

# TOWN OF KEEDYSVILLE, MARYLAND

*"Where Northern Thrift and Personality Blend with Southern Charm and Hospitality"*

P.O. Box 359  
19 South Main Street  
Keedysville, MD 21756  
301-432-5795  
townhall@keedysvillemd.com  
www.keedysvillemd.com



*Ken Lord, Mayor*  
*Brandon Sweeney, Assistant Mayor*  
*Judy Kerns, Council*  
*Matthew Hull, Council*  
*Sarah Baker, Council*

**2022**

**Snow Removal**

**Bid Packet**

**Town of Keedysville**  
**2022 SNOW REMOVAL BID SPECIFICATIONS**

Bids for snow removal of Town-owned property for the period **July 7, 2022 through June 30, 2023** will be received until **Friday, July 1, 2022 at 12:00pm** at Keedysville Town Hall, 19 S Main St, Keedysville, Maryland. All bids shall be in accordance with and subject to the following specifications:

1. All bids shall be valid from **July 7, 2022 through June 30, 2023**.
2. The Mayor and Council request all bidders to provide a price for automatic renewal of the awarded Contract, at the sole discretion of the Town of Keedysville, for two (2) successive years (**through June 2024 and June 2025**). *Nothing contained herein shall obligate the Town to renew the Contract beyond June 30, 2023.*
3. Contractor shall be responsible for furnishing all equipment and personnel necessary to perform the contracted work in a timely and workmanlike fashion.
4. Contractors are responsible for knowing all areas to be cleared.
5. Contractor shall carry worker's compensation insurance for all personnel used to perform the contract and shall provide Town with proof of said insurance and the personnel covered.
6. Contractor shall not assign or subcontract any of the work hereunder without the prior written consent of Town.
7. Contractor shall carry a minimum of one million dollars liability insurance.
8. Contractor shall furnish Town with certificates of insurance showing type, amount, class of operation, personnel covered, effective dates, and expiration dates.
9. The following areas are to be cleared. All Town-owned streets, alleys, parking areas, and sidewalks, including:

**Downtown**

Keedy Drive  
Felfoot Drive  
Bell Lane  
Taylor Drive  
Park Lanes (two)  
Columbine Drive  
Bedrock Lane  
Bedrock Circle  
Alley 2  
Antietam Drive  
Millrace Lane  
Mallard Lane  
Mt. Vernon Lane  
Mt. Vernon Drive

**Cannon Ridge**

Yankee Drive  
Sumter Drive  
Rebel Lane  
Appomattox Court  
Farragut Drive

**Rockingham**

Rockingham Drive  
Audubon Way  
Village View Court  
Skyline Court  
Turkey Tract Lane  
Hoot Owl Court  
Bunny Lane

**Stonecrest**

Stonecrest Circle

**Parking Lots**

Library  
Ball Field Lot  
Town Hall

**Sidewalks**

Library  
Taylor Park, in park and along Main St.  
Main Street Bridge  
Town Hall  
15 S Main St  
Stonecrest Entrance

10. The start date and end date of the snow removal responsibilities shall be from **July 7, 2022 through June 30, 2023** or any extension hereunder.

11. A pre-bid meeting for all interested contractors will be held **Tuesday, June 21 at 9:00 am** at Town Hall, 19 South Main Street, Keedysville. Attendance is strongly recommended.
12. All bids shall be submitted to the Town Administrator in writing by **12:00pm, Friday, July 1, 2022**.
13. Town shall only be required to pay Contractor after the work has been performed and submission of an invoice. Town reserves the right, within its sole discretion, to direct Contractor **not** to remove snow during any given weather event, in which case Contractor shall **not** be entitled to any compensation.
14. All bids must be in accordance with the specifications set forth herein and delivered by carrier or in-person in a clearly marked sealed envelope to the Town Administrator, 19 S Main St, PO Box 359, Keedysville, MD 21756, no later than **12:00 pm on Friday, July 1, 2022**. Any bids delivered after the specified date and time will not be considered.
15. The Town of Keedysville reserves the right to accept or reject any and/or all bids submitted.



