



**TOWN OF EMMITSBURG**

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

**REQUEST FOR PROPOSAL  
EMMITSBURG WEED ABATEMENT SERVICES**

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified contractors interested in providing weed abatement services for Town planter boxes, streets, gutters, medians, etc. All sealed bids must be received by 4:00 pm on Friday, November 1, 2019. Proposals will *not* be accepted via email. Please boldly note on sealed bids **“Weed Abatement Bid, Do Not Open.”**

Please direct questions to Jimmy Click, Director of Public Works at (301) 447-6495 or [Jclick@emmitsburgmd.gov](mailto:Jclick@emmitsburgmd.gov).

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**I. INTRODUCTION & BACKGROUND**

The Town of Emmitsburg (“Town”) is in need of a qualified contractor to perform weed abatement services on all Town streets, medians, tree wells, planter boxes/strips, curbs, gutters and alleys between March 1, 2020 and November 1, 2020. The contractor is to furnish all labor and materials, including tools and equipment, needed for weed removal. The Town would like to be billed a flat monthly rate over the eight (8) months for the services. Please note there is a mandatory pre-proposal site visit for all contractors, which will be scheduled on an individual basis. Please see *Submittal Requirements* for more information regarding the site visit. The below map shows the general area of Town (gray area) in which the contractor would be responsible for:

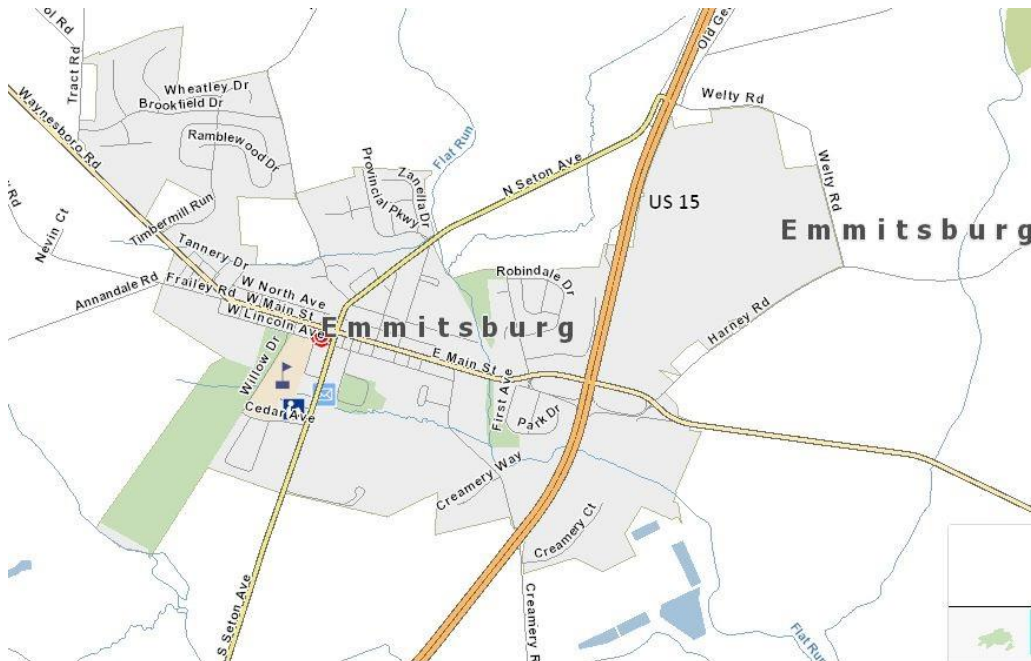


Figure 1: Town of Emmitsburg boundary map.

## II. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. Please note the final scope of work will be negotiated with the selected contractor prior to execution of the contract. The scope of services for this project should include the following:

1. **Routine Weed Removal Services:** The contractor shall provide everything needed to abate weeds, which shall include all labor, materials, necessary tools, expendable equipment and all utility and transportation services. The contractor will be solely responsible for inspecting the Town and ensuring weeds are removed from all Town streets, medians, tree wells, planter boxes/strips, curbs, gutters and alleys between March 1, 2020 and November 1, 2020. The Town would like the contractor to propose a set schedule (specific days of the week) the contractor will be in Emmitsburg to inspect for weeds. If the contractor has any questions regarding the work to be performed, the items to be abated, or if the contractor encounters an unusual situation, he/she should contact the Town Office.
2. **Response to Work Orders:** In the event of any unsatisfactory performance (failure to remove weeds), the Town will notify the contractor via email of the location needing weed abatement services. The contractor will have three (3) business days to correct any unsatisfactory performance. If the contractor cannot meet this requirement due to rain or another unforeseen reason, the contractor shall contact the Town Office immediately and state the earliest anticipated work date.
3. **Conduct:** The contractor is expected to perform all abatements in a professional manner. Contractors must exhibit good conduct when working on Town jobs. The Town reserves the right to refuse payment if any of the above requirements are not satisfied.

## III. SUBMITTAL REQUIREMENTS

Please submit at least three (3) copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. Email submittals will *not* be accepted. Please note on bid envelopes, **“Weed Abatement Bid, Do Not Open.”** At the minimum, all bids must include the following. Failure to not include the requested information may result in disqualification.

- A.) Please note there is a **MANDATORY PRE-PROPOSAL SITE VISIT** for all contractors, which will be scheduled on an individual basis. Please contact Jimmy Click, Director of Public Works at (301) 447-6495 or [jclick@emmitsburgmd.gov](mailto:jclick@emmitsburgmd.gov) to schedule your visit. Appointments can be made Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m. The Town reserves the right to reject any contractor proposals if they do not attend the mandatory preproposal site visit.
- B.) **Letter of Transmittal:** The letter of transmittal must contain the following information:
1. Briefly summarize your understanding of the project and the services to be provided.
  2. What is your organizations recommendation to ensure the routine weed removal services are complete (e.g. a set day of the week for weeding)?
  3. Please state in the letter the name, title, address, e-mail address, and telephone number of the person(s) whom correspondence regarding the bid should be directed to.
  4. Federal and state taxpayer identification numbers of your firm/business.
  5. State the date/time you attended the mandatory site visit.
  6. 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”.

**C.) Monthly Cost Proposal**

The cost should be listed as the following:

**Proposed Monthly Rate for Services:** \$ \_\_\_\_\_

**D.) References**

Provide at least three customer references for similar work completed within the past five (5) years. Government or municipal references are preferred. Please provide the organization, name, address and telephone number of the person(s) at the client reference who can comment on the work completed by your organization.

**E.) 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 submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

**IV. EVALUATION CRITERIA AND PROCESS**

- A.)** The Town Manager will designate a selection committee composed of Town Staff to conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:
- a. Cost.
  - b. Experience.
  - c. Understanding of services to be provided.
  - d. Satisfaction of clients/references.

**V. PROPOSED TIMELINE**

September 18, 2019	RFP available on the Town of Emmitsburg's website.
September 23 & September 24, 2019	RFP advertised in Frederick News Post.
<b>Friday, November 1, 2019</b>	<b>DEADLINE: Bids due by 4:00 p.m.</b>
Tuesday, December 3, 2019	Bid review/approval by the Board of Commissioners.
Thursday, December 5, 2019	Bid award/rejection announcements made.
Sunday, March 1, 2020	Winning bidder can begin (pending contract signing).

**VI. 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, religion, age and disability in employment or the provision of services.