



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

REQUEST FOR PROPOSAL

RE: BACKFLOW PREVENTER INSTALLATION CONTRACTOR BID

The Mayor and Commissioners of Emmitsburg, Maryland are requesting bids from certified plumbers in the State of Maryland to install testable and non-testable backflow devices at properties which receive water service from the Town. The successful bidder shall be considered the preferred backflow preventer device contractor for the Town during the contract term. No contract to perform these services will be awarded by the Town. Instead, the successful bidder will only be identified by the Town as an approved or preferred plumber to perform these services for water service customers. Any contract to perform the services will be between the customer and the successful bidder. Water customers will be under no obligation to use the Town's approved or preferred plumber.

Three copies of the sealed proposals are due by 4:00 pm on Monday, June 3, 2019. Proposals will not be accepted via email. Please boldly note on sealed bids **“ATTN: ZACH GULDEN, BACKFLOW PREVENTER INSTALLATION CONTRACTOR BID, DO NOT OPEN.”**

Please direct any questions to Zach Gulden, Town Planner, at 301-600-6309 or at zgulden@emmitsburgmd.gov.

SCOPE OF WORK

The Maryland Department of the Environment (MDE) is now requiring all governmental organizations who have water systems to implement a cross-connection control program in order to protect the water supply from pollutants. In order to become compliant with MDE, the Town of Emmitsburg Board of Commissioners adopted Ordinance 19-04, Cross-Connection Control & Backflow Prevention Program, on April 1, 2019. A copy of the ordinance is included in the bid document.

The Town currently provides water service to 1,027 customers, which all are required to install a dual check device immediately downstream of the water meter before April 1, 2024. Unless otherwise determined by the Town's Water/Sewer Superintendent and the certified plumber, residential uses are considered low-hazard and commercial, institutional, and industrial uses are considered high-hazard. Non-testable backflow preventers shall be installed in all low-hazard properties and testable backflow preventers shall be installed in all high-hazard properties in accordance with Ordinance 19-04 (see attached ordinance). High hazard properties shall have their backflow devices tested and permitted every two years.

The successful bidder shall be a certified plumber in the State of Maryland, certified to install and test backflow prevention devices, hold a general liability insurance limit of \$1,000,000, and be responsible to complete and file for the Town's cross-connection permit. The permit application form has been attached to the bid document. The successful bidder will be the preferred backflow preventer contractor for the Town of Emmitsburg during the contract term; however, property owners will not be required to use the successful bidder's services. The purpose of this Request for Proposals is to provide the Town's water service customers a fair and affordable certified plumber in order to become compliant with Ordinance 19-04. All bidders shall complete the attached bid sheet for one, three, and/or five year

contract terms. Bids shall include all labor and materials to install **one** backflow preventer directly following the water meter at low and high hazard properties. Bidders may also include costs to test high hazard devices. Property owners will be responsible and liable for making payment to the successful bidder. The successful bidder will agree to be bound by the amounts stated in the bid proposal for the specified time periods and will not charge any water customer more than the stated bid amount for the services to be rendered to the water customer.

Emmitsburg Backflow Preventer Installation
Bid Sheet – PER INDIVIDUAL BACKFLOW PREVENTER

	One Year Term	Three Year Term	Five Year Term
Total Labor & Materials to Install A Low-Hazard Non-Testable Backflow Preventer	\$	\$	\$
Total Labor & Materials to Install A High-Hazard Testable Backflow Preventer	\$	\$	\$
Total Labor to Test A High-Hazard Testable Backflow Preventer	\$	\$	\$

Name: _____

Address: _____

Phone: _____ Email: _____

SUBMITTAL REQUIREMENTS

- A.) Letter of Transmittal:** The letter of transmittal must contain the following information:
1. Company name, address, and telephone number.
 2. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed.
 3. Federal and state taxpayer identification numbers of your organization.
 4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services and materials as specified.
 5. Statement which indicates “proposal and cost schedule shall be valid and binding for **one, three, and/or five** year/s following the proposal due date.”
 6. Copy of the contractor’s General Liability insurance.

B.) Completed Bid Sheet

C.) References

Provide client references and pictures for similar work completed within the past three (3) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of your organization/staff.

I. PROPOSED TIMELINE

Monday, May 13, 2019

RFP available on the Town of Emmitsburg's website

Monday, June 3, 2019

DEADLINE: Bids due by 4:00 p.m.

Tuesday, July 2, 2019

Announcements of winning bidder made by 4:00 p.m.

II. MISCELLANEOUS INFORMATION

A.) The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.

B.) The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.

C.) Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.

D.) The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.