

TOWN OF WILLIAMSPORT (MD)



REQUEST FOR PROPOSAL 2022-16

Mowing & Landscape Services

POINT OF CONTACT

Donnie Stotelmyer, Town Manager
2 North Conococheague Street
Williamsport, MD 21795
(301) 223-7711
dstotelmyer@williamsportmd.org

Request for Proposals 2022-16 Mowing & Landscape Services

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing labor, materials, supplies, and equipment to provide mowing and landscape services. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the bid package available on our website at www.williamsportmd.gov. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's Elected Officials will participate in the process of selecting the appropriate firm.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, and to reject any or all proposals, and waive informalities as may be deemed in the best interest of the Town.

Point of Contact: Donnie Stotelmyer, Town Manager, can be reached at 301-223-7711 or dstotelmyer@williamsportmd.org with any questions.

REQUEST FOR PROPOSALS
2022-16: Grass & Landscape Services

I. PROJECT OVERVIEW

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing labor, materials, supplies, and equipment to provide mowing and landscape services on a weekly, or more frequent, basis.

There are several Town-owned areas which are outlined in the subsequent exhibits at the end of this document. The areas include Byron Memorial Park: including the area around the Springfield Barn, L. Beard Miller Memorial Pool, and The Tenant House Museum, but excluding the baseball field; Billy Doub Park (excluding the baseball field); River Bottom Park; Sewer Pump Stations #1, #2, #3, and #4; and the “Old Town Garage”. These areas are depicted on the exhibits providing general locations of each.

II. CALENDAR OF EVENTS

Any submissions received after the receipt date and time will not be accepted.

Pre-Bid Meeting: Thursday, October 27, 2022, at 11:00 AM in the Planning & Zoning Board Conference Room at Town Hall. Any potential bidder not in attendance at the Pre-Bid Meeting, may request a copy of any and all written addendums based on discussion at the Pre-Bid meeting and submitted written questions and are encouraged to schedule a time to meet with Town staff and complete an on-site visit.

Sealed Bids: Due by Friday, November 4, 2022, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager, Mowing & Landscape Services, 2 North Conococheague Street, Williamsport, MD 21795. The Town reserves the right to reject any and all bids.

Bid Opening: All submitted bids will be opened at the November 7, 2022, meeting of the Mayor & Town Council. The Town Manager will unseal and read aloud required documents of each submitted proposal.

Bid Award: The Mayor & Town Council will then consider each bid and make a formal decision at the November 14, 2022, meeting of the Mayor & Town Council. The Town Manager will contact the awardee and provide a letter to unsuccessful bidders within 7 days of the approval.

III. SCOPE OF WORK

- A. The Town of Williamsport has several areas which need to be serviced each week by mowing, weed whacking, and minor landscaping. The contract period will begin January 1, 2023, through December 31, 2023. Two, one-year extensions will be at the agreement of both parties and extend no longer than December 31, 2025.
- B. The areas include Byron Memorial Park: including the area around the Springfield Barn, L. Beard Miller Memorial Pool, and The Tenant House Museum, but excluding the

baseball field; Billy Doub Park (excluding the baseball field); River Bottom Park; Sewer Pump Stations #1, #2, #3, and #4; and the “Old Town Garage”. These areas are depicted on the exhibits providing general locations of each. These areas are depicted on the exhibits providing general locations of each.

