

TOWN OF KEEDYSVILLE, MARYLAND

“Where Northern Thrift and Personality Blend with Southern Charm and Hospitality”

PO 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

Historic Mt. Vernon Church Slate Roof Replacement Invitation for Bids & Specifications

The Town of Keedysville is soliciting sealed bids for the replacement of the slate roof and copper gutters and downspouts at the Historic Mt. Vernon Church, located at 64 South Main Street, Keedysville, Maryland 21756.

Sealed bids will be accepted until **12:00 p.m. on Wednesday, June 24, 2026**, at Keedysville Town Hall. Bids received after the specified deadline will not be considered.

All bids shall comply with and be subject to the following specifications and conditions:

1. Pre-Bid Meeting

A mandatory pre-bid meeting will be held on:

Tuesday, June 9, 2026 at 10:00 a.m.

Historic Mt. Vernon Church
64 South Main Street
Keedysville, MD 21756

2. Project Completion

All work must be fully completed and invoiced no later than **December 31, 2026**.

3. Contractor Responsibilities

The Contractor shall:

- Furnish all labor, materials, equipment, supervision, and transportation necessary to complete the project in a timely, safe, and workmanlike manner.
- Obtain all required permits and approvals from Washington County and any other applicable agencies.
- Maintain the work site in a clean and orderly condition throughout the duration of the project.
- Be responsible for proper disposal of all removed materials and debris.

4. Insurance Requirements

The Contractor shall maintain the following insurance coverage throughout the duration of the project:

- Workers' Compensation Insurance covering all personnel performing work under the contract.
- Commercial General Liability Insurance with minimum coverage limits of **\$1,000,000**.

- Prior to commencement of work, the Contractor shall provide the Town with certificates of insurance showing:
 - Type of coverage
 - Coverage amounts
 - Personnel covered
 - Effective dates
 - Expiration dates

5. Subcontracting

The Contractor shall not assign or subcontract any portion of the work without prior written approval from the Town of Keedysville.

6. Payment

- The Town shall make payments only after receipt of a properly submitted invoice.
- Any requested deposit or interim payment must be invoiced by the Contractor.
- Final payment shall be made only after all work has been completed to the satisfaction of the Town and a final invoice has been submitted.

7. Bid Submission Requirements

All bids shall:

- Be submitted in writing to the Town Administrator.
- Be enclosed in a clearly marked sealed envelope labeled:
“Historic Mt. Vernon Church Slate Roof Replacement Bid”
- Be delivered by mail or in person to:
Town of Keedysville
Attn: Lisa Riner, Town Administrator
PO Box 359
19 South Main Street
Keedysville, MD 21756
- Be received no later than **12:00 p.m. on Wednesday, June 24, 2026.**
Late submissions will not be accepted or considered.

8. Reservation of Rights

The Town of Keedysville reserves the right to reject any or all bids, waive informalities, and accept the bid deemed to be in the best interest of the Town.

9. Scope of Work

The Contractor shall complete the following work:

1. Obtain all necessary permits from Washington County.
2. Remove and properly dispose of the existing:
 - Slate roofing
 - Metal edging
 - Metal flashings
 - Gutters
 - Downspouts
3. Install ice and water shield underlayment at all eaves and valleys.
4. Install 30-pound felt underlayment over all roof areas.
5. Install 16-ounce copper metal edging at all rakes and eaves.
6. Install 16-ounce copper valleys.

7. Install 18-inch by 10-inch Vermont Gray Black slate roofing.
8. Install 16-ounce copper flashing at all vertical roof transitions.
9. Install new 16-ounce copper half-round gutters and 4-inch round copper downspouts, including all required accessories and hardware.
10. Perform complete site cleanup upon completion of work.

10. Historic Preservation Requirements

Because the building is a historic structure, the Contractor shall ensure that:

- All materials are of similar style, appearance, and quality as the existing materials in order to preserve the historic character and integrity of the structure.
- All work is performed carefully and professionally with consideration for the age and historic significance of the building.
- Any damaged historic features encountered during construction are immediately reported to the Town prior to repair or replacement.

11. Contractor References

Bidders shall provide a minimum of three (3) references for projects of similar size, scope, and historical nature. References shall include:

- Name of project
- Project location
- Brief description of work performed
- Project completion date
- Name of client/contact person
- Telephone number and email address for the reference

The Town reserves the right to contact any references provided and to consider the Contractor's prior experience, workmanship, and performance when evaluating bids.

12. Funding

Funding for this project comes from the following organizations:

- Maryland Heritage Areas Authority
- Nora Roberts Foundation
- Community Foundation of Washington County
- Town of Keedysville

Historic Mt. Vernon Church Slate Roof Replacement Application and Bid Sheet

Bidder shall fill in the information requested below in order for this bid to be accepted. Deliver in sealed envelope marked "**Historic Mt. Vernon Church Slate Roof Replacement 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, June 24, 2026.**

Bidders' Name and Address:

Bidder's FEIN # _____

Bidder's MD Contractor # _____

Name of Contact Person _____

Contact Person Phone # _____

Contact Person Email Address _____

Emergency Phone # _____

Bid Price _____

Estimated Completion Date _____

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

1. Certificate of Insurance
2. Copy of Business License
3. Contractor References

Historic Mt. Vernon Church Slate Roof Replacement Notice of Award and Acceptance

July 2, 2026

Re: **Historic Mt. Vernon Church Slate Roof Replacement**

Dear _____:

This letter is to advise you that the Mayor and Council have accepted your proposed Bid to provide **Historic Mt. Vernon Church Slate Roof Replacement**, as specified in the Historic Mt. Vernon Church Slate Roof Replacement 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 Historic Mt. Vernon Church Slate Roof Replacement 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