



**TOWN OF SHARPSBURG, MARYLAND  
REQUEST FOR PROPOSALS  
2025 MOWING SERVICES**

**I. PROJECT OVERVIEW**

The Mayor and Council of Sharpsburg, hereafter called The Town, is requesting proposals from qualified contractors to provide mowing and trimming services of town owned property parcels.

**II. SCOPE OF WORK**

The scope of work shall consist of providing all labor, materials, equipment and incidentals for the weekly mowing and trimming of several town-owned property parcels during the 2025 mowing season.

**A. DESCRIPTION OF WORK:**

1. The mowing service shall consist of mowing, trimming, and weeding Town owned properties as specified in Attachment "A". The Town properties shall be mowed, trimmed and weeded weekly, unless otherwise directed by the Town Administrator. Mowing cannot be done in the rain or within 4 hours following any type of precipitation. The mowing service shall begin no earlier than April 15<sup>th</sup> of each year and end no later than October 15<sup>th</sup> of each year.
  - The Town may decline the weekly mowing service a maximum of six (6) times per year due to drought, etc. resulting in no cost to the Town for that period
2. Trimming shall consist of removal of all grass and weeds around/near permanent or semi-permanent structures, i.e. buildings, walls, walks, trees, shrubs, tables, recreational equipment and any fixture deemed appropriate by The Town. All debris such paper, plastic products and the like shall be removed prior to mowing. These activities shall be completed in conjunction with the mowing schedule.
3. In the event The Town acquires other properties during the contract period, the contract fee for this service shall be negotiated between the Town Agent and the Contractor and added to the weekly contract rate.

**B. CONTRACT PERIOD**

The contract period will be for one (1) year and may be extended for two (2) 1-year terms, not to exceed three years from the date of the award.

### **III. SUBMITTAL FORMAT AND CONTENT REQUIREMENTS**

One (1) copy of the proposal shall be submitted and include the following criteria:

1. Contractor/Company Qualifications
2. Statement of Experience (ATTACHMENT B)
3. Bid Form – (ATTACHMENT C)

### **IV. INSURANCE AND LICENSING**

The Contractor will be required to provide and maintain the following insurance and licensing documents during the contract period and shall be presented with the initial bid, and on renewal of each year option year of this contract.

1. Workers Compensation Insurance
2. Public Liability and Property Damage Insurance – minimum of \$1,000,000,000 (one million dollars)
3. Certificate of Liability Insurance naming the Town of Sharpsburg as the additional insured for all work performed by the contractor insured during the mowing contract period.

### **V. INQUIRIES AND RECEIPT OF BID PROPOSALS**

Bids must be received by the Town of Sharpsburg, either by mail or hand delivered, no later than 11:00 A.M on Thursday, March 20, 2025.

In a sealed envelope marked “**Mowing Service Proposal**” at the following address:

**Town of Sharpsburg  
106 E. Main Street  
P.O. Box 368  
Sharpsburg, MD 21782**

Any bids received after the above referenced date/time will not be accepted.

**Pre-Bid Conference:** A Pre-bid conference will not be required.

**Bid Opening:** The bids will be publicly opened and read on Thursday, March 20, 2025 at 11:05 A.M. in the 2<sup>nd</sup> floor Meeting Chamber located in Town Hall at 106 E. Main Street, Sharpsburg, MD.

**Award, Waiver and Rejection of Bids:** Bid proposals will be presented to the Mayor and Council of Sharpsburg for review and consideration and final contract award. The Mayor and Council reserves the right:

1. To reject any or all Bids.
2. To waive any informality or irregularity in any Bid received.
3. To accept the Bid deemed to be in the best interest of the Town of Sharpsburg.

