

## ADDENDUM #1

February 23, 2026

### ADDENDUM NO. ONE

Housing Authority of Owensboro  
2161 East 19<sup>th</sup> Street  
Owensboro, KY 42303  
(270) 683-5365

**Project:** Lawn and Landscape RFP

SCOPE: The written statements of clarification, interpretations, or corrections hereby modify the bidding documents by additions, deletions, or corrections and shall become a legal and binding part of the contract documents for this project.

#### **ITEM 1 - Trimming Shrubs:**

Clarification: Crape Myrtle bushes shall only be trimmed once, and in the fall (October or November). Burning Bushes shall be trimmed down to 24" tall the first weeks of June, August and October.

#### **ITEM 2 - Monthly leave removal:**

Clarification: Leaf removal shall be once per month in November and December. Weekly mowings will end in October.

#### **ITEM - Application of mulch:**

The Leola Hayden Development Center at Locke Apartments should not be included in the mulching bid. It is taken care of by Audubon Area Community Services.

END OF ADDENDUM ONE

# HAO PROPERTIES

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February 10, 2026

HAO Properties is issuing a Request for Proposal for the Lawn Mowing and Landscaping Maintenance at six (6) apartment complex sites and two (2) vacant lots. If submitting a bid, contractors must submit a bid that includes (encompasses) all eight of the above-mentioned. Only one contract will be awarded for all the locations. These services shall begin April 2026. The Lawn Mowing and Landscaping Contract shall be for a term of one (1) year with an annual renewal option for up to a total of three (3) years.

RFP: Contractors shall deliver one (1) original copy of their proposal either by email to [catherine@owensborohousing.org](mailto:catherine@owensborohousing.org) or delivered to:

HAO Properties  
Attn: Catherine Devine, Contract Administrator  
2161 East 19<sup>th</sup> Street  
Owensboro, KY 42303

**BY 2:00 p.m. (local time) on March 10, 2026**

**\*\* Submit bids via email to [catherine@owensborohousing.org](mailto:catherine@owensborohousing.org) with the subject line "Lawn and Landscaping Proposal". Hand delivered bids may be dropped off at the HAO office by 2:00 pm on March 10, 2026. All bids must clearly be marked "LAWN AND LANDSCAPING PROPOSAL" \*\***

A pre-proposal meeting will be held on Wednesday February 18, 2026, at 2:00 p.m. at the HAO Properties Administrative Office, 2161 East 19<sup>th</sup> Street. Questions and comments shall be addressed at that time.

Proposals received after the above cited time may be refused and deemed ineligible for consideration at the HAO's sole discretion.

HAO Properties reserves the right to reject any and all proposals. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service.

Questions from contractors shall be accepted by the Contract Administrator via email or phone. Emails shall be submitted to [catherine@owensborohousing.org](mailto:catherine@owensborohousing.org) or by phone 270-240-9305.

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2161 East 19<sup>th</sup> Street • Owensboro, Kentucky 42303 • 270-683-5365 • Voice/TDD



## 1.0 GENERAL

### 1.1 General Information

The lawn and landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications at the following sites. The contractor shall furnish all labor and materials necessary to perform the mowing, landscaping and leaf maintenance tasks in the RFP. Failure to perform a task or to perform a task to the specified standard will result in reductions in the Contractor's monthly invoice.

Property	Approximate Size
Smith Homes, Hale Ave	8.6 acres
Walker Place, Sycamore Street	2.4 acres
902, 908 & 912 W 8th Street (vacant lots)	26,000 sf
Locke Apartments, Jackson, 8th & 9th Streets	3.3 acres
820 Leitchfield Road (Shop)	1.7 acres
1209 & 1211 E 9th Street (vacant lots)	3900 sf
Churchill Park 2161 E. 19th St.	17 acres
Baker Place	4.1 acres
Adams Village, Dieterle Drive North & South	5.9 acres

All contractors are strongly encouraged to visit the sites of the proposed work in order to fully acquaint themselves with existing conditions. The failure or omission to receive and examine any documents, forms, addendums or other information, or to visit the sites shall in no way relieve any individual or business from any obligation with respect to the proposal or to the contract.

The Contractor will comply with all federal, state and local regulations, including but not limited to, all applicable OSHA requirements and the Americans with Disability Act.

The Contractor shall be responsible for any and all damages done to buildings, grounds, property of residents, injuries to residents or employees of the Housing Authority of Owensboro, or any person on property owned by the Housing Authority of Owensboro (DBA HAO Properties), made by the Contractor. Any and all damage shall be restored to its original condition by the Contractor.

Questions from contractors shall be accepted by the Contract Administrator via email or phone. Emails shall be submitted to [catherine@owensborohousing.org](mailto:catherine@owensborohousing.org) or by phone 270-240-9305.

