AGREEMENT TERMS AND CONDITIONS**

Commencement Date: 3/1/2025 12:00:00 AM

Company agrees to provide the services described in this Agreement. Client is retaining Company only for the purposes and the extent set forth in this Agreement. Company will comply with all laws, rules and other regulations of all applicable governmental and professional authorities concerning the services to be rendered under this Agreement. Client acknowledges that Company will rely on the information submitted to it by Client in the performance of Company's services, and Client assumes full responsibility for the errors or omissions regarding the information it submits to Company.

This Agreement will be effective upon the Commencement Date. The Agreement shall auto-renew each year on the anniversary at the end of the initial contract period for an additional one-year period. In the event of significant price increase of material, equipment, labor, or energy occurring during the performance of this agreement through no fault of the Company, Company may increase the price of this agreement by providing Client at least thirty days prior notice. Client and Company will each have the right to terminate this Agreement upon thirty (30) days advance written notice to the other party. If, in the event of a mid-year termination, the proportion of the total services rendered by Company for such year exceeds the proportion of total fees paid by Client for such year, Company may invoice Client for the amount that such services rendered by Company exceed the payments made by Client under the installment fee arrangement. Client will pay such additional amount within thirty (30) days from the date of invoice as provided above. If not executed, this agreement offer expires 30 days from submittal date.

In consideration of this agreement, Client will pay Company the amounts indicated in the Summary of Services page unless a monthly billing schedule is provided on a Billing Schedule page. All payments are due within 30 days from date of the invoice. Client will pay Company interest at a rate of two percent (2%) per month on all past due amounts, computed from the due date of such payment(s) until the actual payment date. Company reserves the right to suspend services during the terms of the contract for non-payment of invoices. A five percent (5%) discount shall be provided for payment of the entire contract amount during the first month of the Agreement. A three percent (3%) discount shall be provided for payment of fifty percent (50%) of the contract amount during the first (1st) month of the Agreement and fifty percent (50%) of the contract amount during the sixth (6th) month of the Agreement.


The Company reserves the right to suspend services temporarily to ensure the safety of its workers in the event of extreme weather conditions and to modify service descriptions as conditions dictate.

Company may subcontract any service that it is to perform hereunder to any person, firm or entity without notice to, or the approval of Client; provided, however, that any such subcontracting will not relieve Company of its responsibilities under this Agreement.

Disputes involving this Agreement and the services rendered by Company may be resolved with the assistance of an alternative dispute resolution service.

The Laws of the Commonwealth of Kentucky govern the construction and validity of this Agreement. This document contains the entire agreement of the parties and it may not be varied, except by a writing signed by both parties. No warranties exist for the services performed under this agreement. Each party will hold harmless, defend and indemnify the other party from and against any loss, cost, damage, liability or expense, including reasonable attorneys' fees and costs, incurred or suffered by the indemnified party as a result of, or on account of the other party's breach of any representation or covenant contained herein or on account of the other party's negligence or intentional misconduct.

**ACCEPTANCE**

By   
Morgan Godman

Date February 14, 2025  
**KLAUSING GROUP, INC.**

"Company"

By \_\_\_\_\_

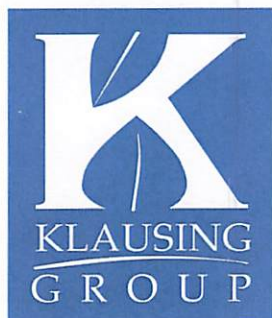
Date \_\_\_\_\_

**WOODFORD COUNTY  
SCHOOLS**

"Client"



# Pricing, Specifications, Terms and Conditions



Presented by:  
Morgan Godman

[mgodman@klausinggroup.com](mailto:mgodman@klausinggroup.com)



**SUMMARY OF SERVICES**

<b>INCLUDED SERVICES</b>	<b>OCCURS</b>	<b>COST EACH</b>	<b>TOTAL COST</b>
MOW, TRIM, EDGE & BLOW	28	\$363.27	\$10,171.56
MULCH APPLICATION	1	\$335.80	\$335.80
<b>TOTAL</b>			<b>\$10,507.36</b>
SALES TAX			\$630.44
<b>GRAND TOTAL</b>			<b>\$11,137.80</b>

## SCOPE OF INCLUDED SERVICES

### GENERAL SPECIFICATIONS

This proposal shall be valid for a period of not more than 30 (thirty) days from the submittal date. The validity of the proposal may be extended by mutual consent of the respective contractor and client.

All work will be performed under the supervision of qualified, Landscape Industry Certified professionals. Our personnel are your representatives while on site. As such, they will conduct themselves in a workmanlike and efficient manner.

Klausing Group agrees to furnish all labor, tools, specialized equipment, materials, supervision, and transportation to perform the services as defined below. If you wish to have services rendered that are not included in the services defined herein, a separate work order proposal should be requested.

