

**Commissioners of Leonardtown  
Request for Bids  
Downtown Sidewalk Snow and Ice Control Program**

The Commissioners of Leonardtown are currently accepting bids to perform downtown sidewalk snow and ice removal services within the corporate limits of Leonardtown. Approximately 1.7 miles of municipal sidewalks in the downtown business district will be included in the contract.

Since bidders will have different equipment, the contract will be awarded on a “best value” basis. The bid will consist of hourly rates for various pieces of equipment. The bid will be for one two-year term with two two-year options.

Interested bidders should obtain a copy of the RFP by contacting Laschelle McKay, Town Administrator POB 1, 22670 Washington Street, Leonardtown, Maryland 20650. Or call 301-475-9791 or by email at [Laschelle.mckay@leonardtownmd.gov](mailto:Laschelle.mckay@leonardtownmd.gov).

A pre-bid conference will be held on November 16, 2017 at 10 a.m. at the Town office conference room. A bid opening will be held December 1, 2017 at 10:00 a.m., at which time they will be publicly opened and read.

The Commissioners of Leonardtown reserve the right to reject any and all bids and proposals, and to accept any proposal deemed to be in the best interest of the Town.

By Authority:  
Laschelle McKay, Town Administrator

**Request For Proposals**  
**Downtown Sidewalk Snow and Ice Control Programs**  
**November 2, 2017**

Attached please find the following:

- A. Leonardtown Sidewalk Snow and Ice Control Program description
- B. Bid Form
- C. Draft Contract
- D. Map

All proposals are to be submitted in a sealed envelope marked “Sidewalk Snow & Ice Control Bid.”

References for snow removal are required.

A pre-bid conference will be held on November 16, 2017 at 10:00 a.m., in the Town Office conference room at 22670 Washington Street, Leonardtown, Maryland 20650. A bid opening will be held on December 1, 2017 at 10:00 a.m. Questions should be directed to Laschelle McKay, Town Administrator, at 301-475-9791 or by email at [Laschelle.mckay@leonardtownmd.gov](mailto:Laschelle.mckay@leonardtownmd.gov).

Bids must be complete when submitted. Incomplete bids will not be considered and information cannot be added to the bid package after it is received.

Since it is anticipated that contractors will have different equipment, the bid will be awarded on a “Best Value” basis. The Commissioners of Leonardtown reserve the right to reject any and all bids and proposals, and to accept any proposal deemed to be in the best interest of the Town.

## **SNOW AND ICE CONTROL PROGRAM LEONARDTOWN, MARYLAND**

The purpose of this policy is to define snow and ice control objectives and procedures for public sidewalks in the downtown business district.

### GENERAL POLICIES

In general, the intent of establishing the Leonardtown Snow and Ice Control Program is to provide uniform understanding of the priorities and procedures used to combat snow and ice related sidewalk conditions. Winter storms have different characteristics and these influence the methods used to combat snowy and icy sidewalks.

Leonardtown endeavors to maintain clear and safe sidewalks in the downtown business district. The application of chemicals, abrasives and snow plowing of streets shall begin upon determination by the Town Administrator or her designee that snow or ice exists throughout the Town. Plowing of the streets under a separate contract shall normally begin when the accumulation of snow on the roadway exceeds two inches.

The Town Administrator or her designee shall determine when equipment will be utilized and when the job is completed. Time sheets for man hours and equipment on a daily basis will need to be approved by the Capital Construction Coordinator in order to invoice for the time. The Capital Construction Coordinator will need to be notified before dispatching any equipment or as additional equipment is added through the course of an event. The use of steel cutting edges are prohibited to be used on any bricks or brick pavers. Only the use of magnesium chloride shall be used on municipal sidewalks or any type of concrete material.

Once called the required response time is one hour. Sidewalks should be cleared early in the a.m. while the parking areas are free of cars and prior to the downtown businesses opening for business. Snow can be pushed into the parking areas of the streets to be plowed and hauled by the snow removal contractor plowing the streets. Many sidewalks in this area consist of brick pavers and only approved equipment can be used on the sidewalks due to damage being done to the pavers.

While this program addresses snow and ice generally, flexibility is required for unforeseen circumstances. Thus, determinations to change the policies stated herein may be made by the Town Administrator or her designee as the need arises.



**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name and  
Address** \_\_\_\_\_  
\_\_\_\_\_

**Snow Removal References (Name and Phone Number)**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**CONTRACT FOR SNOW REMOVAL SERVICES  
DESIGNATED SIDEWALKS IN LEONARDTOWN, MD**

This contract by and between \_\_\_\_\_, herein referred to as “Contractor”, and the Commissioners of Leonardtown, hereinafter known as “The Town”, is to provide for Snow and Ice Control services for municipal sidewalks in downtown Leonardtown, said services being more fully described in the attached “Downtown Sidewalk Snow and Ice Control Program.”

A. This contract is awarded for an initial term ending September 30, 2019, plus two two-year options, not to exceed a total contract period of six years. The Contractor and the Town shall meet prior to August 15th of the years 2019 and 2021 to negotiate the contract terms for the following two-year contract period. If no agreement is reached by September 15th, the Town shall readvertise the Contract for competitive bids.

B. The scope of work under the contract includes, but is not limited to, furnishing all equipment, materials and supplies, superintendence and labor, and performing all work in accordance with the Town’s approved Downtown Sidewalk Snow and Ice Control Program (attached), which is made a part of the contract.

C. The Town reserves the right to discontinue using any unit of equipment at any time, as field conditions require. The Town shall be the sole judge as to whether a unit is performing satisfactorily.

D. The Contractor agrees to provide personnel and equipment for emergency operations on Town sidewalks. The equipment shall be maintained in good repair with proper safety equipment and properly functioning warning devices.

E. The Contractor shall be solely responsible for the assigned work. The Town Administrator must approve any use of subcontractors in advance. Services shall be performed at and under the direction of the Town Administrator or her designee.

F. The Contractor shall provide insurance at a minimum coverage of:

Bodily Injury - \$1,000,000 per person, \$300,000 per accident.  
Property Damage - \$500,000

A certificate of insurance must be provided to the Town Administrator to verify required coverage prior to September 1st of each year.

G. The Contractor will be responsible for all damages to life and property due to their activities or their agents or employees, in connection with the services outlined in the contract. It shall be expressly understood that the Contractor will indemnify the Town, its members, officers, agents and employees of, from and against all claims, suits,

judgments, expenses, actions, damages, and costs of every name and description arising out of, or resulting from, the services outlined in this contract.

H. The Contractor shall list below points of contact to be notified for sidewalk snow and ice removal service as needed on a twenty-four hour, seven day-a-week basis.

J. Equipment and personnel listed in the bid and on the bid form shall not be changed without the approval of the Town Administrator. The terms of the bid shall constitute additional terms of this contract and the bid forms shall be made a part of this contract.

| <u>Name</u>   | <u>Telephone</u>    |
|---|---------------------|
| <b>Laschelle McKay Commissioners of Leonardtown</b> | <b>301-475-9791</b> |

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**Contractor Contact**

This contract shall cover the period between December 1, 2017 and September 30, 2023.

**Signatures**

|   |                      |
|---|----------------------|
| _____<br><b>Contractor</b>                          | _____<br><b>Date</b> |
| _____<br><b>Laschelle McKay, Town Administrator</b> | _____<br><b>Date</b> |

