



TOWN OF WILLIAMSPORT (MD)

REQUEST FOR PROPOSALS 2023-01

Mowing & Landscape Services and/or Winter Weather Response

Request for Proposals 2023-01 Mowing & Landscape Services and 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 provide mowing and landscape services and/or winter weather response. 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
Chad Rooney, Town Manager
2 North Conococheague Street
Williamsport, MD 21795
(301) 223-7711
crooney@williamsportmd.org

SPECIAL NOTE

Potential contractors may choose one of the following options when submitting a bid:

- 1) Submit a proposal for Mowing and Landscape Services Only; or
- 2) Submit a proposal for Winter Weather Response Only; or
- 3) Submit a proposal for Both Mowing and Landscape Services **AND** for Winter Weather Response.

DOCUMENTS REQUIRED FOR SUBMISSION AND CONSIDERATION

- ☐ Proposal Submission Form Mowing & Landscape Services
- ☐ Proposal Submission Form Winter Weather Response
- ☐ Service of Individual Properties Form (Mowing & Landscape Services Only)
- ☐ References
- ☐ If applicable; a signed copy of all addenda advertised throughout the RFP process

REQUEST FOR PROPOSALS
2023-01: Grass & Landscape Services AND/OR Winter Weather Response

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 and services to properly respond to Maryland winter storms which include snow, ice, sleet, and freezing rain

Potential contractors may submit a proposal for one or both requests for proposals.

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; Williamsport Volunteer Fire & Emergency Medical Services; Nelson Deal Field (excluding the baseball field); Sewer Pump Stations #1, #2, and #4; and the “Old Town Garage” property. These areas are depicted on the exhibits providing general locations of each.

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 residences located in alleyways and the rear of many properties within Town limits.

Note: There is not a requirement for making or application of Brine as part of this bid proposal.

The successful submitter will begin their contract period no later than April 1, 2023, and end March 31, 2024. Two, one-year extensions will be provided to the successful bidder at the discretion of the Mayor & Town Council.

II. CALENDAR OF EVENTS

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

Pre-Bid Meeting: Friday, February 3, 2023, at 12:00 PM 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. Information is also available at www.williamsportmd.gov/request-for-proposals/.

Sealed Bids: Due by Friday, February 10, 2023, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager, RFP 2023-01, 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 February, 13, 2023, 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 may make a formal decision at the February 13, 2023, meeting of the Mayor & Town Council or a meeting thereafter. The Town Manager will contact the awardee and provide a letter to unsuccessful bidders within 7 days of the approval.

III. SCOPE OF WORK – MOWING & LANDSCAPE SERVICES

- A. The Town of Williamsport has several areas which need to be serviced each week by mowing, weed whacking, and minor landscaping.
- B. The areas include 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; Williamsport Volunteer Fire & Emergency Medical Services; Nelson Deal Field (excluding the baseball field); Sewer Pump Stations #1, #2, and #4; and the “Old Town Garage” property. 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 due to ongoing events at these locations. Other locations may be serviced later in the day Thursday or pushed to a Friday.
- 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 once a bid has been awarded.
- 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 – MOWING & LANDSCAPE SERVICES

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

IV. SCOPE OF WORK – WINTER WEATHER RESPONSE

- A. 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.
- B. 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.
- C. The contractor will be expected to address primary streets and secondary streets within the corporate limits of the Town of Williamsport. This will include salt/cinder application on Springfield Lane, Byron Park Drive, and Town-owned parking lots.
- D. 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.
- E. 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.

- F. Contractor shall not assign or subcontract any of the work hereunder without the prior written consent of Town.
- G. 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.
- H. 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.

**PROPOSAL SUBMISSION FORM
MOWING & LANDSCAPE SERVICES**

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 one service, 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 2023-01: Mowing & Landscape Services 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.

Service of Individual Properties

Pump Stations # 1,2, & 4, & Old Town Garage Property \$_____ per service

**PROPOSAL SUBMISSION FORM
WINTER WEATHER RESPONSE**

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 2023-01: 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.

