



Mr. Dustin Gehring
Superintendent of Schools

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Assistant Superintendent

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225 E. 10TH STREET • BROOKVILLE, INDIANA 47012

TO: Lawn Care Professionals

FROM: Mr. Dustin Gehring, Superintendent of Schools
Mr. Keith Isaacs, Director of Operations
Mr. Martin Earlywind, Head of Maintenance

DATE: January 13, 2025

RE: 2025 Request for Lawn Care and Landscape Maintenance

The Franklin County Community School Corporation will be accepting proposals for Lawn Care and Landscape Maintenance for 2025. Please note that proposals should include weed prevention and ongoing maintenance of landscaped areas. Weather permitting, services will begin March 1, 2025, and be provided through November 30, 2025. Upon the submission of claims, contractors can expect to be paid on the second Tuesday of the month.

Contractors are responsible for:

- 1) Weed Control (crabgrass and broadleaf) in the spring and fall for all grassy areas (excluding athletic fields) at Brookville Elementary School, Franklin County Middle School, Franklin County High School, Laurel School, Mt. Carmel School, and the Administration Building. Spring through fall, inspection, and maintenance to be performed on a bi-weekly basis to maintain a weed-free cover. This shall be done a minimum of two (2) times. *The schedule is to be coordinated with the owner.
- 2) Fertilization two (2) times per year for all grassy areas (excluding athletic fields) at Brookville Elementary School, Franklin County Middle School, Franklin County High School, Laurel School, and Mt. Carmel School. *The schedule is to be coordinated with the owner.
- 3) Staking treated areas with warning “flags” at the time of application of fertilizer, herbicide, or pesticide.
- 4) Spring “clean up” of all landscaped areas at Brookville Elementary School, Franklin County Middle School, Franklin County High School, Laurel School, Mt. Carmel School, Franklin County High School Athletic Complex, and Administration Building.

- 5) Apply pre-emergent herbicides on all landscaped areas at Brookville Elementary School, Franklin County Middle School, Franklin County High School, Laurel School, Mt. Carmel School, Franklin County High School Athletic Complex, and Administration Building.
- 6) Apply post-emergent herbicides on all landscaped areas at Brookville Elementary School, Franklin County Middle School, Franklin County High School, Laurel School, Mt. Carmel School, Franklin County High School Athletic Complex, and Administration Building as needed.
- 7) Mulch and decorative stone replacement in all landscaped areas at Brookville Elementary School, Franklin County Middle School, Franklin County High School, Laurel School, Mt. Carmel School, Franklin County High School Athletic Complex, and Administration Building as directed by the owner. Mulch and decorative stone shall be purchased by the school corporation. It shall be the responsibility of the contractor to bring it to the site and place it as directed.
- 8) Ongoing maintenance at no additional cost to the owner, i.e. turning mulch at a frequency to maintain a fresh look, hand pulling weeds as needed, etc.
- 9) Prune shrubs and perennials in all landscaped areas at Brookville Elementary School, Franklin County Middle School, Franklin County High School, Laurel School, Mt. Carmel School, Franklin County High School Athletic Complex, and Administration Building as needed.
- 10) Remove dead or diseased plants in all landscaped areas at Brookville Elementary School, Franklin County Middle School, Franklin County High School, Laurel School, Mt. Carmel School, Franklin County High School Athletic Complex, and Administration Building as needed.
- 11) Weed control in playground areas at Brookville Elementary School, Franklin County Middle School, Laurel School, and Mt. Carmel School. There shall be a minimum of two (2) applications in spring and the third week in July. Total kill application.
- 12) Weed control along concrete sidewalks, brick pavers, curbs, asphalt, and cracks in concrete and/or asphalt areas at Brookville Elementary School, Franklin County Middle School, Franklin County High School, Laurel School, Mt. Carmel School, Franklin County High School Athletic Complex, and Administration Building. Applications are to be a minimum of four (4) times, Spring through Fall. A weed-free area is to be maintained at all times. Total kill application.
- 13) The installation of new shrubs, perennials, and/or annuals at the owner's request and expense. The owner will pay for materials and labor will be the contractor's responsibility.
- 14) Proof of insurance.
- 15) Criminal background check for vendor and his/her employees working on site.
- 16) Proper licensing is necessary to apply herbicides, pesticides, and fertilizer in the State of Indiana. The successful contractor shall supply the school corporation a copy of their Business License, Application License, or R.T. License for any individual in contact with pesticides on site. No exceptions.

