



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

**REQUEST FOR PROPOSAL
STREET CLEANING SERVICES**

Contents:

I. SCOPE OF WORK	1
II. SUBMITTAL REQUIREMENTS	9
III. PROPOSED TIMELINE.....	13
IV. MISCELLANEOUS INFORMATION.....	13

I. SCOPE OF WORK

The Town of Emmitsburg (Town) is seeking sealed bid proposals for all labor, equipment, and other necessary resources to provide sweeping, vacuuming, and cleaning services for approximately 18.48 miles of municipality maintained roadways once per month in the Town of Emmitsburg, Maryland for FY23, FY24, & FY25.

Three copies of the sealed proposals are due by 4:00 pm on Friday, April 29, 2022. Proposals will not be accepted via email. Please boldly note on sealed bids **“Street Cleaning Services Bid, Do Not Open.”** Please direct any questions to Zach Gulden, Town Planner, at (301) 600-6309 or zgulden@emmitsburgmd.gov.

SCHEDULING

- A. The contractor shall clean all streets, surfaces, gutters, road shoulders, gore points, and turning lanes located in the geographic area of the Town. All of the above areas are hereinafter called “Streets”
- B. Streets to be cleaned are listed in the Street Cleaning Inventory and Exhibit A.
- C. The cleaning operation shall include all sweeping (Mechanical Broom and/or Regenerative Air Sweeping), panning, dumping, and trash pickup operations. The cleaning operation shall remove all loose debris on street surfaces. The cleaning operation does not include removal of waste materials in catch basins of storm sewers.
- D. Streets will be cleaned at the following anticipated frequencies during the term of the Contract and any renewal periods (inclement weather excepted):
 - 1) Street Cleaning Inventory / Exhibit A – 1 time monthly, minimum of 28 days between services.

ADDITIONAL SERVICES

- A. The Town may also require additional services to supplement special events. The Town shall provide seven (7) days’ notice prior to any special events. Payment for such special

event service shall be made at the hourly rate bid. Special event sweeping will be performed at the hourly rate quoted on the bid proposal price sheet. Waste disposal for special event services will be the responsibility of the contractor, but will be eligible for reimbursement by the Town at the current per ton disposal rate at the Frederick County Transfer Station located at 9031 Reichs Ford Road, Frederick, MD 21704. If a minimum number of hours apply to special event sweeping, the contractor shall indicate the number of minimum billable hours on the bid proposal price sheet.

- B. From time to time, the Town may call upon the contractor to respond to “on-call emergency sweeping”. The contractor must respond to emergencies within three (3) hours from the time of notification. On-call emergency sweeping may be requested by the Town for streets other than those scheduled and for areas other than streets. On-call emergency sweeping will be performed at the hourly rate quoted on the bid proposal price sheet. Waste disposal for on-call non-emergency services will be the responsibility of the contractor, but will be eligible for reimbursement by the Town at the current per ton disposal rate at the Frederick County Transfer Station located at 9031 Reichs Ford Road, Frederick, MD 21704. If a minimum number of hours apply to on-call emergency sweeping, the contractor shall indicate the number of minimum billable hours on the bid proposal price sheet.

HOURS OF OPERATION

- A. Cleaning operations shall be performed Monday through Saturday between the hours of 7:00 AM through 8:00 PM or Sundays between 9:00 AM through 7:00 PM. Work outside of these hours is prohibited without the prior written consent of the Town.

HOLIDAYS

- A. No Cleaning shall be permitted on the following scheduled Town holidays without prior written consent of the Town:

New Year’s Eve	New Year’s Day
Martin Luther King Day	Good Friday
Memorial Day	Juneteenth Day
Independence Day	Labor Day
Columbus Day	Veteran’s Day
Thanksgiving Day	Thanksgiving Friday
Christmas Eve	Christmas Day

- B. Holidays also include all days of general and congressional elections (not primary or Town elections) throughout the State.
- C. The elimination of these sweeping days in no manner relieves the contractor of their obligation to provide the scheduled sweeping frequency.

SUPERVISION

- A. The contractor is required to have a competent and experienced supervisor with each work group at all times. The contractor is required to have one supervisor responsible for all contractor activity who can be reached by telephone at any time during the workday.

HAND WORK

- A. The contractor shall perform all handwork required to perform an efficient cleaning operation. The Town shall have the right to identify for the contractor those areas where hand work should be performed. Example – dead end streets where the sweeper cannot effectively sweep, etc. Payment for such hand work service shall be made at the hourly rate bid.

