

**Commissioners of Mardela Springs
P.O. Box 81
Station Street
Mardela Springs, Maryland 21837**

April 26, 2018

Request for Proposal for Contract Mowing Services
Scope of Work:

Mowing and weed spraying of the below listed properties belonging to and or under the control of the Commissioners of Mardela Springs as needed.

Bid Process

All bids will be opened by the Commissioners at the scheduled Commissioners meeting on Tuesday, May 15, 2018 and must be submitted to the Town Clerk by 6:30 p.m. on May 15, 2018. No bid will be accepted after that time and date.

Period Covered by RFP

The proposal shall be for the period of May 15, 2018 to October 15, 2018.

Requirements

1. The submitted proposal shall reflect your bid to mow the following properties:
(list the fee for each of the below in an itemized format).
 - a. Baseball Field (mowed weekly).
 - b. Town Office (mowed weekly).
 - c. Playground (mowed weekly).
 - d. Boat Ramp (mowed weekly).
 - e. Sign at Route 50 & Main Street (mowed bi-weekly).
 - f. Property located on Station Street known as the Railroad Right of Way (mowed bi-weekly).
 - g. Park at the end of Fire Protection Road a.k.a. Railroad Bridge (mowed monthly).
 - h. List hourly fee to mow Branch St. & Railroad Ave. (normally mowed three times a season).
 - i. List hourly fee for cutting code corrections (as needed and when directed).

2. Per application fee to spray Main Street and Bridge Street to kill weeds that have grown at the curbing (est. 2 times per year) with an approved weed killer. Applicator must have a current Maryland pesticide license.

To be eligible for consideration all proposals shall be:

- Submitted in writing to the Town Clerk in a **Sealed Envelope by 6:30 p.m. on May 15, 2018** with a notation on the envelope indicating **“sealed bid, do not open until May 15, 2018”**.
- Proposals must include your name and social security number or business name and tax id number.
- Certificate of liability insurance.
- Certificate of Workers Comp or documented waiver (explaining exemption).
- Description of all equipment owned by the bidder (type, age, condition).

The selected bidder is responsible for the mowing listed above and the maintaining of the grass & weed growth along fence lines, around poles, playground equipment, benches, building, walls, and signage. Shall also maintain the area under park bleachers & benches. Maintain the landscaped areas identified around the Town Hall & Town Sign at Route 50. The bidder shall keep the area free of debris and trash within industry standards by picking up cans, napkins etc.

All mowing is to be coordinated with the Commissioners and or their agent regarding frequency of mowing any particular property. All mowing will be performed in a safe manner and within normal industry standards. Under conditions of drought and/or heavy rain fall the Commissioners reserve the authority/right to decrease or increase the frequency of mowing. The Commissioners may elect to extend the awarded proposal on a year to year basis if all parties agree. The Commissioners reserve the right to terminate for poor performance by the contractor. The awarded contractor will submit an invoice on a monthly basis documenting all worked performed, upon receipt the Commissioners will process the request for payment. The Commissioners reserve the right to reject any or all bids.

Please contact Town Clerk, Kortney Robinson at 443-523-5795 if you have any questions.

Thank you!