

# TOWN OF BLADENSBURG

## REQUEST FOR BID Police Department Parking Lot Asphalt Replacement 4217 Edmonston Road – Annex Lot



Issued by:

TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, Maryland 20710

Tel: 301-927-7048

RFB -10- 2024

Issue Date: May 15, 2024  
Proposal Due Date: May 31, 2024 at 3:00 p.m.

## Advertisement

### TOWN OF BLADENSBURG

#### RFP 10-2024 Request for Proposals (RFP) for the Police Department

#### Parking Lot Asphalt Replacement

4217 Edmonston Road – Annex Lot

**ISSUE DATE: MAY 15, 2024**

**DUE DATE AND TIME: May 31, 2024 @ 3:00 PM**

The Town of Bladensburg, in recognition of the expertise and capability of local firms, is soliciting proposals to mill and replace the existing asphalt section of the parking lot at the **Police Department Annex**, located at **4217 Edmonston Road, Bladensburg, MD 20710**.

Firms can also provide an alternative quote for restriping the parking lot. The Town intends to execute this project in mid-June/July 2024, and the firm must confirm its availability to do so promptly.

Proposals must be emailed before May 31, 2024, by 3:00 PM to Mr. Purnell Hall at [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov), with a copy being sent to the Town Clerk at [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

Contract awarded to lowest proposal from a qualified firm conforming to the project schedule. The Pre-proposal on-site inspection may be given upon request by contacting Purnell Hall @ [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov)

The Town of Bladensburg is an Equal Opportunity Employer. Unlawful discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation, or other unlawful basis is expressly prohibited.

The Town reserves the right to reject any and all bids based on the best interest of the Town. For questions, please also contact the Town of Bladensburg.

## **RFP 10-2024 Request for Proposals (RFP) for Parking Lot Asphalt Replacement**

**Date of Issue:** May 15, 2024

**First Review of Proposals:** May 31, 2024 *(may be extended if no qualified bidders are found)*

### **I. Introduction**

The Town of Bladensburg, in recognition of the expertise and capability of local firms, is soliciting proposals to mill and replace the existing asphalt section of the parking lot at the **Police Department Annex**, located at **4217 Edmonston Road, Bladensburg, MD 20710**. Firms can also provide an alternative quote for restriping the parking lot. The Town intends to execute this project in mid-June/July 2024. The firm must confirm its availability to execute this project promptly.

### **II. Project Background**



This project, crucial to the smooth operation of the Police Department, involves replacing the asphalt in a parking lot that accommodates approximately 10 spaces. These spaces are heavily used and the timeline for this project is tight due to the needs of public safety vehicles. The Town seeks a reliable and experienced local firm to carry out this essential milling and asphalt replacement work.

### III. Scope of Work

The selected firm will be responsible for the following tasks:

1. **Milling:** Remove the existing asphalt surface.
2. **Asphalt Replacement:** Install a new asphalt layer, ensuring a smooth and durable finish.
3. **Cleanup:** Remove all debris and ensure the site is left clean and safe.
4. **Optional Restriping:** Provide a separate quote for restriping the parking lot.

### IV. Project Timeline

The anticipated timeline for the project if qualified bidders are found is as follows:

- **Proposal Submission Deadline:** May 31, 2024
- **Selection of Firm:** June 10, 2024
- **Project Commencement:** Mid-June/July 2024

### V. Proposal Requirements

Proposals should include, but are not limited to, the following information:

1. **Cost Proposal:**
  - Detailed cost structure for the asphalt replacement.
  - Separate quote for restriping the parking lot.
2. **Firm Qualifications and Experience:**
  - Overview of the firm's history, size, and experience with similar projects.
  - Qualifications and experience of key personnel assigned to the project.
3. **References:**
  - Contact information for at least three (3) references from similar projects.
4. **Town Bid Forms**
  - The forms must be submitted with Bid documents.

### VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Cost of Services - Lowest Bid
2. Qualifications and experience of the firm
3. References and past performance on similar projects.

## **VII. Submission Instructions**

All responses must be submitted electronically by **Friday, May 31, 2024, by 3:00 PM.**

Proposals should be emailed to:

Purnell Hall at [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov)

With a copy to the Town Clerk at [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

## **VIII. Additional Information**

- The Town of Bladensburg reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept the proposal that is deemed to be in the best interest of the Town.
- Any questions regarding this RFP should be directed to Purnell Hall at [phall@bladensburgmd.gov](mailto:phall@bladensburgmd.gov).
- All submitted proposals become the property of the Town of Bladensburg and are subject to public record laws.

We look forward to receiving your proposal.

Town of Bladensburg, Maryland

TO BE SUBMITTED WITH BID

TOWN OF BLADENSBURG  
Bid Proposal Form

TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, MD 20710

BID DUE: May 31, 2024  
TIME: 3:00 p.m. EST

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(Name of Bidder)

hereby submits the following proposal for \_\_\_\_\_. Having carefully examined the Request for Proposals, related documentation, the proposed Consultant Agreement and Addenda Numbered \_\_\_\_\_ (indicate numbers or N/A if none issued), and having received clarification on all items of conflict or upon which any doubt arose, and understanding that all prices bid will remain in effect throughout the term of the contract, whether completed at one time or in interrupted phases, the undersigned proposes to furnish all labor, equipment, materials, etc., required by the documents for the entire work, all in strict accordance with the contract documents.  
Provide unit pricing for specific tasks.

