

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

2023

Stormwater Ponds Mowing

Bid Packet

Town of Keedysville

2023 STORMWATER PONDS MOWING BID SPECIFICATIONS

Bids for grass mowing of Town-owned property for the period **March 2, 2023 through February 29, 2024** will be received until **Wednesday, February 22, 2023 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 **February 22, 2023 through February 29, 2024**.
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 February 2025 and February 2026)**. *Nothing contained herein shall obligate the Town to renew the Contract beyond February 29, 2024.*
3. A pre-bid meeting will be held on Tuesday, February 7, 2023 at 9:00 am in the Keedysville Town Hall at 19 S Main St, Keedysville, MD 21756.
4. Contractor shall be responsible for furnishing all equipment and personnel necessary to perform the contracted work in a timely and workmanlike fashion.
5. Contractor's services provided shall include reasonable trash, stick, and other debris pick-up and disposal.
6. Contractor shall cut the grass to a height of 4-5 inches.
7. Contractor shall use a Ventrac tractor with dual wheel kit or similar slope mower, or equipment with similar capabilities.
8. Contractor shall be responsible for mowing and edging. This includes edging around rocks, trees, natural areas, fences, and guardrails.
9. Contractor shall know and adhere to all County requirements for the mowing of stormwater management ponds.
10. Per County requirements, the stormwater pond basins shall be mowed one time every two weeks and the stormwater pond embankments shall be mowed one time every four weeks.
11. Contractor shall know the boundaries of the areas to be mowed and the location of the access easements to the areas. The following locations shall be mowed and edged:
 - Rockingham
 - Pond A – at the entrance to Rockingham
 - Pond B – at the end of Skyline Ct
 - Pond C – at the end of Hoot Owl Ct
 - Pond D and the access easement to the pond – behind the residences on Turkey Tract Place
 - Cannon Ridge
 - Pond 1 – at the entrance to Cannon Ridge
 - Pond 2 – at the north end of Rebel Lane
 - Pond 3 – at the south end of Rebel Lane
 - Pond 4 and nearby fire hydrant – at the north end of Farragut Drive
 - Pond 5 – at the south end of Farragut Drive

- Stonecrest
 - Pond 1 – on the left near the entrance
 - Pond 2 – at the rear of Stonecrest
 - Entrance to Stonecrest around the Stonecrest sign – on the right at the entrance
12. The start date and end date of the grass mowing responsibilities shall be from **March 2, 2023 through February 29, 2024** or any extension hereunder.
 13. 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.
 14. Contractor shall not assign or subcontract any of the work hereunder without the prior written consent of Town.
 15. Contractor shall carry a minimum of one million dollars liability insurance.
 16. Contractor shall furnish Town with certificates of insurance showing type, amount, class of operation, personnel covered, effective dates, and expiration dates.
 17. All bids shall be submitted to the Town Administrator in writing by **12:00pm, Wednesday, February 22, 2023** and shall set forth a price per cut. The bid shall also set forth a per person/per hour price for any additional and/or extra work that the Town may request.
 18. 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 mow during any given week(s), in which case Contractor shall **not** be entitled to any compensation.
 19. 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 Wednesday, February 22, 2023**. Any bids delivered after the specified date and time will not be considered.
 20. The Town of Keedysville reserves the right to accept or reject any and/or all bids submitted.

Keedysville 2023 Stormwater Ponds Mowing
BID APPLICATION

Bidder shall fill in the information requested below in order for this bid to be accepted. Deliver in sealed envelope marked "**Stormwater Ponds Mowing 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 Wednesday, February 22, 2023**. Bids will be presented on basis of price per cut.

Bidders' Name and Address:

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. Certificate of Insurance
2. Bid Sheet & List of Available Equipment

**Keedysville 2023 Stormwater Ponds Mowing
BID SHEET & LIST OF AVAILABLE EQUIPMENT**

Price per Cut should include all locations listed in #11 above.

Price for Cut that occurs every 4 weeks and includes basins and embankments, as well as Stonecrest entrance

2023 Price per Cut _____

2024 Optional Automatic Renewal Price per Cut _____

2025 Optional Automatic Renewal Price per Cut _____

Price for Cut that occurs every 2 weeks and includes basins only and Stonecrest entrance

2023 Price per Cut _____

2024 Optional Automatic Renewal Price per Cut _____

2025 Optional Automatic Renewal Price per Cut _____

Additional/Extra Work Bid

2023 per Person/per Hour Price for additional work requested by the Town _____

2024 Optional Automatic Renewal
per Person/per Hour Price for additional work requested by the Town _____

2025 Optional Automatic Renewal
per Person/per Hour Price for additional work requested by the Town _____

*Nothing contained herein shall obligate the Town to renew the contract beyond **February 29, 2024.***

List of Available Equipment

Keedysville 2023 Stormwater Ponds Mowing
NOTICE OF AWARD AND ACCEPTANCE

March 2, 2023

Re: **2023 Stormwater Ponds Mowing**

Dear _____:

This letter is to advise you that the Mayor and Council have accepted your proposed Bid to provide **2023 Stormwater Ponds Mowing** services, as specified in the Stormwater Ponds Mowing 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 **March 2, 2023 through February 29, 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 Stormwater Ponds Mowing 2023 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, 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