

# TOWN OF WILLIAMSPORT (MD)



## REQUEST FOR PROPOSAL 2022-16

## WINTER WEATHER RESPONSE

### POINT OF CONTACT

**Donnie Stotelmyer, Town Manager**  
**2 North Conococheague Street**  
**Williamsport, MD 21795**  
**(301) 223-7711**  
**[townmanager@williamsportmd.org](mailto:townmanager@williamsportmd.org)**

### Request for Proposals 2022-16 Winter Weather Response

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 properly respond to Maryland winter storms which include snow, ice, sleet, and freezing rain. The Town intends to consider Firms who possess the professional and administrative capabilities to provide the scope of services detailed within the request for proposals available on our website at [www.williamsportmd.gov](http://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 [townmanager@williamsportmd.org](mailto:townmanager@williamsportmd.org) with any questions.

**REQUEST FOR PROPOSALS**  
**Request for Proposals 2022-16 Winter Weather Response**

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**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 properly respond to Maryland winter storms which include snow, ice, sleet, and freezing rain. It is intended to have the successful contractor agree to a one-year contact with an option for automatic renewal for up to three total years at the Town's desire.

Winter weather response will be a team effort and encompass both contracted and Town personnel. At the conclusion of each storm residents and business owners demand the Town have clear road surfaces including primary, secondary, and tertiary streets. In addition, the Town will require the successful contractor to clear alleyways within Town boundaries to allow access to the rear of many properties within Town limits.

The successful contractor must have the necessary equipment to distribute brine leading up to a winter storm, plow winter accumulations, place salt/cinders on the roadway, and assist with identified parking areas. The decision and authorization for work will be communicated by the Town Manager to the identified point of contact established by the successful contractor.

**II. CALENDAR OF EVENTS**

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

Pre-Bid Meeting: Wednesday, October 26, 2022, at 2:00 PM in the Office of the Town Administrator 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, Winter Weather Response, 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, Work Session 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, Regular Session 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 start date and end date of the snow removal responsibilities shall be from October 1, 2022, to October 31, 2022 or any extension hereunder. Two, one-year extensions will be provided to the successful bidder upon a satisfactory service throughout the duration of each contract period.
- B. The successful bidder will be required to attend a Pre-Winter Meeting each year scheduled at a convenient date/time for Town personnel and contracted personnel to plan for the upcoming winter weather season.
- C. The Town Manager and identified Point of Contact for the contractor will be in constant communication during a winter weather event. The decision on how best to handle each storm will ultimately rest with the Town Manager, but will be in consultation with the successful contractor, Mayor, and Town employees.
- D. The successful contractor will be responsible to apply brine prior to a winter weather event when directed by the Town Manager to do so.
- E. The contractor will be expected to address primary routes, secondary routes, tertiary routes, alleys, and identified parking lots, in this order unless otherwise directed by the Town Manager. Please see Exhibit A, Exhibit B, Exhibit C, and Exhibit D.
- F. The successful contractor must have a storage area for Town-owned salt and brine which must be stored separate from company stockpiles.
- G. When the decision is made to respond to a winter weather event, the successful contractor must have equipment addressing primary streets within one hour. All streets and alleys must be serviced to the satisfaction of the Town within 24 hours following the end of a winter weather event, unless specifically notified by the Town Manager that a longer timeframe is warranted due to accumulations.
- H. Contractor shall carry worker's compensation insurance for all personnel used to perform the contract and shall provide Town with proof of said insurance and the personnel covered.
- I. Contractor shall not assign or subcontract any of the work hereunder without the prior written consent of Town.
- J. 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.
- K. Payment following each winter storm will only be made after the Town has approved a satisfactory response and has been furnished with an invoice outlining services provided. Town reserves the right, within its sole discretion, to direct the approved contractor not to remove any snow during any given time, in which case the approved contractor shall not be entitled to any compensation.

### IV. MATERIALS

- A. The approved contractor must have the ability to transport salt from the Port of Baltimore and cinders from a supplier of the Town's choosing to their location.
- B. The salt and cinders must be stored separately from all other stockpiles. The Town Manager, or designee, will make random visits to examine the Town's stockpile.
- C. Brine must be able to be made on-site or readily available to the approved contractor.

- D. The approved contractor will be responsible for utilizing their own equipment to load salt/cinders onto their trucks and mechanically broadcasting material on to road surfaces.
- E. Trucks must be of appropriate classification, appropriate number, and appropriate engine size as to move large amounts of snow, ice, sleet, etc. from primary, secondary, and tertiary roadways and alleys without delay.

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 rehabilitation of a identified sanitary sewer pipes as outlined in the **Winter Weather Response** 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 or before a date to be 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 they had sufficient time to examine the site of the work to determine the character of the subsurface material and conditions to be encountered; and this submission and contract prices are based on 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: Winter Weather Response as prepared by the Town of Williamsport.