Landscape maintenance agreements do not include the removal of dead plants or storm debris in masse. Dead plants and storm debris that can be removed manually and do not require special mobilization or the use of tools or equipment, will be removed at Klausing Group's discretion.

Service will not be provided on Thanksgiving Day, Christmas Eve after 9 pm, Christmas Day, New Year's Eve after 9 pm, or New Year's Day. Additionally, service may be temporarily suspended in extreme weather conditions including heat and cold in order to ensure the safety of our staff.

### MOW, TRIM, EDGE & BLOW

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### MULCH APPLICATION

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**ACCEPTANCE**

By   
Morgan Godman

Date February 14, 2025

**KLAUSING GROUP, INC.**

"Company"

By \_\_\_\_\_

Date \_\_\_\_\_

**WOODFORD COUNTY  
SCHOOLS**

"Client"



# Pricing, Specifications, Terms and Conditions



Presented by:  
Morgan Godman

[mgodman@klausinggroup.com](mailto:mgodman@klausinggroup.com)



**SUMMARY OF SERVICES**

<b>INCLUDED SERVICES</b>	<b>OCCURS</b>	<b>COST EACH</b>	<b>TOTAL COST</b>
MOW, TRIM, EDGE & BLOW	28	\$262.92	\$7,361.76
MULCH APPLICATION	1	\$335.80	\$335.80
<b>TOTAL</b>			<b>\$7,697.56</b>
SALES TAX			\$461.86
<b>GRAND TOTAL</b>			<b>\$8,159.42</b>

**SCOPE OF INCLUDED SERVICES****GENERAL SPECIFICATIONS**

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By   
Morgan Godman

Date February 14, 2025  
**KLAUSING GROUP, INC.**

"Company"

By \_\_\_\_\_

Date \_\_\_\_\_

**WOODFORD COUNTY  
SCHOOLS**

"Client"



# Pricing, Specifications, Terms and Conditions



Presented by:  
Morgan Godman

[mgodman@klausinggroup.com](mailto:mgodman@klausinggroup.com)



**SUMMARY OF SERVICES**

<b>INCLUDED SERVICES</b>	<b>OCCURS</b>	<b>COST EACH</b>	<b>TOTAL COST</b>
MOW, TRIM, EDGE & BLOW	28	\$174.27	\$4,879.56
MULCH APPLICATION	1	\$713.58	\$713.58
<b>TOTAL</b>			<b>\$5,593.14</b>
SALES TAX			\$335.58
<b>GRAND TOTAL</b>			<b>\$5,928.72</b>

**SCOPE OF INCLUDED SERVICES****GENERAL SPECIFICATIONS**

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By   
Morgan Godman

Date February 14, 2025  
**KLAUSING GROUP, INC.**

"Company"

By \_\_\_\_\_

Date \_\_\_\_\_

**WOODFORD COUNTY  
SCHOOLS**

"Client"





# Pricing, Specifications, Terms and Conditions



Presented by:  
Morgan Godman

[mgodman@klausinggroup.com](mailto:mgodman@klausinggroup.com)



**SUMMARY OF SERVICES**

<b>INCLUDED SERVICES</b>	<b>OCCURS</b>	<b>COST EACH</b>	<b>TOTAL COST</b>
MOW, TRIM, EDGE & BLOW	28	\$368.26	\$10,311.28
MULCH APPLICATION	1	\$279.84	\$279.84
<b>TOTAL</b>			<b>\$10,591.12</b>
SALES TAX			\$635.47
<b>GRAND TOTAL</b>			<b>\$11,226.59</b>

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**ACCEPTANCE**

By Morgan Godman  
Morgan Godman

Date February 14, 2025  
**KLAUSING GROUP, INC.**

"Company"

By \_\_\_\_\_

Date \_\_\_\_\_

**WOODFORD COUNTY  
SCHOOLS**

"Client"





# Pricing, Specifications, Terms and Conditions



Presented by:  
Morgan Godman

[mgodman@klausinggroup.com](mailto:mgodman@klausinggroup.com)



Contract No. - 27936

WCPS - WOODFORD COUNTY  
MIDDLE SCHOOL

February 14, 2025

#### SUMMARY OF SERVICES

INCLUDED SERVICES	OCCURS	COST EACH	TOTAL COST
MOW, TRIM, EDGE & BLOW	28	\$772.86	\$21,640.08
MULCH APPLICATION	1	\$777.38	\$777.38
<b>TOTAL</b>			<b>\$22,417.46</b>
SALES TAX			\$1,345.04
<b>GRAND TOTAL</b>			<b>\$23,762.50</b>

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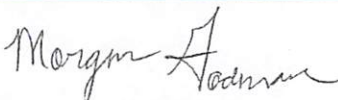
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**ACCEPTANCE**By 

