
CITY OF GLENVIEW HILLS
Request for Proposals – Landscaping Maintenance Services
Contract Term: July 1, 2026 – June 30, 2027

1. Overview

The City of Glenview Hills (the “City”), invites proposals from qualified, licensed, and insured landscaping contractors to maintain the City’s entrances, islands, rights-of-way, and other landscaped areas for a one-year term commencing July 1, 2026 and ending June 30, 2027. The successful contractor will enter into the City’s standard independent contractor agreement; a copy is available on request.

2. Service Areas

“**Service Areas**” means all landscaped areas, beds, rights-of-way, entrances, islands, and roadside strips maintained by the City, as shown on the site map attached as **Exhibit A**. The site map is the definitive identification of locations; if the City adds or modifies any area during the term, Exhibit A will be updated and a revised map provided to the contractor. Material additions or reductions may be cause for a price adjustment by written agreement.

Service Areas include, by way of example: the Glen Hill Road and Lime Road entrances and associated islands; all islands and medians within the City; roadside satellites and curves along Glenview Avenue, Lime Kiln Lane (including the service road), Lime Road, and Dunraven; the Dunraven wooded right-of-way; and the four (4) decorative urns at the City’s entrances.

3. Scope of Services

The contractor shall furnish all labor, supervision, equipment, materials (mulch, fertilizer, weed control, pre-emergent, annuals, seasonal plantings, holiday lighting), transportation, disposal, and incidentals. All work shall be performed in a workmanlike manner and in accordance with applicable laws and generally accepted horticultural practices. Sections 3.1 through 3.3 apply across all Service Areas; Sections 3.4 through 3.7 address location-specific specialty work.

3.1 General Maintenance Standards (All Service Areas)

- Cut, edge, and blow grass off streets and walkways weekly during the growing season.
- Apply weed killer and fertilizer to turf at least three (3) times per year.
- Spring cleanup, edging, fertilizing, and mulching of all beds, bushes, and trees by April 30; apply pre-emergent to mulch beds in spring.
- Trim bushes after new growth so they do not obstruct signage, street lights, or roads; inspect for vines.
- Routine trimming of trees off roadways for clearance (emergency obstructions: see Section 3.3).
- Remove vines, honeysuckle, and invasive growth; spray spruce as needed.

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- Remove leaves, dead limbs, and debris seasonally and as needed; haul away and dispose of all clippings and plant material.

3.2 Weed Control Standard

All mulch beds, planting beds, and areas under trees and shrubs shall be maintained substantially weed-free, meaning: (i) no individual weed exceeds two (2) inches in height; (ii) no weed is visible from ten (10) feet away when viewed from a normal standing position; and (iii) total visible weed coverage does not exceed five percent (5%) of any bed. Weeding shall occur at least weekly during the growing season (April 1 – October 31), and as needed otherwise. Weeds in planting beds and around perennials and ornamentals shall be hand-pulled; chemical control may be used in mulch beds subject to applicable law and the contractor’s licensing. If the Landscape Commissioner identifies a non-conforming area, the contractor shall remedy it within five (5) business days of written notice (email or text acceptable).

3.3 Emergency Roadway Obstructions

When a tree, limb, branch, or other landscape material obstructs a City roadway or creates a hazard to traffic, the contractor shall respond promptly upon notice (which may be by phone, email, or text): immediately if a roadway is fully blocked, and within twenty-four (24) hours for partial obstructions or other hazards.

Scope is strictly limited to clearing the obstruction. The contractor’s authority is to cut, remove, or relocate *only that portion of the material necessary to allow safe passage*. The contractor shall *not*, under the guise of emergency response or otherwise, perform full tree removal, stump grinding, root excavation, felling of standing trees, or removal of shrubs or other plantings beyond what is necessary to clear the obstruction, without prior written approval from the Mayor or Landscape Commissioner (email or text acceptable).

If the contractor believes additional work is advisable (for example, that a damaged tree should be fully removed), the contractor shall (i) complete the emergency clearing within the limits above, (ii) promptly send a written recommendation, and (iii) await written approval before any additional work.

Billing. Emergency obstruction clearing within these limits is included in the annual contract price and shall not be separately billed. Any additional work approved in writing by the City shall be billed at the hourly rate in Schedule A or at a separately agreed amount. The contractor shall not invoice the City for tree removal, stump grinding, or other work beyond clearing the immediate obstruction unless the City’s prior written approval is attached to or referenced in the invoice.

3.4 Front Entrance Specialty Work

- Plant annual flowers in entrance beds and at the Glen Hill island ends by April 30; species, quantity, and design coordinated with and approved by the Mayor and City Council under Section 3.8.
- Remove annual flowers by October 31.
- Trim and shape all ornamental trees, shrubs, and hedges at the Front Entrances; maintain perennials, ground covers, and ornamental grasses; spring cutbacks by March 31.

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- Irrigation: turn on by April 30; turn off and blow out by October 31.

3.5 Lime Kiln Lane Specialty Work

- Shape and trim south-end Viburnums by April 30.
- Trim under Osage Orange trees monthly (April – October), encouraging ground-cover growth.
- Remove monkey balls in the fall.