**SPECIAL TERMS AND CONDITIONS**

- A. Failure to properly and completely fill in all blanks may be cause for rejection of this proposal.
- B. In addition to completing this Bid Proposal Form with bid price, Bidder should provide an estimate of budget and resources required.
- C. It is understood that the proposal price will be firm for a period of 90 calendar days from the proposal opening date, and that, if the undersigned is notified of acceptance of this proposal within this time period, the Bidder shall execute a contract for the above stated compensation.

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Name of Bidder

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Signature

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Date

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Name and Title of Individual Authorized to Bind Bidder

TO BE SUBMITTED WITH PROPOSAL  
Non-Collusion Affidavit

\_\_\_\_\_, being duly sworn on oath, deposes and says:  
That he/she is the

\_\_\_\_\_  
(Owner, Partner, Title if on behalf of a Corporation)

of \_\_\_\_\_,  
(Name of Business, Corporation or Partnership)

the party submitting the Proposal; that no officer of the said Corporation has nor has any person, firm or corporation acting on its behalf; agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the Proposal being submitted herewith; and that the said Corporation has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the Proposal Price of the Proposer herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the Proposal is submitted; that in making this Affidavit, the affiant represents that she has personal knowledge of the matters and facts herein stated. The Affiant hereby declares and affirms under the penalties of perjury that the foregoing is true to the best of her knowledge and information.

To be signed by a duly authorized Officer.

\_\_\_\_\_(SEAL)

Name

Title \_\_\_\_\_

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

TO BE SUBMITTED WITH PROPOSAL

AFFIDAVIT WITH RESPECT TO NON-CONVICTION, NON-SUSPENSION AND FALSE  
PRETENSES

I hereby affirm that:

1. I am the \_\_\_\_\_ (Title) and duly authorized representative of  
\_\_\_\_\_ (Name of Business Entity) whose address is  
\_\_\_\_\_ and that I possess the legal authority to make this  
affidavit on behalf of myself and the firm for which I am acting.

2. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted, or in an official investigation or other proceeding admitted in writing or under oath, acts or omissions which constitute bribery, attempted bribery or conspiracy to bribe under the provisions of Criminal Law Article of the Annotated Code of Maryland or under the laws of any state or the federal government (conduct prior to July 1, 1977 is not required to be reported); and

3. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been convicted under a State or federal law or statute of any offense enumerated in §16-203 of the State Finance and Procurement Article; and

4. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees directly involved in obtaining contracts with the State, or any county, bi-county or multi-county agency or subdivision of the State have been found civilly liable under a State or federal antitrust statute as provided in §16-203 of the State Finance and Procurement Article.

5. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, any of its officers, directors, or partners or any of its employees who will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction have been debarred or suspended under this subtitle.

6. Except as described in Paragraph 7 below, neither I nor the Business Entity nor, to the best of my knowledge, information and belief, any officer, director, partner, member or



associate thereof; nor any of its employees directly involved in obtaining contracts with the Town, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses under the laws of any state or federal government, based upon acts committed after July 1, 1981.

7. State "none" below or, as appropriate, list any suspension, debarment, conviction, plea or admission described in Paragraph 2 - 6 above, with the circumstances, date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any.

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I acknowledge that this affidavit is to be furnished, where appropriate, to the Town of Bladensburg under Section 16-311 of the State of Maryland Finance and Procurement Article of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Town of Bladensburg may terminate any contract awarded and take any other appropriate actions. I further acknowledge that I am executing this affidavit in compliance with Section 16-309 of the State Finance and Procurement Article of the Annotated Code of Maryland, which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the Town.

I further affirm that the business entity is properly registered to do business in the State of Maryland, or is not required to be registered.

I do solemnly declare and affirm under the penalties of perjury that the contents of the affidavit are true and correct.

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Date

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Signature

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Printed Name

TO BE SUBMITTED WITH BID

TOWN OF BLADENSBURG

NOTE: The information requested on this form may be submitted in a separate document as long as all requested information is provided and numbered according to this form.

1. Name of Bidder:  
(Individual/Firm/Corporation)

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

\_\_\_\_\_

Telephone Number: (     ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

2. Is the business incorporated? \_\_\_\_\_ Yes     \_\_\_\_\_ No

Non-Corporation Business

3. If response to item #2 above is No, list the name and business and residence address of each individual having a 10% or greater financial interest in the business.

Name	Business Address	Residence Address
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Corporate Business Entities - Please answer items 4 and 5

4. List the names of all officers of the corporation, their business and residence addresses and the date on which they assumed their respective offices.

Name	Office	Residence and	Date
Business Address		Assumed	Office

_____	_____	_____	_____
_____	_____	_____	_____

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5. List the names of all members of the current Board of Directors, and their business and residence addresses.

Name	Business Address	Residence Address
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_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Please provide the following information concerning work that you have done within the last 5 years which is similar to the Bid work.

FOR WHOM PERFORMED	CONTRACT AMOUNT	DATE COMPLETED	CONTACT'S NAME/ TELEPHONE NUMBER
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Bidders will answer the following questions: (The word “you” refers to any individual, partnership, partner and/or corporation and its officers.)

a. Have you ever failed to complete any work awarded to you? \_\_\_\_\_

If yes, state where and why: \_\_\_\_\_

b. Have you ever been affiliated with some other organization that failed to complete a contract? \_\_\_\_\_

If yes, state name of individual and reason therefor. \_\_\_\_\_

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c. With what other businesses are you affiliated? \_\_\_\_\_

d. Please provide at least 3 references, including any Maryland governmental units or agencies for which you have worked on a similar project. Include the name and telephone

number of your contact with each.

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e. Identify all sub successful bidders, materialmen, and suppliers that you intend to use in performing the work under the Contract, and specify the work each is expected to perform.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Bidder

By: \_\_\_\_\_

Printed Name:

Title: \_\_\_\_\_