



**TOWN OF EMMITSBURG**

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

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**REQUEST FOR PROPOSAL  
BLEACHER PURCHASE AND INSTALLATION**

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**I. SCOPE OF WORK**

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified contractors for the purchase and installation of seven new aluminum bleachers in two of the Town’s parks. The seven bleachers will be 5-row 15-foot aluminum bleachers with a chain link guardrail fence around the top and no isle. All bleachers will be installed at youth baseball/softball fields and will replace existing wooden bleachers. Contractor will be in charge of disposing of the seven old wooden bleachers appropriately prior to project completion.

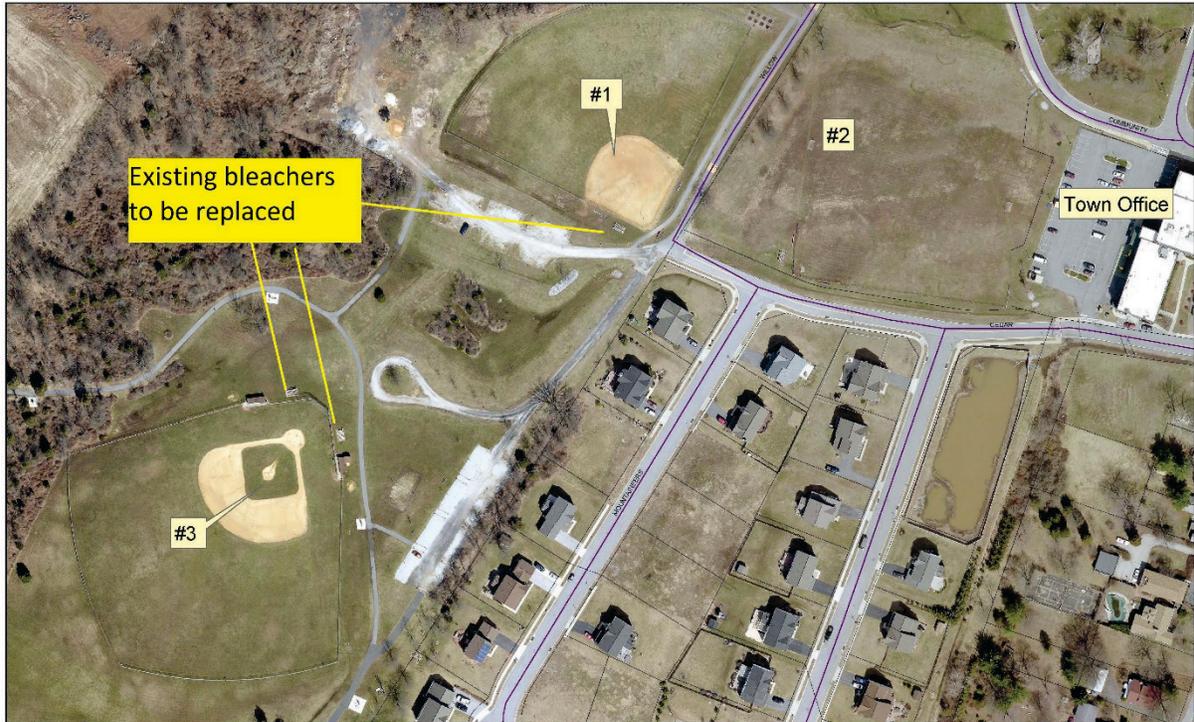
The bleachers will be installed at the following locations. Please see map with locations under “supporting photos.”

- Eugene Myers Community Park (201 West Lincoln Avenue Emmitsburg, Maryland)
  - One 15-foot bleacher at ball field #1
  - Two 15-foot bleachers at ball field #2
- Memorial Park (11 Chesapeake Avenue Emmitsburg, Maryland)
  - Two 15-foot bleachers at ball field #5
  - Two 15-foot bleachers at ball field #6

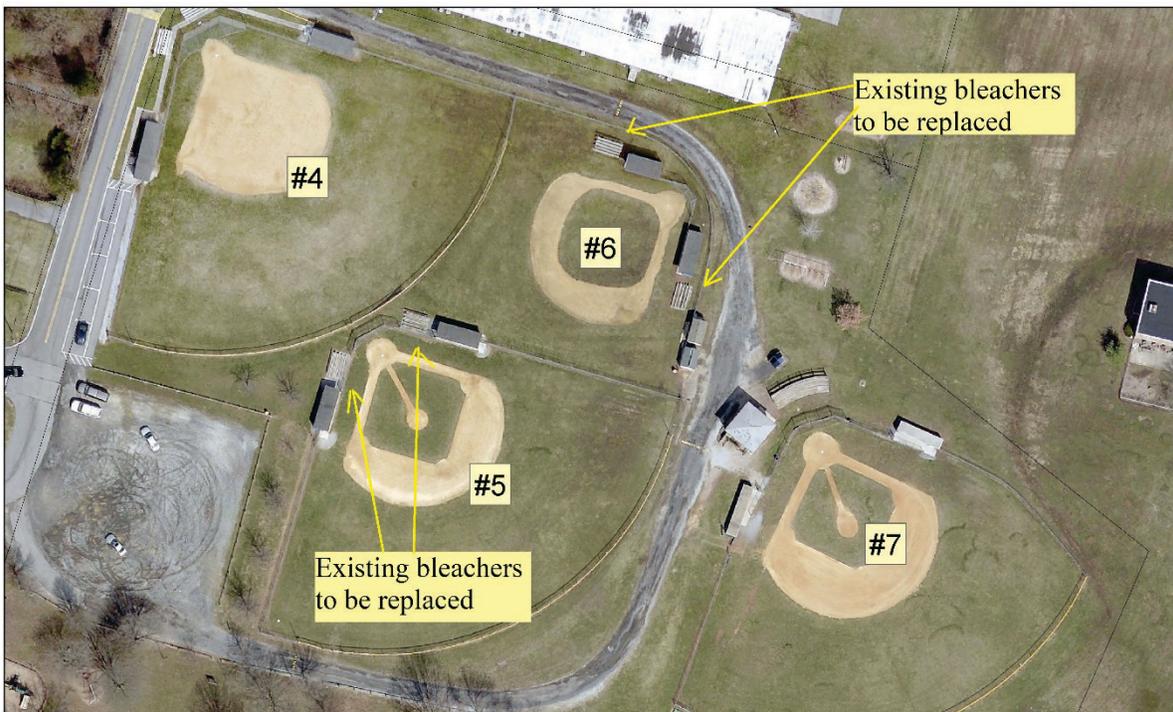
Sealed proposals are due by 4:00 p.m. on Tuesday, January 25, 2022. Please see “Submittal Requirements” on how to submit your bid. Questions? Contact Jimmy Click, Director of Public Works, at 301-447-6495 or Jclick@emmitsburgmd.gov.

## 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, **“Bleacher 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 item to include the new bleachers, installation, disposal of the existing wooden bleachers and shipping. The Town of Emmitsburg is tax exempt.

**C.) 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:* Term 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.*