## **1.2 Quality Assurance**

Landscape improvements, including mowing, seeding, fertilizing, weed control, shrub pruning, leaf removal and loose trash removal shall be performed by a single firm specializing in lawn and landscape maintenance work, with a minimum of three (3) years' experience in the industry. Subcontractors for specific work must be identified on the proposal and must be approved by the HAO office.

Contractor must provide copies of all licensing required by local, state, and/or federal regulations for application of any chemicals that may be used. Contractor must provide a copy of their City of Owensboro Occupational Business License.

Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified workforce shall be maintained throughout the period of this contract with a company designated crew leader on site at all times.

Contractor's supervisors shall be fully and adequately trained and have a minimum of three (3) years' experience in lawn and landscaping supervision sufficient in scope to meet the approval of the Contract Administrator. HAO reserves the right to demand the replacement of Contractor's staff who do not meet HAO's standards for safety, professionalism, or horticultural knowledge.

The Contractor shall always employ the quantity and quality of supervisors and laborers necessary for both effective and efficient management of lawn and landscaping operations. Contractor shall provide a contact list identifying the names, positions held, and mobile phone numbers of key personnel.

Contractor must attend meetings and site inspections of the grounds as requested.

## **1.3 Insurance Requirements**

Prior to starting work, the successful Contractor shall provide the HAO with proof of the following insurance being in effect:

General Liability and Automobile Liability with a combined Single limit of \$500,000; and Workers Compensation Insurance in accordance with State and Territorial Laws.

## **1.4 Submittals**

Proposal responses shall be submitted on the attached Proposal Form. All forms that require a signature or initials must bear an original initial or signature.

Proposal must include a minimum of three (3) professional references from projects of a similar size and scope. References must include current contact information: name, address, telephone and email address.

Proposals must be received no later than 2:00 pm (local time) on Tuesday March 10, 2026, and clearly marked "Lawn and Landscape Proposal"

Please direct all questions regarding proposal submission to the Contract Administrator.

HAO reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

HAO also reserves the right to reject the proposal of Respondents, who have previously failed to perform properly or to complete on time a contract of similar nature. Alternately, those who habitually without just cause neglected the payment of bills or disregarded their obligations to subcontractors, providers of materials or employees.

Contract will be awarded to the Respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of the HAO. The Respondent to whom the award is made will be notified at the earliest practical date.

## **1.5 Scope of Services**

The successful Contractor shall be prepared to perform the following services, according to the work schedule outlined in the specifications below:

ALL LOCATIONS ---- WEEKLY --- from April 1st until October 31<sup>st</sup>:

- Trash pick-up and removal from the common areas, and grassy areas prior to mowing, if needed (the HAO has staff that picks up trash daily)
- Grassy areas mowed
- Grass trimmed, edged and weed eating of border and edges
- Concrete areas, sidewalks, and parking lots are to be blown or swept to remove grass trimming after mowing and trimming daily (all trimmings must be removed before leaving the site)

ALL LOCATIONS --- MONTHLY --- from April 1<sup>st</sup> until October 31<sup>st</sup>

- Herbicides of commercial quality and strength (provided by Contractor) will be sprayed monthly. Contractor will be responsible for making sure all mulched areas are free from weeds; as well as weeds growing inside shrubs, bushes and all concrete areas (sidewalks, parking lots, etc.).

ALL LOCATIONS --- QUARTERLY --- from June to October

- Trim and prune ornamental trees, shrubbery and bushes the first weeks of June, August and October to keep all branches at least 6" away from building; remove leaves around the building and on the lawns to maintain a neat, uniform appearance. No tree limbs or shrubbery branches shall ever be touching a building.

ALL LOCATIONS --- MONTHLY --- October, November and December

- Remove leaves from all shrubbery, bushes, sidewalks and parking lots. If mulching is not conducive to the amount of leaves on the ground, then they shall be raked, picked up and removed from site.

ALL LOCATIONS --- May

- Mulch around buildings, trees, and bushes where existing mulch exists.
- Churchill Park to only be mulched around the Administrative Office, Girls Inc and Wightman Unit.

### Mowing Schedule

Contractor shall submit a schedule to the Contract Administrator stating which day of the week mowing shall be performed based off the allotted time listed below:

Site	Days to Mow
Smith Homes	1-1/2 days
Walker Place & Lots	1 day
Locke Apartments & Lots	1 day
Churchill Park	3 days
Baker Place	1/2 day
Adams Village	1 day

If unable to mow on a scheduled day due to weather, the Contractor must notify the Contract Administrator of the rescheduled date in order to allow tenants to move necessary items from their yard.

**Lawn maintenance with power equipment shall not begin before 7 a.m., and must stop no later than 7 p.m.** No work is to be performed on Saturdays, Sundays or holidays.

