

Town of Williamsport, Maryland

Request for Proposals Relating to 100 East Potomac Street, Williamsport, Maryland (Former Sheetz Site)

Introduction

The Town of Williamsport is the owner of certain improved real estate located at 100 East Potomac Street, Williamsport, Maryland. Said real estate was previously owned by Sheetz, Inc. f/k/a Kwik Shoppers, Inc. and was utilized as a Sheetz convenience store until the opening of a new Sheetz store located at 38 East Potomac Street, Williamsport, Maryland. As part of the transaction from one location to the other Sheetz offered to donate the herein referenced property (hereinafter referred to as **Former Sheetz Site**) to the Town of Williamsport subject to certain restrictions and limitations contained in a Deed from Sheetz, Inc. f/k/a Kwik Shoppers, Inc. to the Town of Williamsport dated the 26th day of June, 2015 recorded at Liber 5003 folio 266 on June 30, 2015 among the Land Records of Washington County, Maryland and subject to certain restrictions and limitations contained in a Confirmatory Deed from Sheetz, Inc. f/k/a Kwik Shoppers, Inc., to the Town of Williamsport dated the 27, 2015. Recorded at Liber 5024 folio 0001 among the Land Records of Washington County, Maryland on July 29, 2015. The Town of Williamsport pursuant to an Ordinance introduced on _____, passed on _____ and an effective date of _____ accepted the donation subject to the aforementioned restrictions and covenants. On the 26th day of June, 2015, the Town of Williamsport became the fee simple owner of the Former Sheetz Site. In an effort to determine the best use of the Former Sheetz building and site which would best serve the interests of the citizenry of the Town of Williamsport, the Mayor and Council of the Town of Williamsport has determined that it should receive formal proposals from qualified persons and firms.

Request for Proposals

The Town of Williamsport is requesting proposals from qualified individuals and/or firms in connection with the Former Sheetz building and site owned by the Town. The Town is seeking proposals for the sale and/or long term leasing of the property commonly referred to as the Former Sheetz Site which falls within the parameters and restrictions set forth in the aforementioned Deed and Ordinances, copies of which can be obtained from the Town Clerk as part of the Information to be Supplied to Prospective Proposers. The Town of Williamsport has not determined a specific use for the property and the improvements and intend to consider all valid and realistic proposals with the intent of entering into an agreement with the individual and/or firm that submits a proposal which the Mayor and Council, within its discretion, deems to be in the best interest of the citizenry of the Town of Williamsport. Because of the unique nature and location of the property, factors such as the intended use, upgrades and improvements to the structure, compatibility with the surrounding area including, but not limited to, Byron Memorial Park, traffic flow, site improvements and monetary consideration shall be reviewed and evaluated in making a determination.

Details

All proposals should be submitted in writing and delivered to Town Hall, 2 N. Conococheague Street, Williamsport, Maryland no later than 4:00 p.m. on the ___ day of _____, 2016. All proposals shall be in accordance with and subject to the following conditions:

1. All proposals shall describe with specificity the proposed use and to the extent applicable a detailed description of the following:

(a) Whether the proposal involves a Lease and/or purchase. If a Lease is being proposed state the term and proposed rental payment. If the proposal involves the acquisition of the property set forth the proposed purchase price and any other specifics relating to the purchase of the site.

(b) The services, materials and methods intended to be used by the Proposer to complete the proposal described herein.

(c) Any individual(s) or firm submitting a proposal hereunder understands that it/they shall be responsible for moving all wastes from the site as well as any costs associated with the removal and disposal of same precipitated by the implementation and completion of the proposal.

(d) The amount of time necessary to complete the proposal and the anticipated work.

(e) Any financing that will be required and evidence that said financing can be obtained.

(f) The identity of all individuals involved in the proposal and if it involves a corporation, partnership and/or limited liability company the names and addresses of the principals of those entities.

(g) A description of the qualifications of the individual(s) and/or firm submitting the proposal.

(h) A list of references.

(i) Specific and detailed information regarding any warranties which would be extended by the Proposer to the Town and/or relating to any equipment or other installations that may occur as part of the proposal.

(j) All concept drawings if the proposal involves an alteration of the site and/or existing improvements.

2. If the Mayor and Council select a proposal which it believes best serves the interests of the citizenry of the Town of Williamsport, the selected Proposer shall be required to execute a contract written for and by the Town of Williamsport. Submitting a proposal indicates the Proposer's willingness to accept a written contract and to agree to the inclusion of this RFP, the proposal and all submitted written material relevant thereto in the contract.

3. The Town of Williamsport reserves the right to reject any or all proposals, to waive technicalities or formalities, and to accept any proposal or a portion of a proposal deemed to be in the best interests of the Town of Williamsport. Any individual or firm submitting a proposal understands that the final acceptance of a proposal is subject to the passage of appropriate Ordinances in accordance with the Charter of the Town of Williamsport and that acceptance of the proposal alone does not create a binding contract or obligation on the Town of Williamsport until such time as the appropriate Ordinances are passed in accordance with the Charter of the Town of Williamsport.

4. All proposals shall be valid until accepted by the Mayor and Council.

5. In the event that the Mayor and Council accept a proposal submitted pursuant to this Request for Proposals, the firm and/or individual(s) submitting the proposal shall be responsible for furnishing all equipment and personnel necessary to perform the work and scope of work set forth in the proposal in a timely and workmanlike fashion.

6. Any individual(s) or firm submitting a proposal shall carry Workers' Compensation Insurance for all personnel used to perform and/or complete the proposal and shall provide the Town with proof of said insurance and the personnel covered.

7. Any firm or individual(s) submitting a proposal that is accepted shall be required to carry appropriate liability insurance with minimum limits of \$1,000,000.00.

8. Any Proposer whose proposal is accepted shall furnish the Town with Certificates of Insurance showing type, amount, class of operation, personnel covered, effective dates and expiration dates.

9. The selected Proposer may be required to furnish a Performance Bond equal to the value of the contract or other security as a guarantee of performance. Submitting a proposal indicates the vendor's willingness to furnish such security in the event the Town deems it necessary and appropriate.

10. The Town of Williamsport reserves the right to accept or reject any or all proposals submitted pursuant to this Request for Proposals.

11. Any individual(s) or firm submitting a proposal pursuant to this Request for Proposals shall not assign or sub-contract any of the work herein without the prior written consent of the Town. Any proposal which includes reference to more than one (1) vendor or supplier of goods or services shall provide adequate identification of the proposed suppliers of same. The proposal shall clearly identify the individual(s) and/or firm who will have ultimate responsibility for the overall implementation and completion of the proposal.

12. The selected Proposer shall save and hold harmless the Town of Williamsport from any and all liability arising out of the implementation and completion of the proposal.

13. All proposals shall specify the amount of time necessary to complete the work

anticipated and/or the implementation of the proposal.

14. All work shall be performed in accordance with applicable local, State, and/or Federal laws and regulations.

15. The individual(s) or firm whose proposal may be accepted by the Town of Williamsport shall be responsible for obtaining and paying for all necessary permits.

16. In the event that the Mayor and Council accepts a proposal submitted pursuant to this Request for Proposals and the written contract anticipated herein is not executed within sixty (60) days following the acceptance of the proposal, the Mayor and Council, within its absolute discretion can reject the proposal without recourse.