- 17) Provide manufacturer labels for all chemicals used.
- 18) 48 Hour Notification shall be given to each building secretary and the Director of Maintenance for any and all applications of any pesticide. This shall be done via email.
- 19) Utmost importance shall be directed to having all areas in top shape for commencement on **June 1, 2025**.
- 20) The contractor is to maintain total weed control of the evergreen area on the east side, the sloped area at Brookville Elementary either by spraying or hand removal of weeds.
- 21) If there are any “gray” areas or questions concerning this contract, they shall be addressed before the proposals are open.

Below is a listing of the square feet to be treated at each site.

School Site	Estimated Square Feet
Brookville Elementary School 10160 Oxford Pike, Brookville	277, 925
Franklin County Middle School 9092 Wildcat Lane, Brookville	233, 911
Franklin County High School 1 Wildcat Lane, Brookville	242, 102
Laurel School 13246 St. Rd. 121, Laurel	217, 225
Mt. Carmel School 6178 Johnson Fork Rd., Cedar Grove	176, 563

Attached is a copy of the Franklin County Community School Corporation’s policy on the application of pesticides, herbicides, and fertilizer.

All interested parties are **invited** to attend an informational meeting on Thursday, **January 23, 2025**, at 9:00 a.m. at the Administration Office at 225 E. 10th St., Brookville, IN. If you have any questions contact Mr. Martin Earlywine, Head of Maintenance, at **812-209-0062**.

Proposals should be hand-delivered or mailed to:

Mr. Dustin Gehring, Superintendent

Franklin County Community School Corporation

225 E. 10th St., Brookville, IN 47012

Proposals are due on or before 2:00 p.m. on February 6, 2025.

**Franklin County Community School Corporation
2025 Proposal for Lawn Care and Landscape Maintenance**

Name of Contractor/Company	
Address	
Phone Number(s)	Office: Cell: Home:
Fax Number (Optional)	
Email	
References (Provide name and contact number for two (2) references.)	Reference #1: Reference #2:
Insurance Provider	
Price for lawn care and landscape maintenance, March 1, 2025 through November 30, 2025	

*Price should include labor, herbicides, pesticides, and fertilizer.

**Mulch, stone, and plant material shall be at the owner's expense.

Proposals are due on or before 2:00 p.m. on February 6, 2025.

6.6 Pest Control Policy

In an attempt to assure proper control of any pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, an herbicide, or a rodenticide. ***These regulations do not apply to the use of the following pesticides: germ killers, disinfectants, sanitizing agents, and water purifiers used in normal cleaning activities, personal insect repellents when self-applied, and gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.***

The intent of this regulation is to prevent the exposure of staff members and students to pesticides.

1. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training shall include:

- a. A review of the corporation's pest control policy;
- b. A review of the label instructions for the pesticides to be used;
- c. Methods to determine when an application of a pesticide is necessary;
- d. How to minimize potential pesticide exposure to students, teachers, and staff;
- e. What activities are prohibited; and
- f. Written documentation of the training.

2. When possible, pesticide applications will be done during the non-instructional time or during vacation periods.

3. When inspections are conducted by an independent contractor, the contractor shall contact the building administrator no later than forty-eight (48) hours prior to the scheduled inspection to discuss any problems with pests so that the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.

4. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.

5. At the beginning of each school year or semester, the Board shall provide the staff members of each school with a copy of the Board's policy on pesticide applications. This information shall be given as a provision in the student and/or staff handbook.

6. Parents and staff members may register for prior notice of pesticide applications. Each building administrator shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than 24 hours prior to the application when students or staff members will be present during the pesticide application. School nurses will receive prior notice of all pesticide applications.

7. The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application, (3) date of application, (4) approximate time and length of the application and (5) name and

telephone number of the school administrator or his/her designee who may be contacted further information.

8. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.

9. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.

10. In cases of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.

11. A copy of the records of each pesticide application at a school shall be maintained for at least ninety (90) days. The records will contain the following information:

- a. Date and time of the inspection and pesticide application;
- b. Pests found during inspection;
- c. Brand name and the active ingredient of pesticide(s);
- d. Areas treated;
- e. Name of the applicator; and
- f. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end-use concentrations.

The building administrator upon request will make available the pesticide application information listed above for at least ninety (90) days from the date of application.

12. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.

13. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.

14. All pesticide products will have complete label instructions, and will remain in the original container and Material Safety Data Sheet will be on file and readily available to any employee who shall handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.

15. All applications of pesticides will be made in strict compliance with label instructions.

16. School corporation employees responsible for handling and applying pesticides shall have specific pesticide training.

17. Training for school employees to become certified pest control applicators is available. The corporation may provide financial support for such training for employees designated by the Superintendent of Schools, or his designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.