



TOWN OF EMMITSBURG

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

**REQUEST FOR PROPOSAL
BACKHOE LOADER**

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I. SCOPE OF WORK

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified companies for the purchase of a backhoe loader. Sealed proposals are due by 2:30 p.m. on Monday, August 30, 2021. Please see the “Submittal Requirements” section on how to submit your bid.

All bids must meet and/or closely resemble the requirements contained herein. The backhoe loader shall have the following features:

- 4-cylinder turbo diesel engine
- Enclosed cab with heat, A/C and radio
- Power shift transmission
- Auto protection shutdown
- 4-wheel drive
- 1.0 CU. YD. loader bucket
- Standard light package
- Gripper teeth on dipper
- Excavator style backhoe pilot controls
- 24-inch backhoe bucket

Questions? Contact Jimmy Click, Director of Public Works, at (301) 447-6495 or Jclick@emmitsburgmd.gov.

II. SUBMITTAL REQUIREMENTS

Please submit at least two (2) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727. No email submittals will be accepted. Please note on bids, **“Backhoe Loader 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 packet submissions 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. Do any warranties come with the backhoe?

B.) Detailed cost statement:

1. Clearly list the “as delivered” price.
2. How long is the price proposal good for?
3. What features are included with the price?

III. PROPOSED TIMELINE

Tues. August 10, 2021

RFP available on the Town of Emmitsburg’s website.

Tues. August 10, 2021

RFP published on eMaryland Marketplace.

Mon. August 30, 2021

DEADLINE: Bids due by 2:30 p.m.

Tues. September 7, 2021

Tentative: Term review/approval by the Board of Commissioners.

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.*