**TOWN OF SHARPSBURG  
(ATTACHMENT A)**

**Mowing, Trimming and Weeding Service, Grounds Maintenance Contract**

**Mowing and Trimming Areas:**

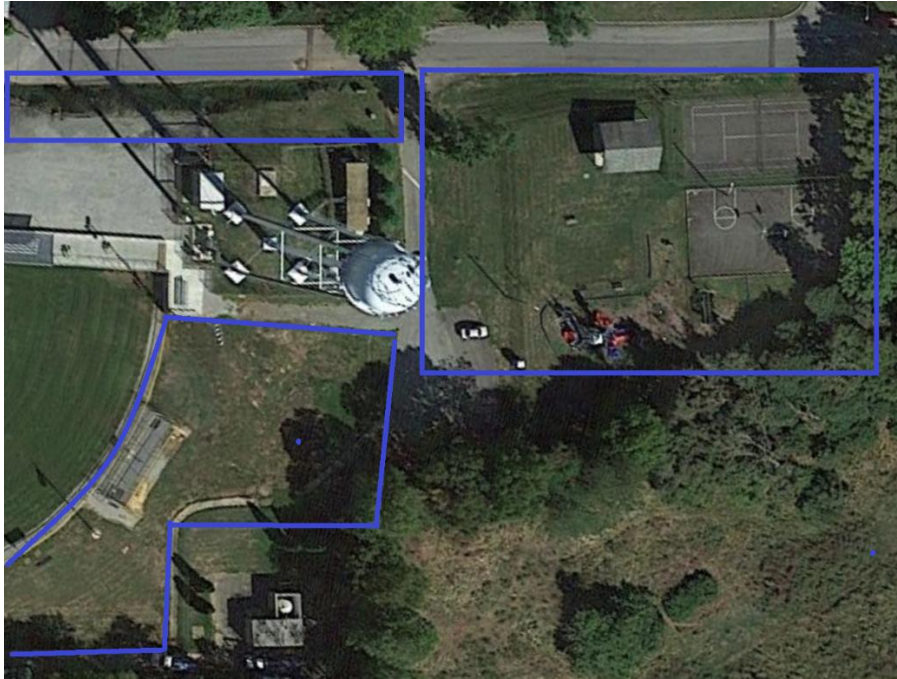
**1. Town Square** – all four grass areas in the Square surrounded by pedestrian walkways, also to include removing vegetation from brick sidewalks and weeds from shrub area in front of Town Hall building, small area of grass behind the Town Hall building. Trimming of vegetation on the Town Hall Building and away from the air conditioning units behind Town Hall. Weeds should be hand pulled from flower beds. If grass is string trimmed from sidewalks the clippings need to be removed



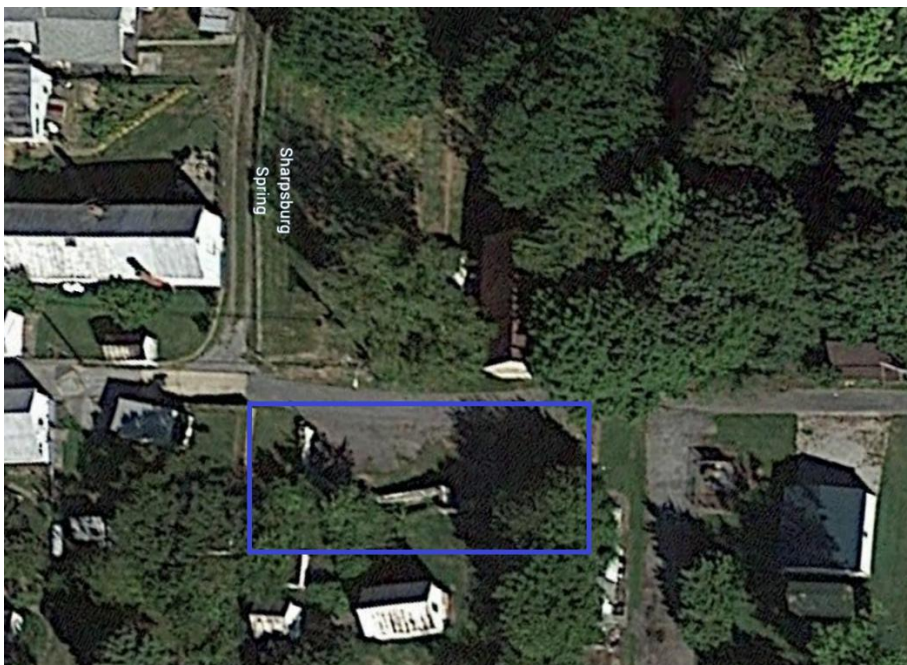
**2. Parking Lot at 104 S. Mechanic Street-** All mowable areas mowed, walks string trimmed and debris moved from the site.



**3. Picnic Pavilion, Tennis Court, Play Area, Water Tower at 202 W. High Street**– all grassy areas on the left side of the black-topped drive (East of the Water Tower), the embankment north of the water tower and the grass area directly south of the water tower to the pump house. String trim or spay around chain link fence only. The rest of the trimming to be done by string trimming.