WEATHER

- A. No cleaning operations shall be conducted when there are climatic conditions present or forecast that would make such an operation ineffective or dangerous. These climatic conditions include, but are not limited to: heavy rains, snow, ice, and sleet. This determination will be made by the Town after being contacted by the contractor.
- B. The Town shall have the right to order the suspension of cleaning operations, whenever, in its judgment, present weather conditions or impending weather conditions are such that cleaning operations cannot be carried out in an effective manner.

DEBRIS DISPOSAL

- A. Removal and disposal of debris collected during cleaning operation shall be the responsibility of the contractor. All applicable State and Local laws and ordinances related to the hauling, handling, and disposition of such material will be complied with by the contractor.

REPORTING

- A. The contractor will be required to submit monthly reports to the Town, which shall include:
 - 1) Streets completed & linear miles swept;
 - 2) Tons and cubic yards of sweeper debris disposed of, including receipts from waste disposal facility; and
 - 3) Forecasted schedule for the next month. Work weeks will be from Sunday through Saturday.
- B. These reports shall be submitted to the Town Planner by the first (1st) of each month.

EQUIPMENT AND FACILITY

- A. The contractor shall provide equipment in good working condition, labor, fuel, and any other materials necessary to complete the required work.
- B. The equipment used for cleaning shall be sufficient type, capacity, and quantity to safely and efficiently perform the cleaning work as specified.
- C. Minimum equipment shall include that necessary to perform requirements of the contract but shall not be less than the following:
 - 1) Two Street Sweepers of the following types:
 - i. Regenerative Air Sweeper [must be AQMD (Air Quality Management District) Certified]; and
 - ii. Mechanical Sweeper with water system for dust control.
 - a. The Town shall determine which sweeper (regenerative air sweeper or mechanical sweeper) is to be used once bid prices are reviewed. The Town reserves the right to have the contractor switch sweepers as budgets deem necessary.
 - 2) Adequate Support Equipment – Including debris transfer vehicles, pickup trucks, service trucks, tire trucks, and any other item of equipment necessary to provide cleaning services.
- D. Specifications for such equipment are as follows:
 - 1) STREET SWEEPERS – A minimum of one sweeper unit used in the Town shall be less than three (3) years old at the inception of the contract. The remaining unit(s) required must be no older than five (5) years, unless the unit has been completely rebuilt within two years prior to the state date of the contract. The regenerative air sweeper must be AQMD certified (where it can pick up particles 10 micrometers or less in size).
 - 2) All street sweepers must have a minimum capacity of three cubic yards and be equipped with adequate water systems for dust control. Based upon the contractor's submitted route lists for performance of work, a certain number of sweepers to be used must be equipped with dual brooms and shall not be less than one more than the contractor proposes to use continuously in the performance of the work.
 - 3) All equipment is subject to the inspection and final approval of the Town. Such approval may require on-site demonstration of the capability of any proposed equipment at no cost to the Town.

- 4) All vehicles used by the contractor must be performance worthy by visual and operational inspection. Sweepers and all other equipment used by the contractor must be washed a minimum of 72-hours before performing Town services, inclement weather excepted.
- 5) All vehicles used by the contractor in execution of this service shall be marked by affixing a sign bearing the Town of Emmitsburg Seal and a message indicating the service is for the Town, on each side of each vehicle. The Town will supply a PDF of the Town Seal and the Contractor shall purchase at their expense.
- 6) The contractor must demonstrate evidence of a service facility to ensure scheduled routine maintenance as well as maintain a sufficient supply of replacement parts to ensure continuous operations. The facility may be inspected prior to bid award or any time during the contract.

SAFETY

- A. All equipment shall be equipped in accordance with existing Federal, State, and local laws and shall be equipped with a flashing light(s) with the following characteristics:
 - 1) Visible for a minimum of one mile;
 - 2) Flash sixty (60) to (90) times per minute;
 - 3) Mounted for three hundred sixty (360) degrees visibility; and
 - 4) Equipped with Amber Lens only.
- B. The safety of the public and the maintenance of traffic flow shall be of prime importance.
- C. All portions of streets shall be kept open to traffic. No compensation will be made for directing traffic.

