



TOWN OF EMMITSBURG

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

REQUEST FOR PROPOSAL INTERIM FINANCING FOR PUMP STATION REPLACEMENT PROJECT

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified lending institutions in connection with interim financing. Sealed proposals are due by 3:00 pm on Monday, October 19, 2020. Proposals will not be accepted via email. Please boldly note on sealed bids **“Interim Financing Bid, Do Not Open.”** Please direct any questions to Cathy Willets, Town Manager, at (301) 600-6300 or Cwillets@emmitsburgmd.gov. A copy of any question and answer will be provided to all respondents.

I. SCOPE OF WORK

The Town of Emmitsburg (“Town”) is in need of interim financing from qualified lending institutions. Financing will be used in the replacement of the existing Creamery Road pump station. The interim financing will be taken out by the United States Department of Agriculture Rural Development (USDA – RD) program upon completion of the project. The Town has received a Letter of Conditions from USDA approving the amount to be borrowed.

II. SUBMITTAL REQUIREMENTS

Please submit at least two (2) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, **“Interim Financing Bid, Do Not Open.”** At the minimum, all bids must include the following:

A.) Letter of Transmittal: The letter of transmittal must contain the following information:

1. Please clearly state in the letter the name, title, address, e-mail address, and telephone number of the person(s) whom correspondence regarding the bid should be directed to.
2. DUNS number, federal and state taxpayer identification numbers of your organization.
3. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

B.) Terms of Interim Financing Form: Please complete the attached form with your terms / rates / fees (*see page 2 of packet).

III. PROPOSED TIMELINE

Thursday, October 1, 2020
October 1 & October 2, 2020
Monday, October 19, 2020
Monday, November 2, 2020

RFP available on the Town of Emmitsburg’s website.

RFP advertised in the Frederick News Post.

DEADLINE: Bids due by 3:00 p.m.

Tentative: Term review/approval by the Board of Commissioners.

IV. MISCELLANEOUS INFORMATION

- *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.*
 - *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
 - *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.*
 - *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
 - *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*
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OUTLINE FOR TERMS OF INTERIM FINANCING FORM:

1. **Borrower:** Town of Emmitsburg
2. **Principal Amount of Loan:** \$ 1,987,000.00
3. **Purpose of Loan:** Interim financing for the Town of Emmitsburg Creamery Road pump station replacement project. The interim financing will be taken out by the U.S.D.A. Rural Development program upon completion of the project.
4. **Interest Rate:** Fixed Rate of _____ %
5. **Monthly Payment:** Interest only on outstanding balance.
6. **Loan Maturity Date:** Three (3) Years; with option to extend for two (2) additional one year periods.
7. **Collateral/Security:** Unsecured; general obligation of the Town.
8. **Fees:** Please describe up-front or acceptance fees, ongoing fees and other fees, if any here:
9. **Covenants:** None.
10. **Reporting Requirements:** As soon as available but no later than [180] days after the close of the Town of Emmitsburg's fiscal year end, audited financial statements prepared by an independent certified public accountant.
11. **Draws:** The funds will be disbursed upon Borrower's request after Lender review and USDA approval. Draws are to be requested by the Town and a project manager, both whom have the authority to do so. All draws will be in accordance with a draw schedule.