The HAO does not guarantee weekly mowings. If the HAO does not believe the grass has grown significantly to justify mowing, they may elect to skip that week or elect a different day for mowing.

## **2.0 GUIDELINES FOR MATERIALS AND EXECUTION**

### **2.1 Herbicide**

Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of lawns and landscaping, as specified herein. It is the intent of the HAO that these sites be maintained in a resource-efficient, sustainable and cost-effective manner.

Maintenance shall consist of removal of old mulch (as needed), pruning, mowing, and any other procedures consistent with good horticultural practice necessary to ensure normal, vigorous, and healthy growth of lawns and landscape plantings.

Contractor shall visually inspect all landscape areas monthly from April through November to identify potential pest problems such as insects, disease, weed infestation, etc. Contractor shall notify the Contract Administrator of any areas where problems may be developing.

Control of Weeds: Use cultural methods (mulch, proper pruning) to encourage plant health and growth and discourage weeds. Keep planter beds and tree wells free of weeds and debris on a rotational basis, weekly throughout the year by hand pulling or other mechanical means. Entire site shall be weeded by hand or mechanical weeding methods that remove the roots EVERY WEEK. Ground covers are to be trimmed so they meet but do not grow over walkways or outside any of the planters.

### **2.2 Mowing**

All grass will be mowed with professional quality mulching mower equipment. **Discharge chutes must stay in their proper location on all lawn mowers.** Pricing assumes that bagging and removing clippings will be required only when excessive leaf debris is present, grass is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of grass debris.

Alternate mowing direction where feasible every mowing. Maintain a uniform lawn height free from scalping. **Mow in directions away from apartment entry doors and A/C units. Avoid blowing clippings directly onto porches.**

Prior to mowing remove all litter and debris from lawn areas. Formal grass areas shall be mowed per the above schedule and maintained at a height of 3-1/2 to 4 inches. Coordinate mowing schedule with Contract Administrator.

**Clippings will be swept or blown from hardscapes after each mowing. No clippings shall be left on sidewalks, parking lots, porches, etc. overnight.**

Mechanically trim all edges weekly. Edges include all formal lawn perimeters and tree wells in lawn areas. Trim all formal lawn areas that cannot be reached by a mower after each mowing. Areas to be trimmed include any lawn adjacent to poles, signs, bollards, trees, walls and all other obstacles. Perform trimming to the same height as mowing. Clean debris from hardscapes and non-grassy landscape areas, remove larger debris.

Contractor is responsible for any damage incurred as a result of their mower, trimmer or edger to any HAO property or its tenants' properties and must repair or replace any such damage at no cost to the HAO or the tenant.

### **2.3 Application of mulch**

Any diseased or infected insect mulch is to be removed from the bed prior to re-mulching. This decision shall be made by performing a representative sampling of the beds at each site and turning the beds to observe the quality of the mulch, and whether the turned mulch maintains a height of between three and four inches.

It is the responsibility of the Contractor to use their best efforts to obtain clean, seed and insect free, shredded hardwood mulch on an annual basis.

The successful contractor shall use his knowledge and expertise to assure all mulch shall be placed so as not to damage or hinder growth of plant materials. Prior to adding new mulch to existing beds, the beds are to be examined for weeds, vines, etc., and sprayed with a systemic weed control agent to eradicate and prevent future growth of weeds.

Fences and decks at Locke Apartments and painted fencing at Smith Homes shall be sprayed with a weed killer to prevent paint peeling and damage to the fencing when trimming. The Contractor must spray in a manner so that only a three (3) to six (6) inch strip of grass and/or weeds are destroyed. More than six (6) inches of dead grass area is not acceptable.

### **2.4 Leaf and Branch Removal**

In the fall, leaf removal shall occur at each visit needed to prevent smothering of grass and groundcovers and excessive clumping when mulch mowing. If mulching is not conducive to the amount of leaves on the ground, then they will need to be raked and removed from the site.

## **2.5 Pruning/Trimming**

Personnel employed by the Contractor for pruning shall be qualified in this type of work. Contractor shall be responsible for pruning of all landscape shrubbery on each site in the first week of June, August and October per horticultural guidelines of the shrub type. All shrubbery and small tree branches shall be at least six (6) inches away from the building and must not grow above windows.

The Contractor shall remove and dispose of all debris that has accumulated in the bed areas. This debris shall include but not limited to leaves, paper, trash, dead plant debris, etc. All debris shall be disposed of off-site. HAO dumpsters are off limits.