PERFORMANCE

- A. The contractor shall perform all specified work using properly trained, skilled, bonded, and licensed individuals supervised by the contractor. The contractor shall be licensed and bonded in the State of Maryland. The Town will monitor the contractor's work performance. All streets cleaned must be to the satisfaction of the Town. The Town will verify completion of the contractor's work with the contractor once per month.
- B. Any deficiency in the contractor's performance shall be reported in writing to the contractor within forty-eight (48) hours following notification of completion of work, and such deficiencies shall be corrected by the contractor no later than twenty-four (24) hours following receipt of such notice. Weekends and holidays shall not be considered in the limits noted above. The contractor shall provide a local telephone number for reporting deficiencies.

- C. In the event a street is under construction or scheduled to be under construction where cleaning is scheduled, that portion of a cleaning cycle will be deleted from the appropriate route list at the direction of the Town. The section(s) of streets deleted may be re-entered at the first scheduled cycle following completion of the rehabilitation.
- D. Prior to re-entering any such street into the cycle, a field inspection shall be made by the Town to determine what cleaning others will require. In no event will the contractor be allowed additional compensation by the Town for initial cleaning of a reentered street following rehabilitation or construction.
- E. The contractor shall assist the Town with respect to verification of work performed by providing records as deemed necessary by the Town.
- F. All equipment will move in the same direction as traffic at all times during all cleaning operations.

ESTIMATED QUANTITIES

- A. Quantities listed in the Bid Proposal Price Sheet are estimates only. They are intended for the purpose of determining the lowest total bid proposal price and do not guarantee the amount of work to be awarded to the successful bidder. The Town reserves the right to add or subtract quantities as deemed necessary without affecting the remaining unit prices. The Town does not guaranty the accuracy or completeness of any of the quantities listed under the street cleaning inventory. The bidder shall submit accurate and reasonable prices for the work described for each bid item, and each unit prices submitted shall include all incidental costs necessary to provide each item complete, in-place, including all materials, labor, supervision, appurtenances, and other incidental costs necessary to complete the bid item.

ROUTE LIST

- A. Within fifteen (15) days following award of the contract, the successful contractor shall submit cleaning route lists for scheduled cleaning and meet with the Town's Planner & Public Works Director to review cleaning route lists and make changes as necessary. The cleaning route lists must provide the following information:
 - 1) A list of the contractor's proposed cleaning routes for one complete cycle of cleaning, with identification of all streets to be cleaned on each route in sequence.
 - 2) The total mileage for all proposed routes must equal the mileage contained in this RFP.

PAYMENTS, INVOICES, AND TAXES

- A. The Town's standard terms of payment are net thirty (30) days. Payment shall be made for the number of miles cleaned at the quoted cost plus debris disposal at cost. Request for payment must be made individually as follows:
- 1) SECTION A: Streets – Monthly, for all streets cleaned.
 - 2) SECTION B: Special Events – As required by the Town. Hourly rate bid for the piece of equipment and operator.
 - 3) SECTION C: On-Call Emergency – As required by the Town. Hourly rate bid for the piece of equipment and operator.
 - 4) Section D: Hand Work – Hand Shoveling accumulated patches of sediment and organic material from the pavement before the use of a sweeper.
 - 5) SECTION E: Debris disposal.
- B. Invoices shall be submitted to the Town of Emmitsburg, ATTN: Town Planner, 300A South Seton Avenue, Emmitsburg, MD 21727. Original invoices shall include, at a minimum, the following:
- 1) The contractor's name, address, and telephone number.
 - 2) The invoice number.
 - 3) The quantity of linear miles cleaned.
 - 4) A copy of the route list showing the date each street was cleaned, the total mileage, the total tonnage collected, and the signature of the Contractor's representative.
 - 5) Dump tickets for the amount of debris cleaned from the streets for that invoice period.
- C. The Town is exempt from sales and use taxes. The contractor shall exclude such taxes from all forms of request for payment issued to the Town.

QUALIFICATIONS OF BIDDERS

- A. Notwithstanding any of the qualifications specified in any other section of this solicitation, the bidder shall meet the following minimum qualifications in order to be eligible to submit a bid proposal:
- 1) The bidder shall have a minimum of five (5) years' experience providing services similar to those under this solicitation.
 - 2) The bidder shall be able to fulfill its obligations under the terms and conditions of this solicitation and the contract.
- B. The successful bidder may be required before the award of any contract to show to the complete satisfaction of the Town that the bidder has the necessary equipment, personnel,

ability, and financial resources to provide the services specified herein in a satisfactory manner. Evaluation of the Bidder's qualifications shall include:

- 1) The ability, capacity, skill, and financial resources to perform the work or provide the services.
- 2) The ability of the bidder to and provide the service promptly within the time specified, without delay or interference.
- 3) The quality of performance of previous contracts and/or services.