By Morgan Godman

Date February 14, 2025

**KLAUSING GROUP, INC.**

"Company"

By \_\_\_\_\_

Date \_\_\_\_\_

**WOODFORD COUNTY  
SCHOOLS**

"Client"





# Landscaping and Grounds Maintenance



Presented by:  
Morgan Godman

[mgodman@klausinggroup.com](mailto:mgodman@klausinggroup.com)  
(859) 629-2829



# Contents

Introduction

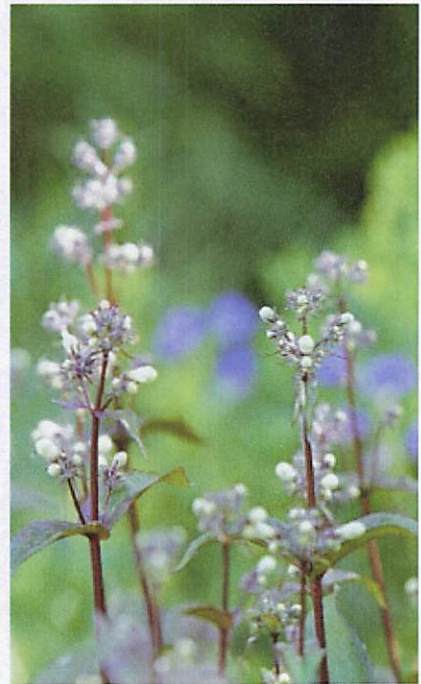
Overview

Our Team

Quality & Accountability

Safety

Our Customers





We are setting a higher standard for landscaping. Smart landscaping is better for your bottom line, the environment, and the people you work with.

**We are Klausing Group.**





# Who We Are

## Our Story

The idea for the Klausing Group was formed in 1992 by two teenage brothers on a mission to buy a car. They started with a lawnmower and fliers promising that “we’ll cut class to cut your grass.” Eventually, they cut enough grass to buy the car. And they kept going. The company mission has since evolved, and Klausing Group has become an industry leader redefining what your landscaping should do for your business, your neighbors, and the environment.

## Our Point-of-View

We believe landscaping should go beyond curb appeal. It has the potential to make a difference to your bottomline, your community, and the environment. Smart landscaping considers all of these aspects to be stakeholders in order to create a plan for your landscape that is better for everyone.

## What We Do

- Landscape maintenance
- Landscape enhancements
- Snow and ice management



RELIABLE  
AFFORDABLE  
LAWN MOWING

We also do  
Odors and Edits

Reseed and Break  
KLAUSING  
269-5038



**QUESTION:  
WHAT KEEPS  
YOUR LAWN  
AND YOUR  
WALLET GREEN?**

**ANSWER:**

**KLAUSING  
LAWN-MOWING**

**269-5038**  
Fully Insured • References available

We use commercial-grade equipment:  
HONDA BURTCH SHINDAIWA

Estimate for cutting,  
edging and cleanup\*:

\*This price based on the average-sized lot  
in your neighborhood.

We can...  
bag it... mulch it... trim it...





## What is Smart Landscaping?

We offer environmentally-minded landscaping services, including planting native trees, pollinator plants, and rain gardens and providing water quality and stormwater management. But smart landscaping goes beyond specific offerings. It is foundational to our entire business model.

We consider the environment, our community, and the financial upside to sustainable investments in our operations. We use battery-operated equipment and drive hybrid and fuel-efficient vehicles. We choose organic products, recycle what we can, repurpose our green waste, and use harvested non-potable water. Our headquarters is Green Check Certified, has a green roof, rainwater harvesting systems, rain gardens, and permeable parking lots.

We also recognize our employees as important stakeholders, paying them at or above the locally defined livable wage and providing training and certification opportunities for their professional development. Through our 5% for the community program, we donate 5% of all profits to making our communities in Lexington and Louisville greener. None of these things require customer opt-in. They are simply built in to the way we do business.

We pay all team members at or above the locally defined livable wage.



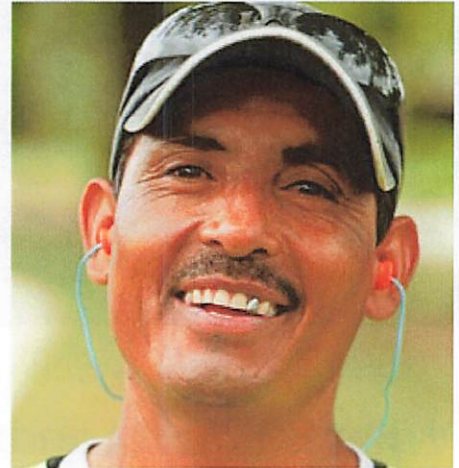
# Our Team

We hold every person on our team to a higher standard. In addition to our rigorous internal hiring process, we use E-Verify to confirm employment eligibility. We see this to be fundamental to safety and quality, reduced turnover, and consistency. Once hired, we invest in our team with professional growth opportunities.

