

**Town of Williamsport  
Request for Proposals  
2022-16  
Mowing & Landscaping Services**



**SCOPE OF ADDENDUM #1 – October 27, 2022**

The following items constitutes the Town’s response to questions presented by one of the potential companies submitting a bid. These items must be considered and addressed within submitted bids. Bid submissions not incorporating these addenda will be subject to rejection.

Revision 1: Section I, Paragraph 2; the property of the Williamsport Volunteer Fire & Emergency Medical Services, Nelson Field (excluding the baseball field), and two “Welcome to Williamsport” signs (one on East Potomac Street and the other on South Conococheague Street) will be added and visual depictions attached to this addendum should be added to Exhibit A.

Revision 2: Section I, Paragraph 2; the property of Pump Station #3 is being removed from the Request for Proposals and will be serviced by the Town.

Revision 3: Section III, Item J; information related to the Worker’s Compensation coverage will not need to be submitted with a bid, rather, the Town will collect this information as part of the Notice of Award / Notice to Proceed with the successful bidder and gather updated information in early 2023 prior to the first service.

Revision 4: Form 1 (attached to this addendum) will outline areas which the Town is seeking a unit price per service; this will be the overall cost (not a breakdown of costs) to provide one service if it becomes necessary at the Town’s discretion. This Form must accompany a submitted bid; failure to include Form 1 may result in the rejection of a submitted bid at the discretion of the Mayor and Town Council.

Please send all questions regarding this RFP & Addendum to [townmanager@williamsportmd.org](mailto:townmanager@williamsportmd.org). The Town’s response to all submitted questions pertaining to the Scope of Work will be addressed by e-mail (BCC) to all those who have provided information to the Town. The response will also be advertised on the Town’s website under “*Request for Proposals*” to ensure any potential contractor wishing to submit a bid, but did not provide their information to the Town, has access to this information.

**\*\*\*\*\* A signed copy of this addendum must accompany your bid submission \*\*\*\*\***

Respectfully,

Chad P. Rooney, MBA, CBO  
Town Administrator

Submitting Contractor: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature



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**FORM 1**

Springfield Barn & Museum Area \$ \_\_\_\_\_ per service

Byron Memorial Park (except baseball field) \$ \_\_\_\_\_ per service

Riverbottom Park \$ \_\_\_\_\_ per service

Billy Doub Park (except baseball field) \$ \_\_\_\_\_ per service

Williamsport Volunteer Fire &  
Emergency Medical Services \$ \_\_\_\_\_ per service

Nelson Field \$ \_\_\_\_\_ per service

**\*\*\*\*\* A signed copy of Form 1 must accompany your bid submission \*\*\*\*\***

Respectfully,

A handwritten signature in black ink, appearing to read "Chad P. Rooney".

Chad P. Rooney, MBA, CBO  
Town Administrator

Submitting Contractor: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature

**EXHIBIT A**  
**Areas to Provide Services**  
**(Updated October 27, 2022 – Addendum #1)**



# OVERVIEW OF ALL AREAS