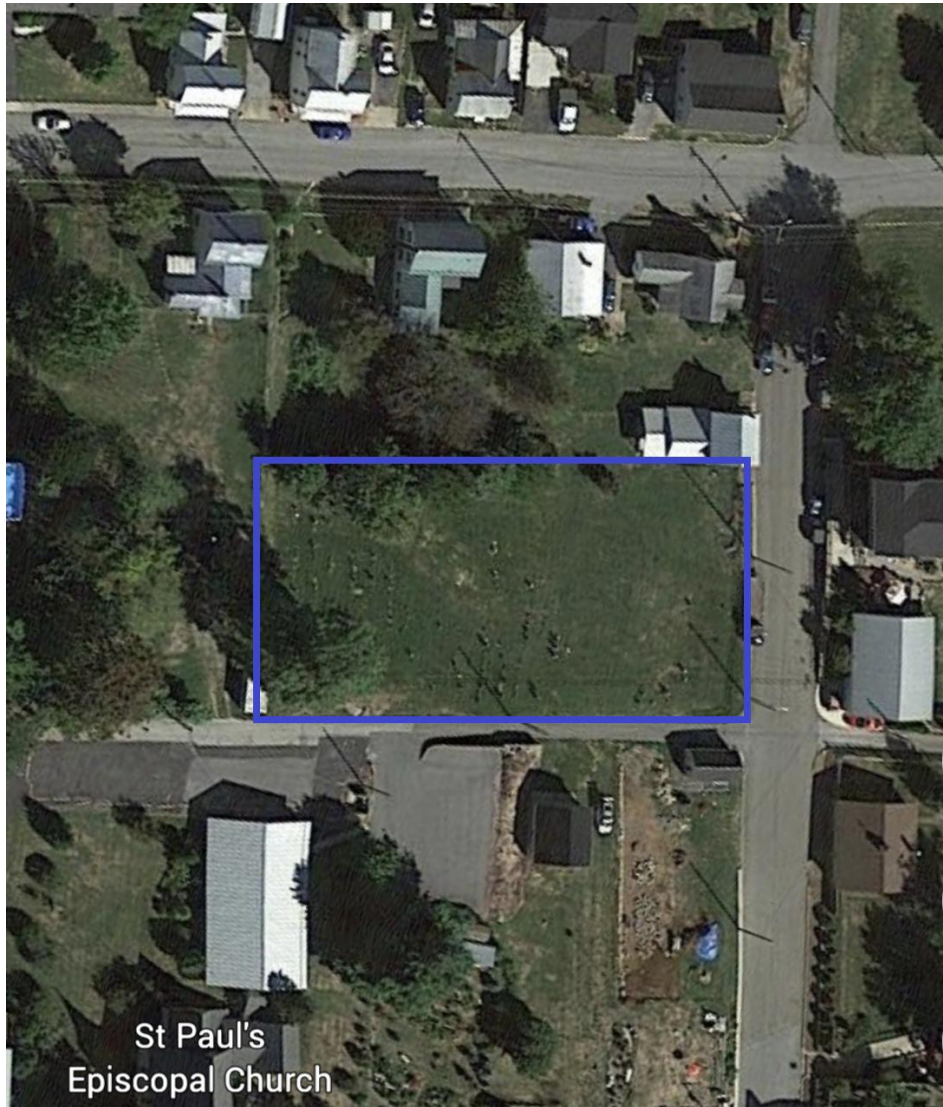
**4. Big Spring at the rear of 103 E. Antietam Street**– all grass areas between the alley and the fence behind the spring (future addition) and between the two fences east and west of the spring



**5. Lutheran Cemetery at 206 E. Main Street**– All mowable areas mowed south of the wall including smaller fenced in area, tombstones and fence string trimmed and debris moved from the site.



**6. Methodist Cemetery at 104 N. Hall Street**– All mowable areas mowed, tombstones and fence string trimmed and debris moved from the site.