3.6 Lime Road Specialty Work

- Edge and mulch beds under ornamentals (Viburnums, Spruce, Arborvitae) in spring; shape and trim Viburnums and Burning Bushes in spring; mulch walkway (quantity/location TBD).
- Bamboo: trim throughout the year; remove shoots invading grassy areas, bushes, and ornamentals; remove leaning or broken bamboo obstructing the road.

3.7 Dunraven Specialty Work

- Mow and string-trim the wooded right-of-way by April 30 and again by October 31; encourage wildflower growth during summer.

3.8 Coordination with Mayor and City Council

The contractor shall coordinate with and obtain approval from the Mayor and City Council before ordering material or beginning installation for: annual flower plantings; seasonal urn plantings (all four seasons); Christmas lighting design and any new materials; and any proposed replacement of, or significant change to, existing trees, shrubs, perennials, or ornamentals in any Service Area (this is in addition to the emergency-work limits in Section 3.3). The contractor shall submit a written proposal (email or text is fine) identifying species/design, quantity, color scheme, sourcing, and pricing at least two (2) weeks prior to installation. Maintenance of existing plantings does not require advance approval.

3.9 Seasonal Urn Plantings

The contractor shall furnish, install, and maintain seasonal plantings in the four (4) decorative urns; remove prior plantings; dispose of debris. Plantings: Spring by early to mid- March; Summer prior to Derby weekend; Fall by the first week of October; Christmas/Winter by the day after Thanksgiving. Plant selection and design subject to Section 3.8.

3.10 Holiday Lighting

The contractor shall furnish, install, maintain, and remove Christmas lighting at both City entrances. Install by the day after Thanksgiving using commercial-grade, weather-rated lights and cords; inspect at least weekly and replace failed bulbs/strands promptly; remove all lights, cords, and hardware by January 31 and store on the contractor's premises for re-use. Design subject to Section 3.8.

3.11 Seasonal Reporting

The contractor shall submit a **Seasonal Checklist Report** (form attached as **Schedule B**) to the Landscape Commissioner at the conclusion of each season.

4. Insurance

The contractor shall maintain commercial general liability, automobile liability, and worker's compensation, naming the City of Glenview Hills as an additional insured on general liability and automobile liability:

A certificate of insurance shall be furnished prior to commencement of work.

5. Proposal Submission

Proposals shall be submitted by June 5, 2026 via email to info@glenviewhills.com. Each proposal should include: (1) company name, contact information, and a brief description of the firm; (2) proof of (or commitment to obtain) the insurance coverages above and any applicable Kentucky pesticide applicator licensing; and (3) a completed Schedule A – Pricing Schedule. The City reserves the right to accept or reject any proposal and to award the contract in the manner it determines to be in the City's best interest.

Questions may be directed to info@kellnergreen.com. Proposers may email info@glenviewhills.com to arrange a site walk-through before submitting.

SCHEDULE A – PRICING SCHEDULE

Note: Emergency roadway obstruction clearing under Section 3.3 is included in Item 1 and is not separately billed. Tree removal, stump grinding, or any work beyond clearing an obstruction requires prior written City approval and is billed under Item 7 or at a separately agreed amount.

Proposer Name: _____

#	Description	Annual Price
1	Annual Maintenance – all routine work in Sections 3.1 (General Maintenance), 3.2 (Weed Control), 3.3 (Emergency Obstruction clearing, within scope), and 3.4–3.7 (Front Entrance, Lime Kiln Lane, Lime Road, and Dunraven specialty work). One lump sum for the contract year.	\$ _____
2	Seasonal Urns – Spring planting (all 4 urns)	\$ _____
3	Seasonal Urns – Summer planting (all 4 urns)	\$ _____
4	Seasonal Urns – Fall planting (all 4 urns)	\$ _____
5	Seasonal Urns – Christmas/Winter planting (all 4 urns)	\$ _____
6	Christmas Lights – supply, install, maintain, and remove at both City entrances	\$ _____
TOTAL ANNUAL CONTRACT PRICE (Items 1–6)		\$ _____
7	Hourly Rate for Additional Work – any work outside Items 1–6, including tree removal or other work beyond emergency obstruction clearing, approved in writing by the City.	\$ _____ / hr

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

SCHEDULE B – SEASONAL CHECKLIST REPORT

Submitted by the contractor to the Landscape Commissioner at the conclusion of each season.