C. If required by the Town, the bidder agrees to allow an equipment inspection by appropriate Town officials to determine bidder's ability to perform the contract prior to making an award. Failure to allow such an inspection will be just cause for the Town to reject the bidder's proposal in its entirety.

CONTRACT TERM

A. The contract is for FY23, FY24, & FY25 (July 1 – June 30) unless either party provides written notice of termination to the other party not less than ninety (90) days prior to the end of the then existing contract term.

STREET CLEANING INVENTORY

Street Name	Street Linear Footage (ft)	Miles	Street Width
Depaul St	1,918 x 2 sides of street	0.36 x 2 sides of street	43' 7"
Lincoln Ave	3,667 x 2	0.7 x 2	23' 1"
Academy Ct	139 x 2	0.03 x 2	36'
Pembrook Ct	800 x 2	0.15 x 2	24' 3"
Brookfield Dr	2,876 x 2	0.54 x 2	31' 4"
Zanella Dr	1,074 x 2	0.20 x 2	31' 4"
William Ct	74 x 2	0.01 x 2	52' 8"
School Ln	740 x 2	0.14 x 2	19' 5"
University Dr	463 x 2	0.09 x 2	35' 2"
1st Ave	472 x 2	0.09 x 2	16' 9"
Timbermill Ct	788 x 2	0.15 x 2	33' 5"
Wheatley Dr	618 x 2	0.12 x 2	34' 9"
Stonehurst Dr	360 x 2	0.07 x 2	24' 3"
Stonehurst Ct	645 x 2	0.12 x 2	24' 10"
Silo Hill Rd	1,535 x 2	0.29 x 2	38' 6"
Irishtown Dr	328 x 2	0.06 x 2	34' 9"
Heritage Ln	952 x 2	0.18 x 2	30' 5"
Huntley Cir	1,433 x 2	0.27 x 2	34' 8"

Robindale Dr	1,899 x 2	0.36 x 2	31' 6"
Provincial Pkwy	1,711 x 2	0.32 x 2	46' 6"
Elder Ln	198 x 2	0.04 x 2	11'
North Ave	3,192 x 2	0.60 x 2	17' 3"
Reeny Cir	60 x 2	0.01 x 2	68' 8"
Timbermill Run	2,136 x 2	0.40 x 2	33' 10"
Jamison St	620 x 2	0.12 x 2	17' 7"
Warthens Way	362 x 2	0.07 x 2	23' 3"
Adams Ave	747 x 2	0.14 x 2	31' 4"
Heatherwind Dr	314 x 2	0.06 x 2	34' 5"
2nd Ave	609 x 2	0.12 x 2	16' 11"
Ramblewood Ct	184 x 2	0.03 x 2	34'
Flatrun Ct	277 x 2	0.05 x 2	32' 9"
Federal Ave	1,722 x 2	0.33 x 2	19' 9"
Welty Ave	524 x 2	0.10 x 2	42' 8"
Park Dr	1,082 x 2	0.20 x 2	19' 3"
Silo Hill Pkwy	1,636 x 2	0.31 x 2	34'
Carrick Ct	1,095 x 2	0.21 x 2	24' 4"
Irishtown Ct	609 x 2	0.12 x 2	34'
Saint Joseph's Ln	1,302 x 2	0.25 x 2	9'
Ramblewood Dr	2,537 x 2	0.48 x 2	34' 3"
Potomac Ave	275 x 2	0.05 x 2	23'
Cheaspeake Ave	805 x 2	0.15 x 2	20'
Mountaineers Way	1,818 x 2	0.34 x 2	29' 7"
Patterson Ave	217 x 2	0.04 x 2	32' 5"
Frailey Rd	174 x 2	0.03 x 2	21' 4"
Creamery Rd	214 x 2	0.04 x 2	25' 2"
W Main St	1,953 x 2	0.37 x 2	33' 1"
E Main St	1,748 x 2	0.33 x 2	36' 9"
Total	97,804	18.48	

See attached Exhibit A of a map of the Street Cleaning Inventory.