## Screen and Select

We hold every person on our team to a higher standard. In addition to our rigorous The safety of your staff, guests, and vendors is paramount. Our employee screening includes:

- Employment eligibility verification
- Criminal/sex offender background checks
- Drug screening
- Personal and professional reference checks
- Motor vehicle record requests







## Growth and Development

Our team is an important asset. Investing in their growth and development encourages internal promotions, employee satisfaction, and commitment. We provide weekly safety trainings, bi-monthly trainings, training and certification opportunities, and apprenticeships registered through the Department of Labor.

With well-managed people in the right jobs, you benefit from:

- High-quality service
- Increased productivity and reliability
- Reduced turnover, resulting in familiar faces and consistent service
- Lower costs as a result of a safer workplace

Our team includes the highest number of industry-certified employees and licensed applicators in Kentucky.



# Quality and Accountability

## Service Audits

We independently evaluate work at every managed property in our portfolio to ensure that we deliver excellent service – every time. Routine audits drive consistency, standardization, and quality.

### Service Audit Process:

- 1 Audit is performed and recorded using our mobile technology platform.
- 2 Each service is evaluated against pre-determined quality standards.
- 3 Observations and photos (good and bad) are recorded and saved in the service audit's electronic record.
- 4 If an issue is identified, we use our Issue Resolution System to create a trackable issue log and determine its severity and immediacy to resolve the issue in an appropriate time frame.

## Corrective Action Response Plan

AUDIT SCORE	PRIORITY	RESPONSE
I 90% +	Low	Corrective action will be taken during the <b>next service visit</b> .
I 80-89%	Medium	Corrective action will be taken within <b>72 hours</b> .
I 70-79%	High	Corrective action will be taken within <b>24 hours</b> .

## Issue Resolution

We strive for perfect service, but when an error occurs, we provide prompt corrective action. We create a trackable, time-stamped issue record so that every issue stays top-of-mind until it is resolved.

### Record

Issue is entered into Issue Resolution System. It is time and date stamped and assigned a deadline for resolution.

### Assign

Issue is assigned to a Klausing Group representative and they are notified on their mobile device.

### Resolve

Issue is addressed and resolved pending customer satisfaction.

### Verify

Individual who reported the issue is contacted to verify issue was resolved to their satisfaction.

More than 80% of issues are identified by our managers during our audit process and resolved without the customer's awareness or involvement.





# Safety

We take safety seriously. We provide every employee with the training and resources to maintain work productivity and quality, without compromising our standard of safety.

Here's how our fundamental safety mentality impacts you:

- Our equipment and vehicles are easily identifiable, marked, and late model.
- Our employees are easily identified by uniform and high visibility gear.
- All employees have verified employment eligibility and records.
- Our workplaces are drug-free.
- Vehicle parking and work zone is demarcated.
- All equipment safety features in use at all times.
- Employees trained to shut down equipment when others are present.

Our approach has resulted in record-low workers compensation e-mods, OSHA Total Recordable Incidents Rates, and days worked without lost time accidents.

We hold a record  
of over 3 years  
without a lost-time  
accident.

CONFIDENTIAL AND PROPRIETARY

Klausing Group

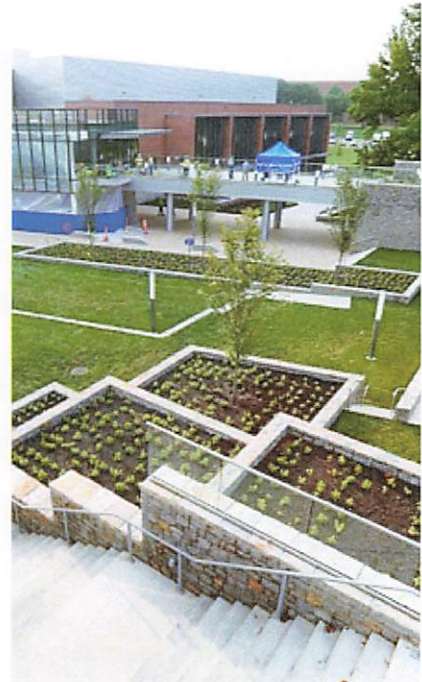


# Our Customers

We work with people who challenge the notion that you have to choose between your bottom line and the environment. Our smart landscaping services considers every aspect of your needs to create a plan that is good for business, good for your neighbors, and good for the environment.

Here are a few customers we serve:

- Municipalities
- Industrial and Manufacturing
- Hospitality
- Utilities
- Retail
- Office
- Health Care
- Education
- Commercial Real Estate Managers





# Contact

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