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EXHIBITS

EXHIBIT 1
OVERVIEW OF ALL AREAS TO RECEIVE
MOWING & LANDSCAPE SERVICES

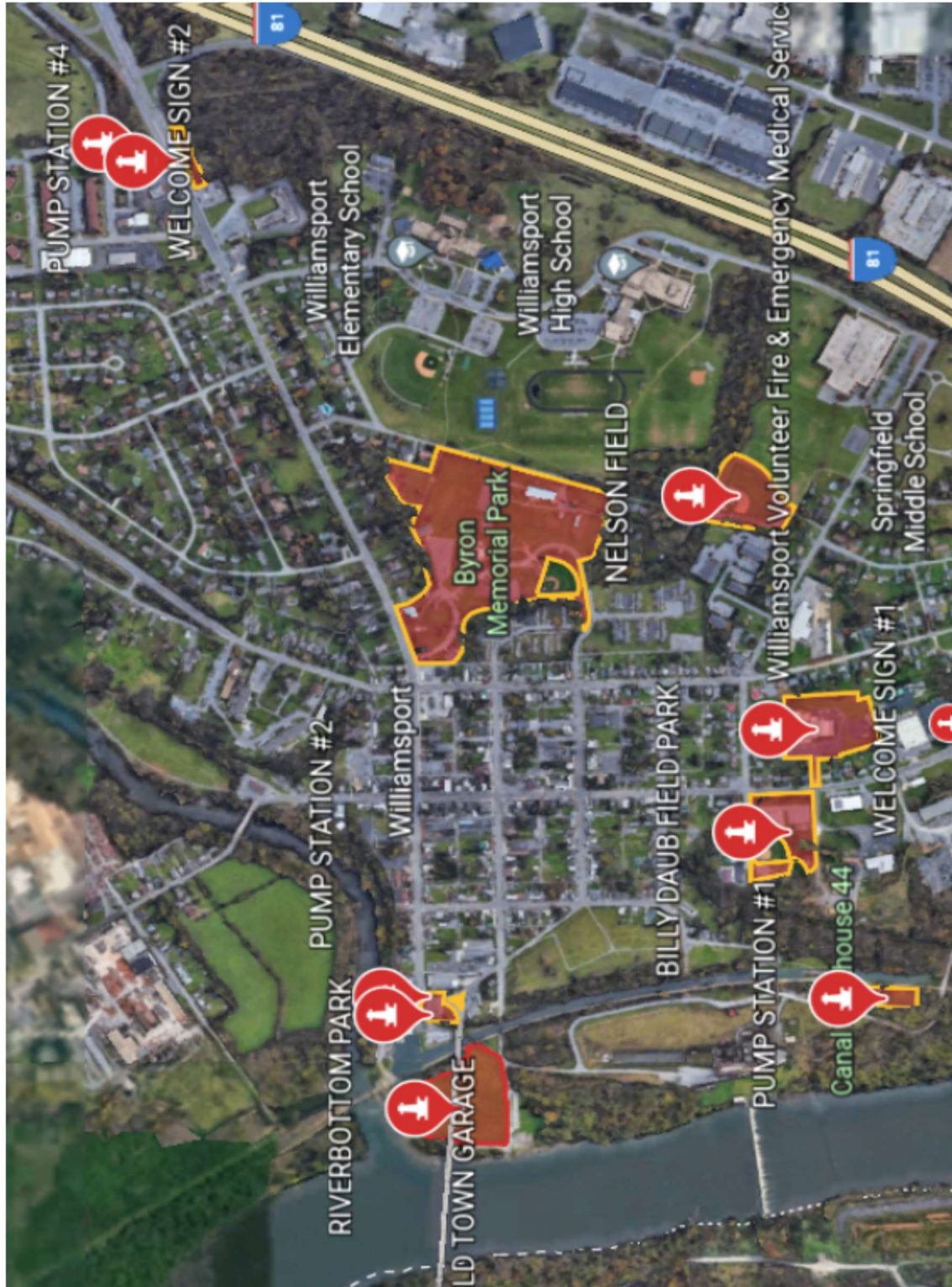


EXHIBIT 2
**Byron Memorial Park/L. Beard Miller Memorial Pool/
Springfield Barn/Tenant House Museum**
(excluding the Baseball Field Diamond Area)



EXHIBIT 3
Billy Doub Park
(excluding the Baseball Field Diamond Area)



