



## **TOWN OF BOONSBORO, MARYLAND REQUEST FOR PROPOSAL MOWING SERVICES**

### **I. PROJECT OVERVIEW**

The Mayor and Council of Boonsboro, Maryland, is requesting proposals from qualified contractors to provide mowing services of several properties owned by the Town of Boonsboro.

### **II. SCOPE OF WORK**

The scope of work consists of providing all labor, materials, equipment, and incidentals for the weekly mowing and trimming of several Town-owned property parcels during the 2018 mowing season from April through November. The contract may be extended for two additional one-year terms, as approved by the Mayor and Council.

A listing of the parcels with an approximate location is provided within this Request, although a site visit is recommended to determine actual parcel size.

### **III. SUBMITTAL FORMAT AND CONTENT REQUIREMENTS**

One (1) Copy of the proposal shall be submitted and include the following criteria;

1. Contractor/Company Qualifications
2. Statement of Experience- A detailed narrative may be included in addition to the required Statement (Attachment A)
3. Property Listing Bid Form (Attachment B)
4. Proposed Mowing Schedule

#### **IV. INSURANCE AND LICENSING**

The following insurance and licensing documents will be required and maintained during the period of the contract. Copies must be presented at the time of signing of the contract.

- A. Statutory Worker's Compensation Insurance.
- B. Public Liability and Property Damage Insurance – Minimum \$1,000,000 per occurrence to protect contractor and town from claims for damages for personal injury, accidental death, and damage to property
- C. Certificate of Liability Insurance naming the Town of Boonsboro as the additional insured for all work performed by the contractor insured during the mowing contract period.

#### **V. INQUIRIES AND RECEIPT OF BID PROPOSALS**

Bids: Bids must be received by the Town of Boonsboro, either by mail or hand delivery, no later than **10:00 AM** local time on **Wednesday, March 7, 2018** in a Sealed Envelope marked “**Mowing Service Proposal**” at the following address:

Town of Boonsboro  
21 North Main Street  
Boonsboro, Maryland 21713

Any Bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a Bid is received will be resolved against the Bidder.

Opening and Reading: The Bids will be publicly opened and read aloud at 10:05 AM on Wednesday, March 7, 2018 in the Town Hall located at 21 North Main Street, Boonsboro, MD.

Pre-bid Conference: A pre-bid conference will not be required. Contractors may contact Public Works Supervisor Greg Huntsberry at 301-992-3714 to schedule a site visit of the property parcels to assist with bid preparation.

Award, Waiver and Rejection of Bids: Bid proposals will be presented to the Mayor and Council of Boonsboro for final review and consideration for contract approval. Owner reserves the right:

- a. To reject any or all Bids.
- b. To waive any informality or irregularity in any Bid received.
- c. To accept the Bid deemed by the Town of Boonsboro to be the most advantageous to its interests.

**TOWN OF BOONSBORO, MD  
MOWING SERVICE PROPOSAL**



**STATEMENT OF EXPERIENCE  
(ATTACHMENT A)**

Bidders shall provide below a record of successful completion of at least two (2) Contracts within the previous mowing season that are comparable to the scope of work requested in this proposal.

**CONTRACT DATE    OWNER/LOCATION    PROJECT DESCRIPTION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reference Contact  
information:** \_\_\_\_\_

**CONTRACT DATE    OWNER/LOCATION    PROJECT DESCRIPTION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reference Contact  
information:** \_\_\_\_\_

Additional reference information may be provided and attached to this document.

The Mayor and Council may give consideration to acceptable experience in related fields based upon the bidder's qualifications, covering personnel, equipment, and available experience history.



**TOWN OF BOONSBORO, MD**  
**REQUEST FOR MOWING SERVICES PROPOSAL**  
**PROPERTY LISTING BID FORM (ATTACHMENT B)**  
**Wednesday, March 7, 2018 – 10:00 AM**

		QUOTE PER WEEK
<b>1. Boonsboro Police Department</b>	241 Potomac Street	\$ _____
<b>2. New Town Park Area</b> (including Football & Soccer Fields and Pond Area)	Entrance beside Police Dept	\$ _____
<b>3. Boonsboro Library</b>	401 Potomac Street	\$ _____
<b>4. Crestview Pump Station &amp; Lot</b>	439 Potomac Street	\$ _____
<b>5. Waste Water Treatment Plant</b>	6927 Monroe Rd	\$ _____
<b>6. Yard Debris Area</b>	Monroe Rd past the WWTP	\$ _____
<b>7. Crestview Storm Water Pond</b>	Warrior Blvd	\$ _____
<b>8. Crestview Well House &amp; Lot</b>	Brookridge Drive	\$ _____
<b>9. Warrenfeltz Spring</b>	37 Park Drive	\$ _____
<b>10. Trolley Station/Warrenfeltz Building</b>	214 N. Main St.	\$ _____
<b>11. Lot behind N. Main Street</b>	Enter at 702 N. Main St	\$ _____
<b>12. Thompson Court Drainage</b>	in Graystone Hills	\$ _____
<b>13. Well 8</b>	rear 206 Graystone Dr	\$ _____
<b>14. Vacant Lot</b>	Campus Dr/Center St	\$ _____
<b>15. Storm Water Area</b>	Campus Dr./Kinsey Heights	\$ _____
<b>16. Reservoir</b>	20854 Boonsboro Mtn Rd	\$ _____
<b>17. Historical Park</b>	North Main Street (Adjacent to 502)	\$ _____
<b>18. Knode Circle</b>	Knode Circle	\$ _____
<b>19. South End Pump Station</b>	Adjacent to 6734 Old National Pike	\$ _____
<b>20. Drainage Ditches</b> (bi-weekly)	Along Valley View/Orchard & Kinsey Heights	\$ _____
	<b>TOTAL QUOTE</b>	<b>\$ _____</b>