Season (circle one): SPRING / SUMMER / FALL / WINTER/HOLIDAY

Period: From _____ To _____

Contractor: _____ Submitted By / Date: _____

Task	Status	Date	Initials
General Maintenance (All Service Areas)			
Turf cut, edged, and blown across all Service Areas	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Fertilizer / weed killer applied to turf	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Spring cleanup, edging, fertilizing, mulching of all beds	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Pre-emergent applied to mulch beds	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Bushes trimmed for sign/light/road clearance	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Trees trimmed off roadways (routine)	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Vines / honeysuckle / invasive growth removed	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Blue Spruce sprayed	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Leaves and debris removed across all Service Areas	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Weed Control			
All beds maintained to substantially weed-free standard	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Emergency Obstructions (Section 3.3)			
# of emergency obstruction calls this season: ____ (note dates/locations below)	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____

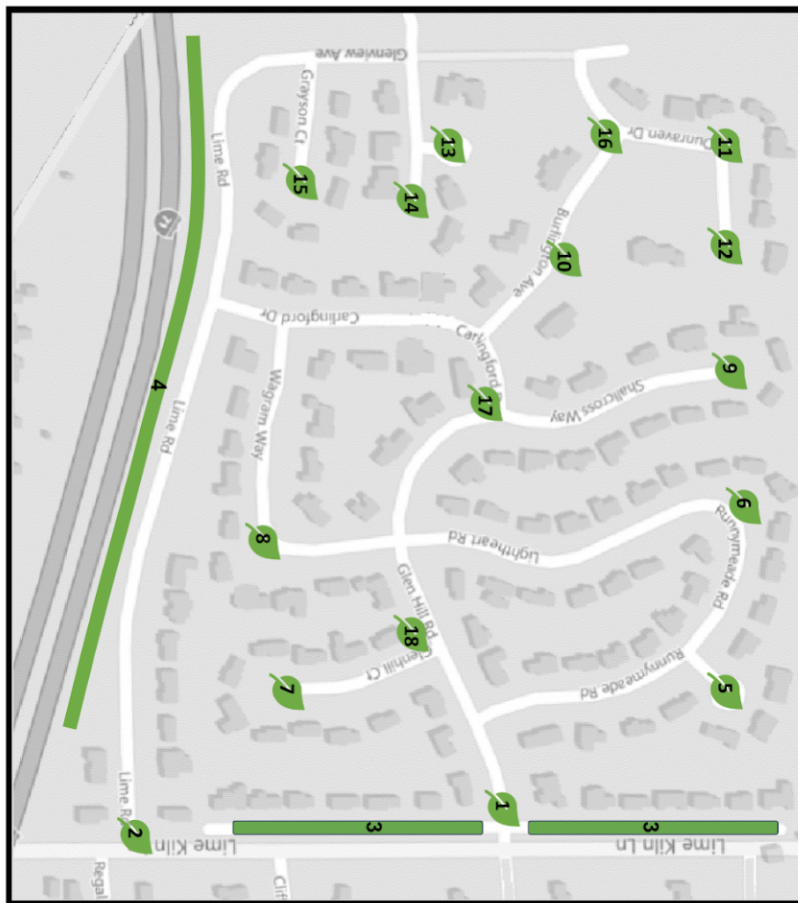
Specialty Work			
Front Entrance: annuals planted/removed; trees, shrubs, hedges, perennials maintained; irrigation	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Lime Kiln Lane: south-end Viburnums; Osage Orange undertrim; monkey balls (Fall)	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Lime Road: bed mulching; Viburnums/Burning Bushes; walkway mulch; bamboo	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Dunraven: right-of-way mowed and string-trimmed	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Seasonal Items			
Seasonal urn plantings installed (4 urns) – design approved by Mayor/Council	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____
Christmas lights installed / maintained / removed – design approved by Mayor/Council	<input type="checkbox"/> Done <input type="checkbox"/> N/A	_____	_____

Issues Observed / Recommendations:

Contractor Signature: _____ Received by Landscape Commissioner:

EXHIBIT A – SITE MAP OF SERVICE AREAS

This site map is the definitive identification of Service Areas under this contract. All landscaped areas shown on the map are within scope, regardless of whether they are individually named in Section 3. components.



KEY

1. Main entrance at Lime Kiln Lane and Glen Hill Road. Contains grass, ornamental grass, various small trees, flower beds, and various bushes.
2. Secondary entrance at Lime Kiln Lane and Lime Road. Contains grass, flower beds, Crepe Myrtle trees, and boxwood bushes.
3. Service road along Lime Kiln Lane. Contains grass, Osage Orange trees, and large bushes.
4. Lime Road corridor. Contains grass, bamboo, large bushes, and both large and small trees.
5. Runnymede Court satellite. Contains grass, Yew bush, and Blue Spruce tree.
6. Lighthearth Road and Runnymede Road satellite. Contains grass, boxwood bushes, and Norway Spruce tree.
7. Glenhill Court satellite. Contains grass, boxwood bushes, and Blue Spruce tree.
8. Waygram Way and Lighthearth Road satellite. Contains grass, Yew bush, and small trees.
9. Shallicross Way satellite. Contains grass, and Norway Spruce tree.
10. Burlington Avenue satellite. Contains Norway Spruce trees.
11. Durraven Drive and Durraven Court satellite. Contains grass and Yew bushes.
12. Durraven Court satellite. Contains grass, Yew bush, and Blue Spruce tree.
13. Cabin Circle satellite. Contains grass, and small trees.
14. Cabin Way satellite. Contains grass, and Blue Spruce tree.
15. Grayson Court satellite. Contains grass, and small bush.
16. Burlington Avenue and Durraven Drive street sign bush.
17. Carlingford Drive and Shallicross Way street sign bush.
18. Glenhill Court and Glenhill Road street sign bush.