EXHIBIT 4
Pump Station #1



EXHIBIT 6
Pump Station #4



EXHIBIT 7
Williamsport Fire & Emergency Medical Services



EXHIBIT 8
Nelson Deal Field



EXHIBIT 9
Overview of all primary routes to receive winter weather response

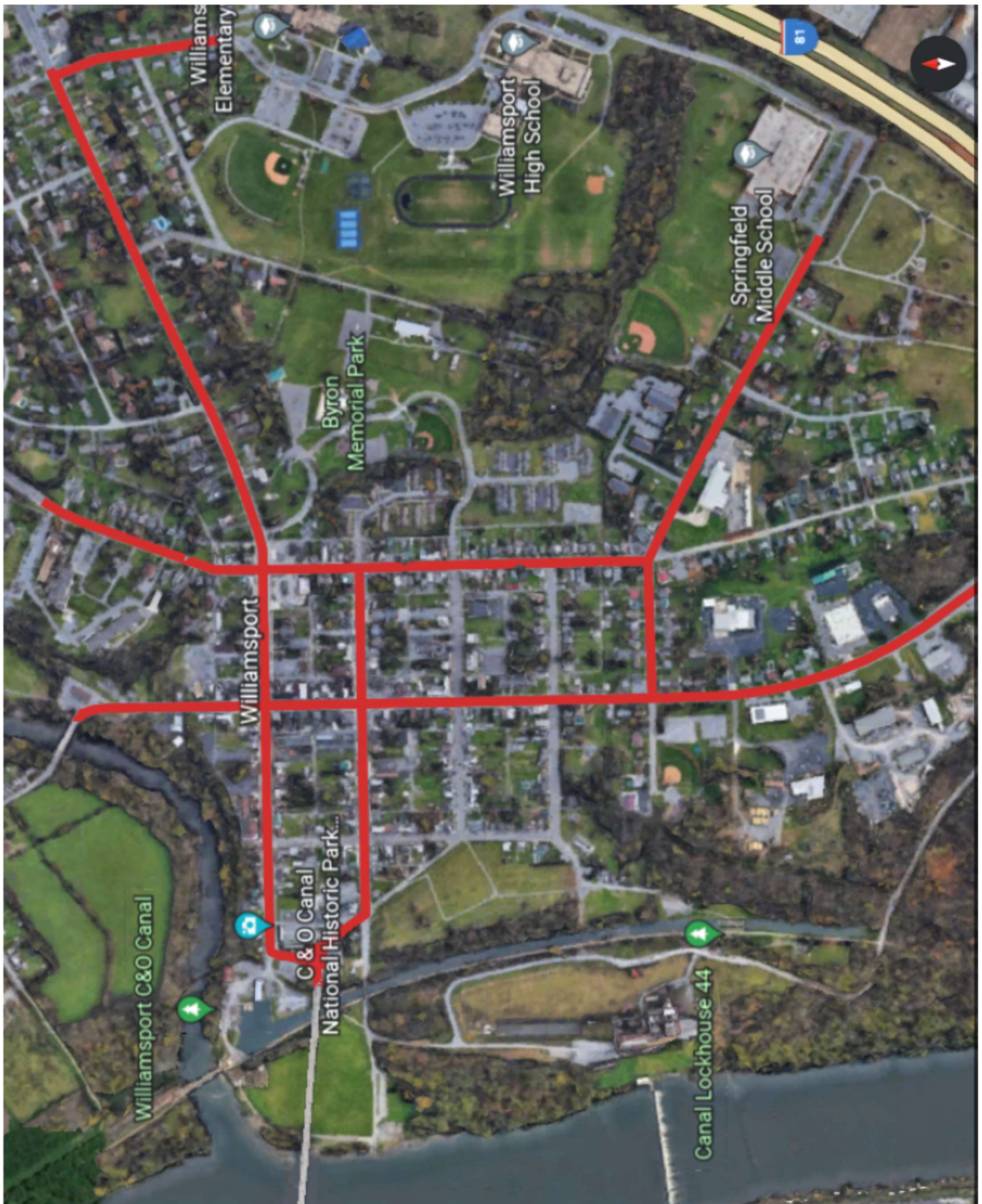


EXHIBIT 10
Overview of all secondary routes to receive winter weather response

