



TOWN OF EMMITSBURG

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

REQUEST FOR PROPOSAL EMMITSBURG SNOW REMOVAL

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from interested parties for street snow removal. Sealed proposals must be received by 2:30 pm on Tuesday, November 10, 2020. Proposals will *not* be accepted via email. **Please boldly note on sealed proposals “Snow Removal Bid, Do Not Open.”**

Contractors are encouraged to visit the site prior to bidding. Please contact Jimmy Click, Director of Public Works, at (301) 447-6495 or jclick@emmitsburgmd.gov to schedule a visit.

I. INTRODUCTION

The Town of Emmitsburg (“Town”) provides snow removal to its residents. Town staff clears snow on the streets and sidewalks, but a contractor is needed to provide street snow removal in three (3) town developments as needed. The Town would like a contractor to provide work on a flat hourly basis.

II. SCOPE OF WORK

Services: All bids must meet and/or exceed the requirements contained herein. The contractor shall perform the maintenance, furnish all labor, equipment, and supplies for the removal of snow and ice on streets. The Town is looking for a contractor to provide a flat hourly rate for the following: skidloader, backhoe, dump truck, pick-up with plow.

Snow removal work would commence upon notification by the Director of Public Works, Jimmy Click, during a snow event. The Town would like the contractor to begin snow removal operations in a timely manner once notification is received by the Town.

Snow blades are to be flush with the pavement, removing as much snow as possible. The Contractor agrees to perform snowplowing service work to the acceptance of the Town of Emmitsburg’s personnel. Work not completed in a satisfactory manner will be redone by the Contractor at no additional cost.

Area: Anticipated areas of snow removal include but are not limited to Silo Hill development, North Gate development, and the Brookfield development (*see map on following page). All interested parties are encouraged to contact Jimmy Click, Director of Public Works, at (301) 447-6495 or jclick@emmitsburgmd.gov to schedule a site visit. Please direct any questions to Mr. Click.

III. SUBMITTAL REQUIREMENTS

A.) Cover Letter: The cover letter 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 in the event of snow.
3. Federal and state taxpayer identification numbers of your organization.
4. **Clearly state the anticipated start of snow removal operations once notification is received from the Town (e.g. within 2 hour of notification, etc.).**
5. Statement which indicates “proposal and cost schedule shall be valid and binding for sixty (60) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

B.) Detailed Cost Statement

Please give a flat hourly rate for the following:

<u>Service:</u>	<u>Hourly Rate:</u>
Skidloader	\$
Backhoe	\$
Dump Truck	\$
Pick Up with Plow	\$

C.) References

Provide at least two (2) client references 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.

D.) Proof of Insurance

The successful proposer must have and maintain current worker’s compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

IV. PROPOSED TIMELINE

Monday, October 12, 2020	RFP available on the Town of Emmitsburg’s website
October 12 & October 13, 2020	RFP advertised in the Frederick News Post.
Tuesday, November 10, 2020	DEADLINE: Bids due by 2:30 p.m.
Wednesday, November 25, 2020	Announcements of winning bidder made by noon.

V. 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.*