

**RUSH COUNTY BOARD OF COMMISSIONERS**  
**REQUEST FOR PROPOSALS**

Landscaping Services

Issue Date: May 5, 2025

**1. General Information**

Rush County, Indiana, by and through its Board of Commissioners ("County"), hereby issues this Request for Proposals ("RFP") pursuant to Indiana Code 5-22-9 et seq., for the provision of certain landscaping services as described in Exhibit A.

Qualified firms are invited to submit proposals in accordance with the requirements of this RFP. The County will consider all submitted proposals that meet the requirements of this RFP and are received by the deadline stated below.

**2. Scope of Services**

The services requested are more fully described in Exhibit A, attached hereto and incorporated herein. Generally, the successful proposer shall provide professional landscaping installation and related services at designated County-owned properties.

**3. Proposal Submission**

All proposals must be submitted in a sealed envelope clearly labeled:

“PROPOSAL FOR LANDSCAPING SERVICES – RUSH COUNTY”

Proposals shall be submitted to:

Rush County Board of Commissioners  
c/o Rush County Auditor  
101 East 2nd Street, Room 208  
Rushville, Indiana 46173

Deadline for Submission:

June 2, 2025, at 9:00 a.m. (EST)

Proposals received after this deadline will not be considered.

**4. Selection Criteria**

Pursuant to Indiana Code 5-22-9-10, the County will evaluate proposals based on the following weighted criteria:

- Cost of Services – 65%

The proposed cost shall be evaluated for competitiveness, completeness, quality, and overall value to the County.

- Native/Non-Invasive Plant Usage – 10%

The use of native plants is strongly preferred, with non-invasive being acceptable if justification provided (such as disease resistance, ease of maintenance) over a native species.

- Qualifications and Experience – 20%

The proposer's relevant experience and qualifications in providing similar landscaping services, including references and project history, will be considered. Long term survival of any installed landscaping shall be included in this as a factor.

- Experience with the County – 5%

Proposer's successful completion of prior projects with the County

The County reserves the right to conduct interviews or request additional information from any proposer prior to selection and the presence of the proposer is requested at the Commissioners meeting on May 19th.

## **5. Terms and Conditions**

- The County reserves the right to reject any and all proposals.
- This RFP does not commit the County to award a contract.
- The successful proposer will be required to enter into a written agreement with the County.
- All proposals become the property of the County and are public records subject to Indiana Access to Public Records Act, unless otherwise permitted by law.

### **Insurance Requirement:**

The selected contractor shall provide proof of commercial general liability insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence and in the aggregate. Proof of insurance must be submitted prior to execution of the contract and maintained throughout the contract term.

## **6. Questions and Clarifications**

Any questions regarding this RFP shall be submitted in writing to:

Rush County Auditor

Email: [auditor@rushcounty.in.gov](mailto:auditor@rushcounty.in.gov)

Questions must be received no later than May 27, 2025, to ensure a timely response before the proposal deadline.