

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
www.keedysvillemd.com



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

2023 Program Open Space Gazebo Project Bid Specifications

Bids for the installation of a gazebo with solar power, a walkway, a gravel pad, and picnic tables next to the Keedysville Library are due **Wednesday, March 29, 2023 at 12:00pm** at Keedysville Town Hall, PO Box 359, 19 S Main St, Keedysville. All bids shall be in accordance with and subject to the following specifications:

1. **A Pre-Bid meeting will be held on Thursday, March 16, 2023 at 10:00am** at Town Hall at 19 S Main St in Keedysville.
2. Contractor shall install a 12' x 20' vinyl oblong gazebo with composite decking, 36" high rails, bench, 2 x 6 rafters, vinyl ceiling, architectural shingles, and cupola. Gazebo shall be equipped with a 100w solar panel, 12v battery, controller, 12v lighting with timer and switch, and electrical outlets.
3. Contractor shall install a 20' x 24' gravel pad area with two 7' vinyl picnic tables and a 42" wide concrete walkway and ramp into the gazebo.
4. **Work must be completed and invoiced by June 30, 2023.**
5. Contractor shall be responsible for furnishing all equipment and personnel necessary to perform the contracted work in a timely and workmanlike fashion.
6. 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.
7. Contractor shall not assign or subcontract any of the work hereunder without the prior written consent of Town.
8. Contractor shall carry a minimum of one million dollars liability insurance.
9. Contractor shall furnish Town with certificates of insurance showing type, amount, class of operation, personnel covered, effective dates, and expiration dates.
10. All bids shall be submitted to the Town Administrator in writing by **12:00pm, Wednesday, March 29, 2023.**
11. Town shall only be required to pay Contractor after the work has been performed and an invoice has been submitted.
12. 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, March 29, 2023.** Any bids delivered after the specified date and time will not be considered.
13. The Town of Keedysville reserves the right to accept or reject any and/or all bids submitted.

Keedysville 2023 Program Open Space Gazebo Project
BID APPLICATION

Bidder shall fill in the information requested below in order for this bid to be accepted. Deliver in sealed envelope marked "**POS Gazebo Project 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, March 29, 2023.**

Bidders' Name and Address:

Bidder's FEIN # _____

Bidder's MD Contractor # _____

Name of Contact Person _____

Contact Person Phone # _____

Contact Person Email Address _____

Emergency Phone # _____

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

1. Certificate of Insurance
2. Copy of Business License
3. Bid Sheet with Prices & Estimated Completion Date

Keedysville 2023 Program Open Space Gazebo Project
BID SHEET & ESTIMATED COMPLETION DATE

Price for Gazebo _____

Price for Solar/Electric _____

Price for Gravel Pad _____

Price for Picnic Tables _____

TOTAL PRICE _____

Estimated Completion Date _____

Keedysville 2023 Program Open Space Gazebo Project
NOTICE OF AWARD AND ACCEPTANCE

April 6, 2023

Re: **2023 Program Open Space Gazebo Project**

Dear _____:

This letter is to advise you that the Mayor and Council have accepted your proposed Bid to provide **Program Open Space Gazebo Project**, as specified in the Program Open Space Gazebo Project 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.

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 the Program Open Space Gazebo Project 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