## **3.0 PAYMENT TO CONTRACTOR**

### **3.1 Invoicing**

Contractor shall submit all invoices via email to [finance@owensborohousing.org](mailto:finance@owensborohousing.org) by the 5<sup>th</sup> calendar day of the month for work performed the previous month. Checks will be mailed by the 18<sup>th</sup> calendar day of the month. Any invoices received after the 5<sup>th</sup> calendar day of the month cannot be guaranteed to be paid by the 18<sup>th</sup> calendar day of the month.

One invoice for Smith Homes, Walker Place, Locke Apartments, Baker Place and Adams Village can be submitted together with the following information included (sales tax exempted):

- Site name where work was performed (ie. Smith Homes, Walker Place, etc)
- Date work was performed
- Description of work performed (mowing or landscaping)
- Itemized cost

Invoices for Churchill Park shall be submitted separately with the same information as above but is not exempt from sales tax.

### **3.2 Reductions in Pay**

Reductions for below standard work will be made on monthly invoices if, after the first documented notification, the Contractor has not corrected the deficiency and HAO's workers are assigned to perform the tasks or were not completed at all by the Contractor. The Contractor shall be supplied with copies of documentation supporting those reductions.

Reductions will be based on the hourly billing rate of the HAO employee, plus benefits, multiplied by the hours required for the HAO worker to perform the task. If the work was not performed by the Contractor and was just omitted, a deduction based on percentage of the overall monthly bill minus the work not completed will be calculated and the bill adjusted accordingly.

### **3.3 Changes to Scope of Work and Termination of Contract**

The Contract Administrator at any time may require a change to the scope of the contract by written contract modification. On the designated effective date, the Contractor shall make the required changes in his/her operation.

Upon receiving notice of the change, the Contractor's monthly invoice shall be adjusted if necessary to reflect the value of the change in the services under this contract.

The HAO may cancel the contract at any time for any reason upon giving 30 days written notice to the Contractor.

The HAO shall have the right to cancel this agreement immediately without prior notice for any breach of any provision of the contract if not cured within 7 days from written notice from the HAO.

### **3.4 Inspections and Approval of Work**

The HAO will demand strict conformance to the standards and frequency specified. The Contract Administrator or his/her designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.

The Contract Administrator or his/her designee will enforce the standards of this contract.

## **4.0 PROCUREMENT PROCESS**

### **4.1 Proposal Evaluation/Contract Award**

Proposals received in response to this solicitation will be evaluated by price and proven experience.

Contract will be awarded by March 16, 2026.

**BID FORM FOR LAWN AND LANDSCAPING**  
**(YOU MUST BID ON ALL SITES)**  
**BIDS DUE MARCH 10, 2026 BY 2:00 PM**  
**All bids must be clearly marked "Lawn and Landscaping Proposal"**

**Smith Homes - Hale Ave/4th/3rd**

Price for 24 weeks of Lawn Care per specifications \$ \_\_\_\_\_  
Price for yearly Landscaping per specifications \$ \_\_\_\_\_

**Walker Place - Sycamore Street**

(To include vacant lots at 908-912 W 8th St)

Price for 24 weeks of Lawn Care per specifications \$ \_\_\_\_\_  
Price for yearly Landscaping per specifications \$ \_\_\_\_\_

**Baker Place**

Price for 24 weeks of Lawn Care per specifications \$ \_\_\_\_\_  
Price for yearly Landscaping per specifications \$ \_\_\_\_\_

**Locke Apartments - 8th St/Oglesby**

(To include vacant lots at 1209 E 9th and 820 Leitchfield Road Shop and Playground)

Price for 24 weeks of Lawn Care per specifications \$ \_\_\_\_\_  
Price for yearly Landscaping per specifications \$ \_\_\_\_\_

**Adams Village - Dieterle Drive N/S**

Price for 24 weeks of Lawn Care per specifications \$ \_\_\_\_\_  
Price for yearly Landscaping per specifications \$ \_\_\_\_\_

**Churchill Park**

Price for 24 weeks of Lawn Care per specifications \$ \_\_\_\_\_  
Price for yearly Landscaping per specifications \$ \_\_\_\_\_  
Sales tax(ALL OTHERS ARE TAX EXEMPT) \$ \_\_\_\_\_

**TOTAL BID PRICE AND SIGNATURE ON NEXT PAGE**



**BID FORM FOR LAWN AND LANDSCAPING**  
**(YOU MUST BID ON ALL SITES)**  
**BIDS DUE MARCH 10, 2026 BY 2:00 PM**  
**All bids must be clearly marked "Lawn and Landscaping Proposal"**

Total bid price: \$ \_\_\_\_\_ (numbers)

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact person \_\_\_\_\_

Email Address \_\_\_\_\_

Phone # \_\_\_\_\_

By signing this Bid Form I attest that I am authorized to act on behalf of this company and agree to the specifications set forth.

\_\_\_\_\_  
Signature