II. SUBMITTAL REQUIREMENTS

Please submit at least three (3) hard copies of your bid to Town of Emmitsburg, Attn: Town Planner, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, **“Street Cleaning Services Bid, Do Not Open.”** Contractors can either mail submittals, deliver submittals to the Town Office on the 2nd floor, or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email info@emmitsburgmd.gov or call 301-600-6300. At the minimum, all bids must include the following:

A.) Letter of Transmittal: The letter of transmittal must contain the following information:

1. Name, title, address, e-mail address, and telephone number of the person(s) whom

- correspondence should be directed regarding the bid and any questions.
2. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (120) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

B.) Bid Proposal Price Sheet:

Please list the proposed costs using the template below:



TOWN OF EMMITSBURG

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Bid Proposal Price Sheet (2 pages)

The bidder shall complete this form in its entirety and return it with the bid proposal. The bidder shall be responsible for furnishing all equipment, labor, and materials necessary to fulfill its obligations under the contract. Waste disposal of debris will be the responsibility of the contractor, but will be eligible for reimbursement by the Town at the current per ton disposal rate at the *Frederick County Transfer Station* located at 9031 Reichs Ford Road, Frederick, MD 21704.

Company Name: _____

Street Cleaning Services – Mechanical Broom Sweeper			
Section	July 1, 2023 – June 30, 2024	July 1, 2024 – June 30, 2025	July 1, 2025 – June 30, 2026
Section A: Town of Emmitsburg Street Cleaning Inventory			
18.48 miles x 1 time per month	\$ x 18.48	\$ x 18.48	\$ x 18.48
	Cost Per Mile	Cost Per Mile	Cost Per Mile
18.48 x 12 months = 221.76 miles per year. Total Annual Cost = Cost per Mile x 221.76.	\$	\$	\$
	Total Annual Cost	Total Annual Cost	Total Annual Cost
Section B: Special Event Hourly Rate for Sweeper & Operator			
Special Event Service with Sweeper(s) as indicated w/Operator(s).	\$	\$	\$
	Per Hour Charge	Per Hour Charge	Per Hour Charge
Section C: On-Call Emergency Hourly Rate for Sweeper & Operator			
On-Call Emergency Service with Sweeper(s) as indicated w/Operators.	\$	\$	\$
	Per Hour Charge	Per Hour Charge	Per Hour Charge
Section D: Hand Work – Hand Shoveling accumulated patches of sediment and organic material from the pavement before the use of a sweeper.			
1 Man Hour + Hand Tools and Blowers as applicable	\$	\$	\$
	Per Hour Charge	Per Hour Charge	Per Hour Charge

Street Cleaning Services – Regenerative Air Sweeper			
Section	July 1, 2023 – June 30, 2024	July 1, 2024 – June 30, 2025	July 1, 2025 – June 30, 2026
Section A: Town of Emmitsburg Street Cleaning Inventory			
18.48 miles x 1 time per month	\$ x 18.48	\$ x 18.48	\$ x 18.48
	Cost Per Mile	Cost Per Mile	Cost Per Mile
18.48 x 12 months = 221.76 miles per year. Total Annual Cost = Cost per Mile x 221.76.	\$	\$	\$
	Total Annual Cost	Total Annual Cost	Total Annual Cost
Section B: Special Event Hourly Rate for Sweeper & Operator			
Special Event Service with Sweeper(s) as indicated w/Operator(s).	\$	\$	\$
	Per Hour Charge	Per Hour Charge	Per Hour Charge
Section C: On-Call Emergency Hourly Rate for Sweeper & Operator			
On-Call Emergency Service with Sweeper(s) as indicated w/Operators.	\$	\$	\$
	Per Hour Charge	Per Hour Charge	Per Hour Charge
Section D: Hand Work – Hand Shoveling accumulated patches of sediment and organic material from the pavement before the use of a sweeper.			
1 Man Hour + Hand Tools and Blowers as applicable	\$	\$	\$
	Per Hour Charge	Per Hour Charge	Per Hour Charge

Minimum billable hours required for special event sweeping: _____

Minimum billable hours required for emergency sweeping: _____

Name: _____ Title: _____

Signature: _____



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

C.) References:

Please provide the name, phone number and email of at least two (2) client references for similar work completed within the past three (3) years. Please provide the organization's name, address, and email address of the person(s) at the reference who is most knowledgeable about the work performed.

D.) Proof of Insurance:

The successful proposer must have and maintain current worker's compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please list the policy number, insurance company, and expiration date with your bid.

III. PROPOSED TIMELINE

April 1, 2022	RFP available on the Town of Emmitsburg's website.
April 1, 2022	RFP published on eMaryland Marketplace.
April 29, 2022	DEADLINE: Bids due by 4:00 p.m.
June 6, 2022	<i>Tentative:</i> Bid review/approval by the Board of Commissioners.
July 1, 2022	Contract term will begin.

IV. MISCELLANEOUS INFORMATION

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*