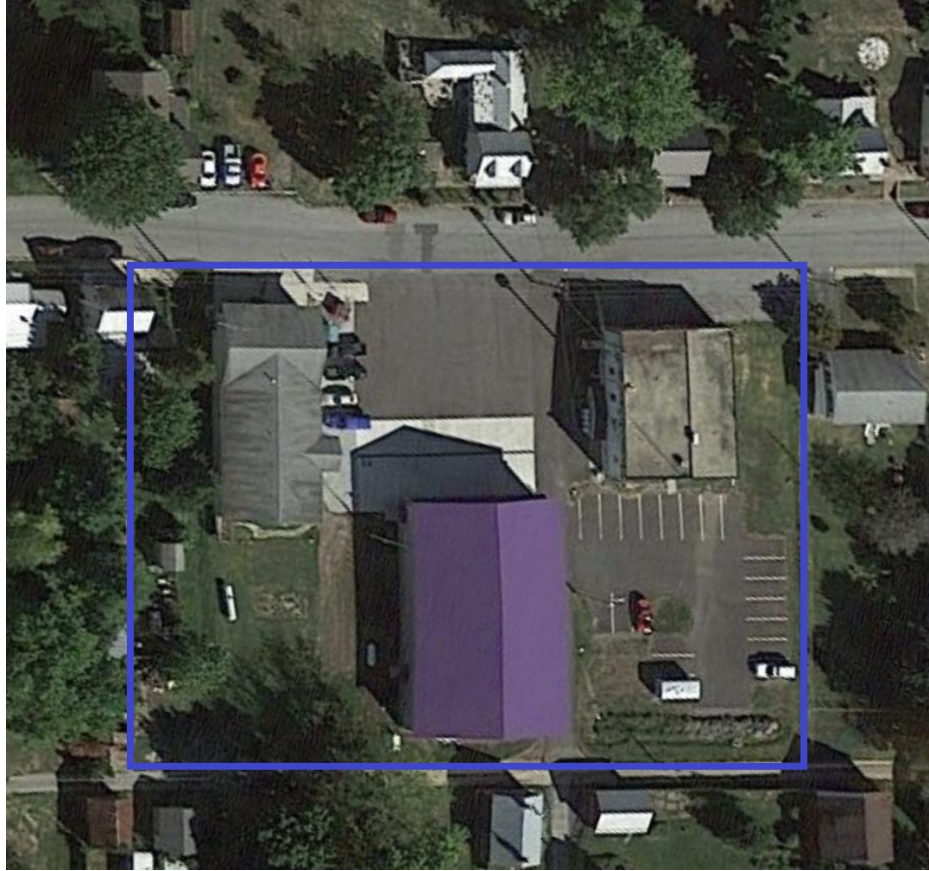
**7. Interpretive Plaza located at 139 E. Main Street** - All mowable areas mowed, fences, wall and walks string trimmed and debris moved from the site.



**8. Pond at rear of 18006 Burnside Bridge Road**- All mowable areas mowed encircling the pond and parking area south of the access road, fence string trimmed and debris moved from the site.



**9. EMS and Fire Company at 110 and 110½ W. Chapline Street** - All mowable areas mowed and all buildings and fences string trimmed and debris moved from the site.





MAYOR AND COUNCIL OF SHARPSBURG, MARYLAND



**STATEMENT OF EXPERIENCE  
(ATTACHMENT B)  
FOR PROVIDING MUNICIPAL MOWING SERVICES**

**(to be submitted with bid proposal)**

Bidders shall indicate below a record of successful completion of at least two (2) contracts within the previous mowing season that are comparable to the scope of work requested in this proposal.

Project Owner \_\_\_\_\_

Owner Contact \_\_\_\_\_

Project Description \_\_\_\_\_

Contract Start and Finish Dates \_\_\_\_\_

Project Owner \_\_\_\_\_

Owner Contact \_\_\_\_\_

Project Description \_\_\_\_\_

Contract Start and Finish Dates \_\_\_\_\_

In the event that the bidder has no previous experience in the field, the Mayor and Council will give consideration to acceptable experience in allied fields. In this event, the bidder shall submit a letter covering personnel, equipment and experience in allied field.



**TOWN OF SHARPSBURG, MARYLAND**

106 E. Main Street P.O. Box 368  
Sharpsburg, Maryland 21713

**BID PROPOSAL FORM  
(ATTACHMENT C)**

**FOR PROVIDING MUNICIPAL MOWING SERVICES**

Submitting Contractor certifies that they have reviewed all of the contract documents and accept all terms and conditions defined therein to provide the following Bid Proposal.

**THIS BID PROPOSAL** consists of providing all labor, materials, equipment, and incidentals for the weekly mowing and trimming of the provided town-owned property parcels in ATTACHMENT A during the 2025 mowing season from April through October.

**CONTRACT PERIOD**

The contract period will be for one (1) year and may be extended for two (2) 1-year terms, not to exceed three years from the date of the award.

**CONTRACT BID PROPOSAL**

**WEEKLY MOWING PROPOSAL FOR 2025: \$** \_\_\_\_\_

**WEEKLY MOWING PROPOSAL FOR 2026: \$** \_\_\_\_\_

**WEEKLY MOWING PROPOSAL FOR 2027: \$** \_\_\_\_\_

**Bid Proposal Submitted for and by:**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Representative Name/Title: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_