Respectfully submitted by:

_____		_____	
Contractor Printed Name		Date	
_____		_____	
E-Mail Address		Title	
_____			
Street Address	City	State	Zip
_____		_____	
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.

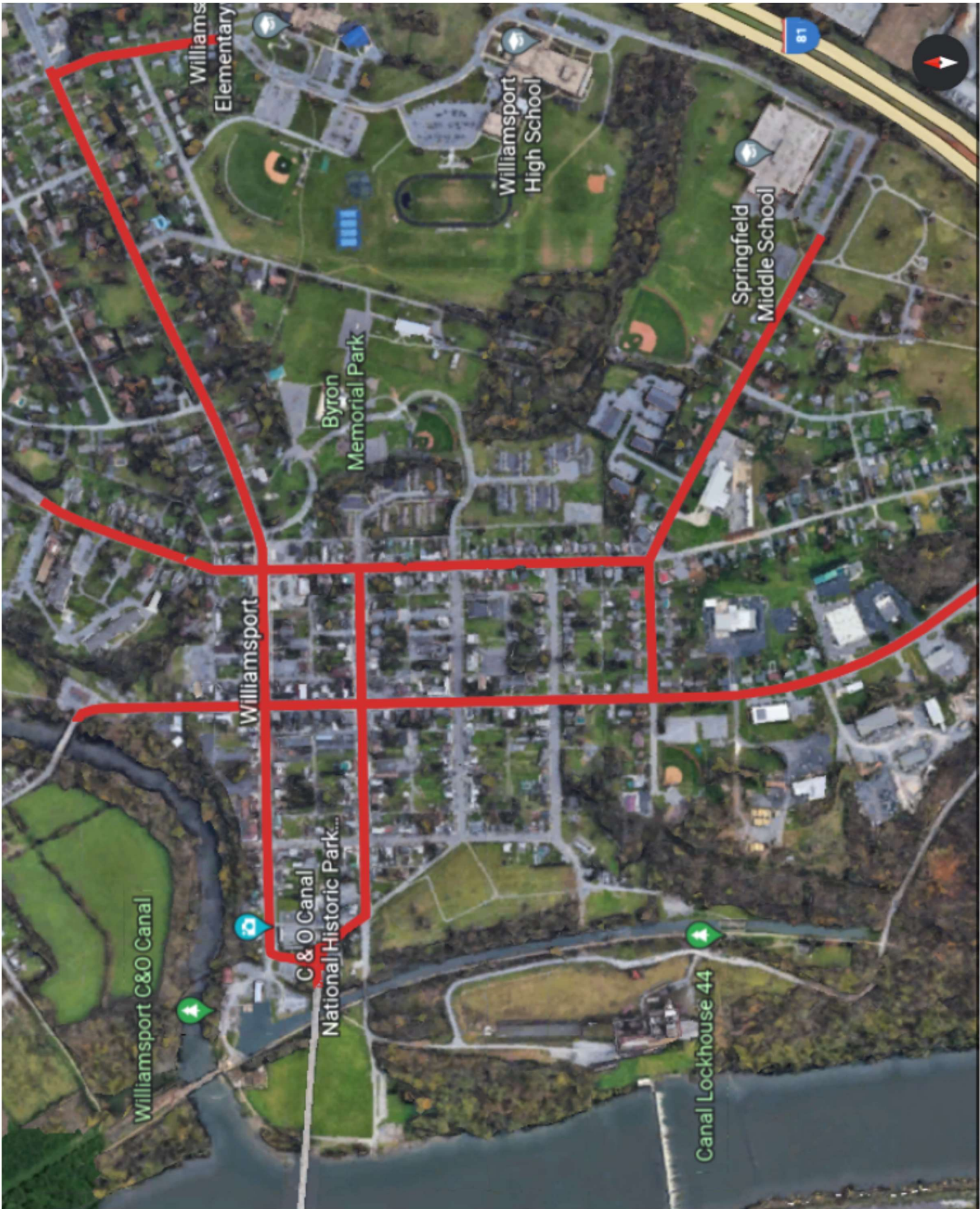
**PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE WILL RESULT IN REJECTION OF YOUR PROPOSAL.**

**REFERENCES**

Reference #1 Printed Name		Phone Number	
E-Mail Address		Title	
Street Address	City	State	Zip
Project Name			
Reference #2 Printed Name		Phone Number	
E-Mail Address		Title	
Street Address	City	State	Zip
Project Name			
Reference #3 Printed Name		Phone Number	
E-Mail Address		Title	
Street Address	City	State	Zip
Project Name			

**EXHIBIT A**  
**PRIMARY ROUTES**





**EXHIBIT B**  
**SECONDARY ROUTES**



**EXHIBIT C**  
**TERTIARY ROUTES & ALLEYS**