**Keedysville 2022 Snow Removal**  
**BID APPLICATION**

Bidder shall fill in the information requested below in order for this bid to be accepted. Deliver in sealed envelope marked "**Snow Removal Bid**" to:

Town of Keedysville  
Attn: Lisa Riner, Town Administrator  
PO Box 359  
19 S Main St  
Keedysville, MD 21756

Bids will be received until **12:00pm on Friday, July 1, 2022**

Bidders' Name and Address:

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Bidder's FEIN # \_\_\_\_\_

Bidder's MD Contractor # \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Contact Person Phone # \_\_\_\_\_

Emergency Phone # \_\_\_\_\_

The following documents **must** be attached to the bid form:

1. A list of all available equipment
2. Bid Sheet that includes -  
Hourly rate bids for the following equipment (if available):
  - Truck & Plow
  - Tractor or Skid Loader
  - Tractor with Snow Blower
  - Side Walk Clearing
  - Dump Truck for Hauling Snow
  - Ice Melt Application on Streets
  - Ice Melt Application on SidewalksUnit bids for the following:
  - Ice Melt per Ton
  - Fuel Surcharge, if any
3. Certificate of Insurance

# Keedysville 2022 Snow Removal

## BID SHEET

	<b>2022-2023 Hourly Rate</b>	<b>2023-2024 Hourly Rate</b>	<b>2024-2025 Hourly Rate</b>
Truck & Plow			
Tractor or Skid Loader			
Tractor with Snow Blower			
Side Walk Clearing			
Dump Truck for Hauling Snow			
Ice Melt Application on Streets			
Ice Melt Application on Sidewalks			
	<b>2022-2023 Unit Price</b>	<b>2023-2024 Unit Price</b>	<b>2024-2025 Unit Price</b>
Ice Melt per Ton			
Fuel Surcharge, if any			

*Nothing contained herein shall obligate the Town to renew the contract beyond **June 30, 2023**.*

**Keedysville 2022 Snow Removal**  
**NOTICE OF AWARD AND ACCEPTANCE**

July 7, 2022

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: **2022 Snow Removal**

Dear \_\_\_\_\_:

This letter is to advise you that the Mayor and Council have accepted your proposed Bid to provide **2022 Snow Removal** services, as specified in the Snow Removal Bid you submitted to the Town of Keedysville.

This letter is to advise you that you are to commence work in accordance with the plans, specifications and proposals submitted to the Mayor and Council for the time period of **July 7, 2022 through June 30, 2023**.

On or prior to the date of the commencement of the work, the Town of Keedysville **must** have your Certificates of Insurance reflecting that you have the Town named as a Loss Payee under your liability insurance policy and that you are carrying appropriate Workers' Compensation Insurance as required by the State of Maryland. In addition, you must provide the Town with proof that any sub-contractors that you are utilizing carry liability and Workers' Compensation Insurance and/or same are insured under your policies.

This letter, the Request for Bids for Snow Removal 2022 for the Town of Keedysville, and your submitted Bid, constitute the terms and conditions of the contract between you and the Town of Keedysville.

Please direct any questions and/or inquiries via mail to Lisa Riner, Town Administrator, Town Hall, PO Box 359, 19 S Main St, Keedysville, Maryland, 21756, via email to [townhall@keedysvillemd.com](mailto:townhall@keedysvillemd.com), or via phone to 301-432-5795.

Sincerely,  
Town of Keedysville, Maryland

\_\_\_\_\_  
Ken Lord, Mayor

\_\_\_\_\_  
Lisa Riner, Town Administrator

By signing below, you indicate acceptance of the award and the above terms and conditions.

\_\_\_\_\_  
Awarded Contractor Name, Company