

Request for Proposals (RFP) – Snow Removal Services

Issued by: Town of Burkittsville

Issue Date: November 3, 2025

Proposal Due Date: December 6, 2025

Contact: Michael Robinson, Mayor

Address: Attn: Snow Removal Bids
PO Box 485
Burkittsville, MD 21718

Phone: 301-969-0326

Email: townoffice@burkittsville-md.gov

1. Introduction

The Town of Burkittsville is soliciting proposals from qualified contractors to provide snow removal services for approximately **1.21 miles of public roads and alleyways** within the town limits. The purpose of this RFP is to secure reliable and timely snow removal to ensure safe and accessible passage for residents, emergency services, and maintenance vehicles throughout the winter season.

Snow removal for East and West Main Street in Burkittsville is managed by Frederick County and is not covered under this solicitation.

2. Scope of Work

The selected contractor shall be responsible for the plowing of designated roadways following snowfall or icy conditions.

Areas Covered

Approximately **1.21 miles of public alleyways**, as indicated below:

- Ahalt Road
- Burkitt Road
- Cemetery Drive
- Lake Side Drive
- Locust Road
- Pfeiffer Lane
- Seminary Lane
- Weiner Drive

Specific alley locations and boundaries will be confirmed during the pre-bid meeting.

Services Required

- Plowing of snow from driving surfaces.

- Snow removal or relocation as needed to maintain clear passage.
- Response and completion within **6 hours** of snowfall cessation or upon request by the Town.

Performance Standards

- Maintain a minimum passable width of seven feet.
- Avoid blocking driveways, fire hydrants, and access points.
- Use equipment suitable for narrow alleyways to minimize damage to pavement, curbs, and adjacent property.

3. Term of Contract

The contract shall commence on **December 10, 2025** and continue through **December 1, 2026**, with an option for annual renewal for five years upon mutual agreement.

4. Contractor Qualifications

Proposers must demonstrate:

- Experience providing municipal or commercial snow removal services.
- Availability of suitable equipment and personnel.
- Proof of insurance (general liability and vehicle coverage).
- References from at least two comparable contracts.

5. Proposal Requirements

Proposals must include:

1. **Company Information** – Name, address, contact person, and years in business.
2. **Description of Equipment** – Type, size, and number of vehicles or equipment to be used.
3. **Pricing Structure** –
 - Per-hour rates for plowing, salting, and sanding; or
 - Per-event or per-season lump sum pricing.
4. **Response Time Commitment** – Expected response time after notification.
5. **Insurance Certificates** – Proof of current coverage.
6. **References** – Names and contact information for past or current clients.

6. Evaluation Criteria

Proposals will be evaluated on the following:

- Cost-effectiveness and clarity of pricing.

- Contractor's experience and reliability.
- Availability and quality of equipment.
- Response time and service approach.
- References and past performance.

7. Submission Instructions

Submit three copies of proposals by **December 6, 2025 at 11:59PM** to:

Town of Burkittsville
Attn: Snow Removal Bids
PO Box 485
Burkittsville, MD 21718

or via email to: townoffice@burkittsville-md.gov

Late submissions will not be accepted.

8. Additional Information

The Town reserves the right to reject any or all proposals, to waive informalities, and to award the contract in the best interest of the Town.

A pre-bid meeting/site visit will be held on Monday November 17 at 1 Cemetery Lane at 9:30am for all interested contractors.

Issued by:
Town of Burkittsville
Mayor Michael Robinson