- C. Service must be provided on Thursdays with the Barn and Byron Memorial Park being the priority locations. Other locations may be serviced later in the day Thursday or pushed to a Friday service.
- D. More frequent services may be necessary during the growing months and will be scheduled through the Town Manager, or designee.
- E. Mowing heights will vary and are to be expected to be within a range short enough to allow for foot traffic, strollers, etc., in all areas, but not so short grass is scalped, but not so long as to be aesthetically unpleasant or cause difficulties in these activities.
- F. In the event of expected weather which will prohibit a Thursday service of the Barn Area and Byron Memorial Park; alternate plans will be agreed upon to provide the service earlier in the week or first thing Friday morning. This will be at the direction of the Town Manager.
- G. The Town may direct and schedule multiple services in the same week with compensation provided for each service, or direct a mowing service is not completed with no compensation being provided due to the lack of service.
- H. A primary and secondary point of contact will be provided to the Town Manager to address concerns, identify correctives, schedule services, or address any other items which may arise.
- I. The successful contractor will be responsible to provide equipment and personnel to provide adequate services within the timeframe established.
- J. The successful contractor will provide worker’s compensation insurance for all personnel used to perform all work on behalf of the Town with a certificate of said coverage submitted as part of the record for the Town.
- K. Contractor shall carry a minimum of one million dollars liability insurance and submit documentation to the Town outlining such including certificates of insurance showing type, amount, class of operation, personnel covered, and effective dates.
- L. The successful contractor shall not assign or subcontract any of the work hereunder without prior written consent of the Town.
- M. The successful contractor will furnish certificates of insurance showing type, class of operation, personnel covered, effective dates, and expiration dates.

IV. MATERIALS

- A. The successful contractor will be responsible to provide equipment, personnel, and supplies to provide adequate services within the timeframe established.

PROPOSAL SUBMISSION FORM

Proposal of _____ hereinafter called "CONTRACTOR", organized and existing under the laws of the State of _____ doing business as _____ for the Town of Williamsport, Maryland (hereinafter called "OWNER").

In compliance with the information contained in the Request For Proposals distributed by the Town of Williamsport, the CONTRACTOR hereby proposes to perform all WORK for mowing and minor landscaping services as outlined in the **Mowing & Landscape Services** Request For Proposals in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the proposal submission form.

By submission of this PROPOSAL, the CONTRACTOR certifies, and in the case of a joint PROPOSAL each party thereto certifies as to its own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other CONTRACTOR or with any competitor.

The BIDDER hereby agrees to commence WORK under this Contract on the date specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth. The CONTRACTOR further agrees to pay liquidated damages for each consecutive calendar day thereafter.

The CONTRACTOR agrees to execute a Contract for the work as awarded at the lump sum amount quoted in the bid proposal and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The CONTRACTOR hereby states that he has available adequate equipment and finances to prosecute the work properly and expeditiously as bid and is prepared to present further information to substantiate this statement.

The CONTRACTOR further covenants and warrants that he has examined the site of the work; that he has had sufficient time to examine the site of the work to determine the character of the subsurface material and conditions to be encountered; and that he has based the contract prices on his own independent examination and investigation of the site, subsurface materials, and conditions, and has not relied on any subsurface information furnished to him by the Owner.

The CONTRACTOR agrees to do everything required to perform all work necessary for, or incidental to , and to perform all other obligations imposed by this Agreement for the full and just Lump sum of _____ dollars (_____), lawful money of the United States of America in strict accordance with the Contract Documents for Proposal 2022-16: Mowing & Landscape Services as prepared by the Town of Williamsport.

Respectfully submitted by:

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Contractor Printed Name		Date	
<hr/>		<hr/>	
E-Mail Address		Title	
<hr/>		<hr/>	
Street Address	City	State	Zip
<hr/>		<hr/>	
License # (if applicable)		Phone Number	

SEAL IF A
CORPORATION

AUTHORIZED SIGNATURE: I, _____ do hereby
(Original signature required in each document)
declare that I have read and fully understand the RFP Documents and, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Submittal.

The Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof as the Town, in its sole discretion, determines to be in the best interest of the Town.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE WILL RESULT IN REJECTION OF YOUR PROPOSAL.

REFERENCES

Reference #1 Printed Name	Phone Number
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E-Mail Address	Title
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Street Address	City	State	Zip
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Project Name

Reference #2 Printed Name	Phone Number
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E-Mail Address	Title
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Street Address	City	State	Zip
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Project Name

