



**TOWN OF EMMITSBURG**

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

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**REQUEST FOR PROPOSAL  
CONCRETE SLABS**

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**I. SCOPE OF WORK**

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified contractors for the pouring of eight concrete slabs in two of the Town’s parks. The eight concrete slabs will go under new aluminum spectator bleachers and will consist of seven 10-foot by 16-foot concrete pads and one 10-foot by 22-foot concrete pad. The winning bidder will need to:

- Provide all labor, materials and equipment to complete the job.
- Evacuate and disposal of organic matter as needed.
- Grade and compact the base with stone.
- Pour and finish seven concrete slabs, 10-foot by 16-foot by 5 inches thick.
- Pour and finish one concrete slab, 10-foot by 22-foot by 5 inches thick.
- Grade with topsoil up to the edges of the slabs and seed/straw around slabs.

The slabs will be installed at the following locations. Please see map with exact locations under “supporting photos.”

- Eugene Myers Community Park (201 West Lincoln Avenue Emmitsburg, Maryland)
  - 3 total 10’ x 16’ concrete pads (1 at ball field #1 and 2 at ball field #2)
- Memorial Park (11 Chesapeake Avenue Emmitsburg, Maryland)
  - Four 10’ x 16’ concrete pads (2 at ball field #5 and 2 at ball field #6)
  - One 10’ x 22’ concrete pad (1 at ball field #7 for existing 21-foot bleacher)

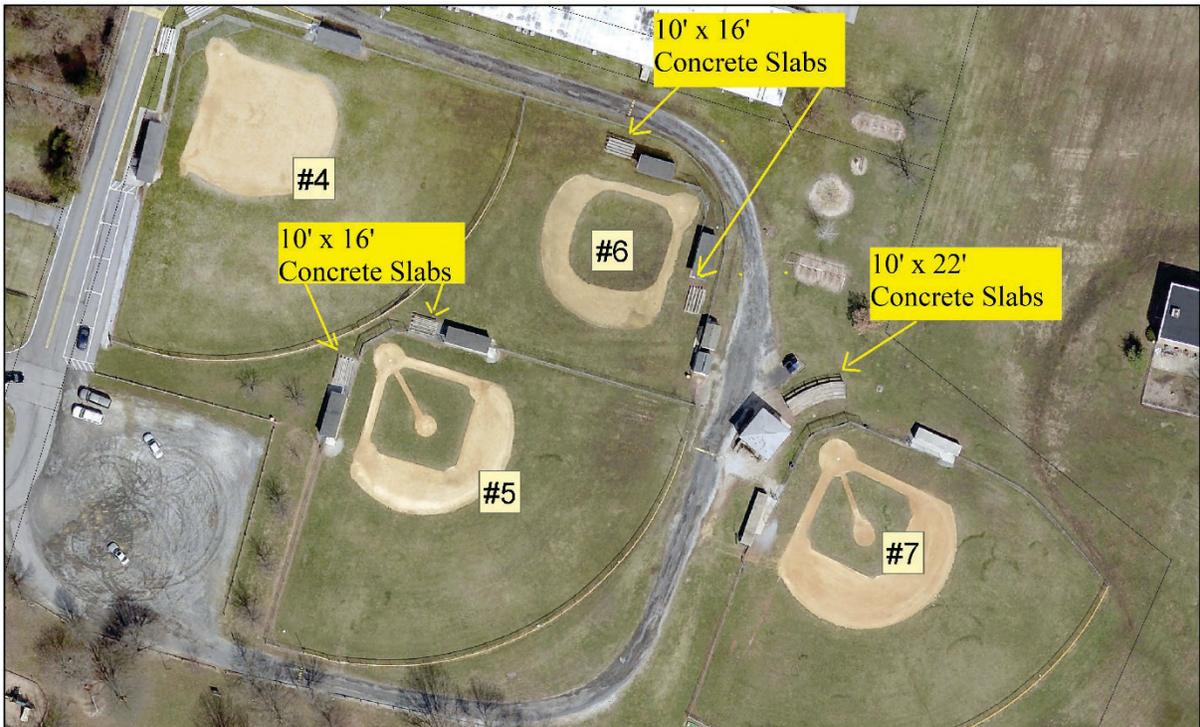
Sealed proposals are due by 4:00 p.m. on Tuesday, January 25, 2022. Please see “Submittal Requirements” on how to submit your bid. Questions? Contact Jimmy Click, Director of Public Works, at 301-447-6495 or Jclick@emmitsburgmd.gov.

## II. SUPPORTING PHOTOS

### Community Park Ballfields



### Memorial Park Ballfields



### III. SUBMITTAL REQUIREMENTS

Please submit at least two (2) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, **“Concrete Bid, Do Not Open.”** Contractors can either mail submittals, hand deliver submittals to the Town Office, or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email [info@emmitsburgmd.gov](mailto:info@emmitsburgmd.gov) or call 301-600-6300. At the minimum, all bids must include the following:

**A.) Letter of Transmittal:** The letter of transmittal must contain the following information:

1. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed regarding the bid and any questions.
2. What is your proposed start date and project timeline assuming your organization receives bid approval by February 11, 2022?
3. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

**B.) Detailed cost statement:**

Please clearly list the cost of each concrete slab and the total cost. The Town is tax exempt.

**C.) References:**

Please provide the name, phone number and email of at least two (2) client references for similar work completed within the past three (3) years. Please provide the organization’s name, address, and email address of the person(s) at the reference who is most knowledgeable about the work performed.

**D.) Proof of Insurance:**

The successful proposer must have and maintain current worker’s compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please list the policy number, insurance company, and expiration date with your bid.

### IV. PROPOSED TIMELINE

Tues. January 4, 2022

RFP available on the Town of Emmitsburg’s website.

Tues. January 4, 2022

RFP published on eMaryland Marketplace.

**Tues. January 25, 2022**

**DEADLINE: Bids due by 4:00 p.m.**

Mon. February 7, 2022

*Tentative:* Bid review/approval by the Board of Commissioners.

## V. MISCELLANEOUS INFORMATION

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*