



**TOWN OF BOONSBORO, MARYLAND
REQUEST FOR PROPOSAL
SNOW PLOWING/SIDEWALK CLEARING**

The Town of Boonsboro, Maryland is requesting proposals from qualified contractors for snowplowing and sidewalk clearing. The cost proposal is to be prepared in accordance with the provisions contained in this request for proposal.

Proposals must be received no later than 3:00 p.m. on Wednesday, October 19, 2016 at the following address:

Town of Boonsboro
Attn: Megan Clark, Town Manager
21 North Main Street
Boonsboro, Maryland 21713

Any proposals received after the above time will not be accepted under any circumstances. All proposals will be presented to the Mayor and Council of Boonsboro for final review and contract approval. Please direct any questions regarding this project to Greg Huntsberry at 301-992-3714 or public.works@myactv.net.

The Mayor and Council of Boonsboro, Maryland reserves the right to reject any and/or all bid proposals if the bid proposals received are not in the best interest of the Town of Boonsboro. The Mayor and Council also reserve the right to waive any informalities or irregularities in the proposal process.

I. PROJECT OVERVIEW

The Town is requesting proposals from qualified contractors to provide snow plowing and sidewalk clearing services as needed by the Town.

II. SCOPE OF WORK

1. Itemized costs to plow Town Streets as needed by the Town.
2. Itemized costs to plow Town Sidewalks as needed by the Town.

III. PROPOSAL FORMAT AND CONTENT

1. Letter of Transmittal
2. Detailed Cost Estimate of hourly rates and equipment used.
3. Insurance Certification which includes general liability and worker's compensation.

IV. SUBMITTAL REQUIREMENTS

1. Three (3) Copies of the proposal are to be submitted in a sealed package clearly marked **"Snow Plow Proposals"** by 3:00 P.M. on Wednesday, October 19, 2016 to:

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