Reference #3 Printed Name	Phone Number
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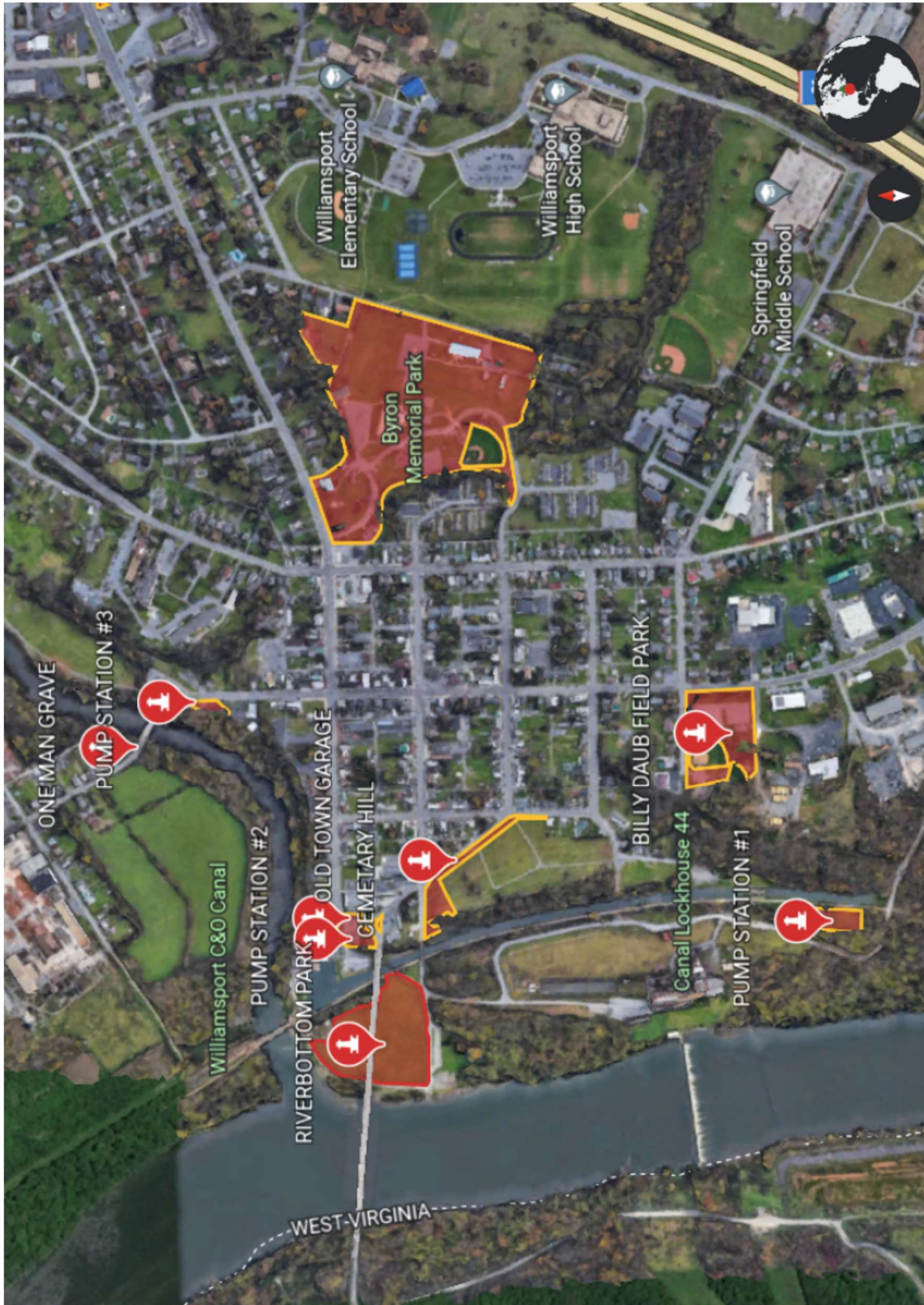
E-Mail Address	Title
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Street Address	City	State	Zip
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Project Name

EXHIBIT A
Areas to Provide Services

OVERVIEW OF ALL AREAS



**Byron Memorial Park/L. Beard Miller Memorial Pool/
Springfield Barn/Tenant House Museum/Nelson Deal Baseball Field
(excluding the Baseball Field Diamond Area)**



**Billy Doub Park
(excluding the Baseball Field Diamond Area)**



Pump Station #1



Pump Station #2 / River Bottom Park / “Old Town Garage”



Pump Station #3



Pump Station #4

