



TOWN OF BOONSBORO, MARYLAND REQUEST FOR PROPOSAL 2024 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 2024 mowing season from **April through November**. The contract may be extended for two (2) additional 1-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.

1. Statutory Worker's Compensation Insurance.
2. 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
3. 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 **Friday, March 1, 2024** in a Sealed Envelope marked "**Mowing Service Proposal**" at the following address:

Town of Boonsboro
Attn: Jared Schumacher
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 10:10 AM on March 1, 2024 in the Meeting Chamber located in the Town Annex, 19 North Main Street, Boonsboro, Maryland.

Pre-bid Conference: A pre-bid conference will not be required. Contractors may contact Public Works Superintendent 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

Jared Schumacher, Town Manager
Town of Boonsboro

**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.

**PROPERTY LISTING BID FORM
(ATTACHMENT B)**

		QUOTE PER WEEK
1. Boonsboro Police Department	241 Potomac Street	\$ _____
2. Potomac Street Shafer Park Area (including Football and Soccer Fields and Pond Area)	Entrance beside Police Dept	\$ _____
3. Boonsboro Library	401 Potomac Street	\$ _____
4. Crestview Pump Station and Lot	439 Potomac Street	\$ _____
5. Waste Water Treatment Plant	6927 Monroe Road	\$ _____
6. Yard Debris Area	Monroe Rd past the WWTP	\$ _____
7. Crestview Storm Water Pond	Warrior Blvd	\$ _____
8. Crestview Well House and Lot	Brookridge Drive	\$ _____
9. Lot behind N. Main Street	Enter at 702 N. Main St	\$ _____
10. Thompson Court Drainage	in Graystone Hills	\$ _____
11. Well 8	rear 206 Graystone Drive	\$ _____
12. Vacant Lot	Campus Drive/Center St	\$ _____
13. Storm Water Area	Campus Drive/Kinsey Heights	\$ _____
14. Reservoir	20854 Boonsboro Mtn Rd	\$ _____
15. South End Pump Station	Adj. to 6734 Old National Pike	\$ _____
16. Drainage Ditches	Valley View/Orchard and Kinsey Heights (bi-weekly)	\$ _____
17. Sycamore Run Development	Monument Drive Common Areas	\$ _____
	TOTAL QUOTE	\$ _____