



TOWN OF EMMITSBURG

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

**REQUEST FOR PROPOSAL
DOWNTOWN STREETLIGHT PURCHASE**

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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 103 streetlights to replace the existing streetlights on Main Street and South Seton Avenue. Sealed proposals are due by 4:00 p.m. Friday, July 21, 2023. Please see “Submittal Requirements” on how to submit your bid.

The proposed project would replace 103 total streetlights (poles, fixtures and lenses) located on Main Street and South Seton Avenue in the Town of Emmitsburg. 97 lights are located on Main Street (East and West side) and 6 lights are located on South Seton Avenue. See map attached. This request for proposal (RFP) is for the purchase of the streetlights only. The Town plans to publicize a separate RFP for the installation of the streetlights. All bids must meet and/or exceed the requirements contained herein.

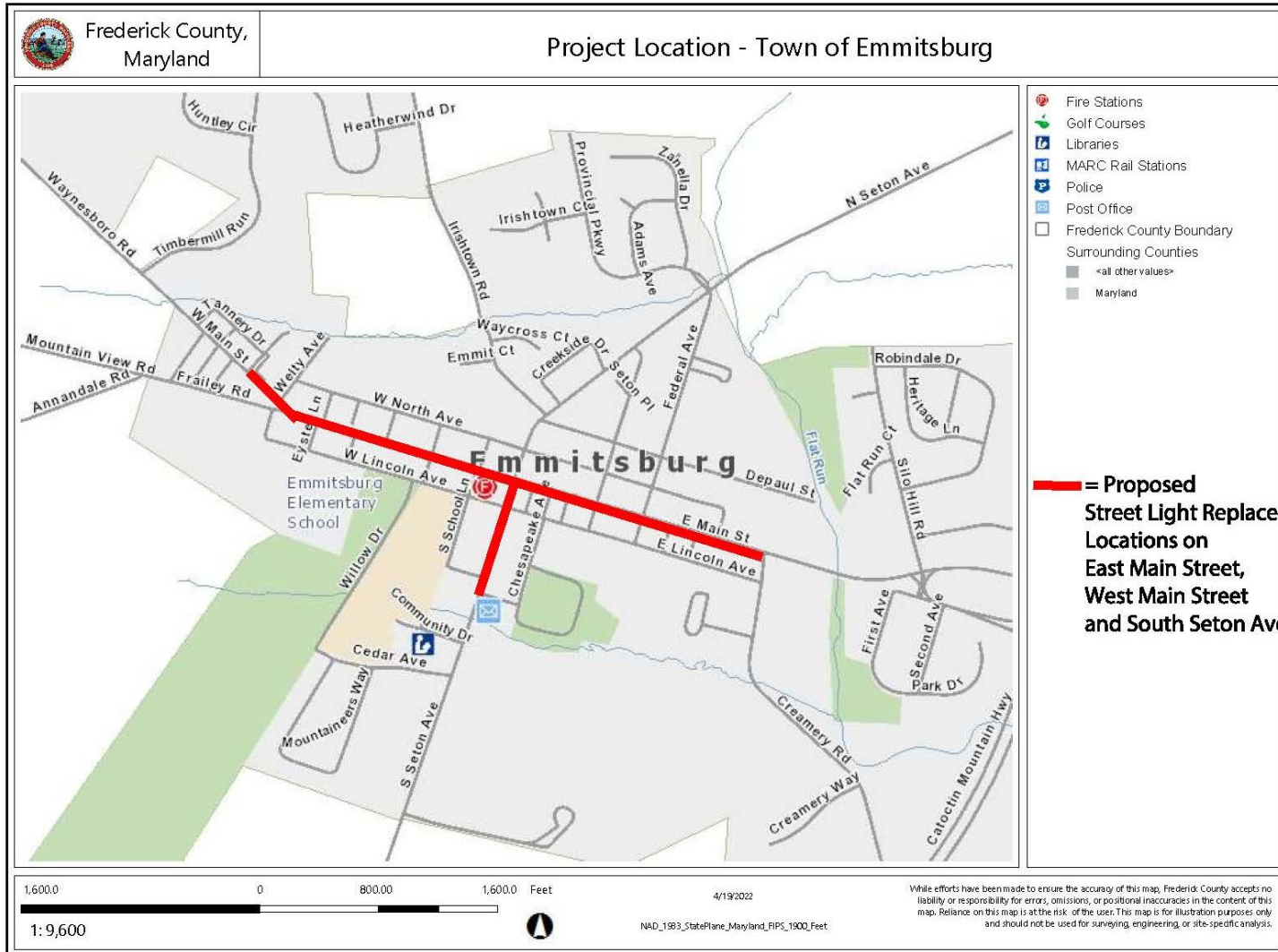
Existing Lights - The existing 40-year old street lights are Philips Hadco Old Boston style (product #C15039-B) luminaires with a corn cob style 50 watt LED bulb. See photos on following pages. The existing lights are also 4,000 Kelvin, non-dimmable and semicutoff luminaires. The Old Boston style lights are a Victorian/Georgian style light that enhances Emmitsburg historic nature.

New Lights – The new streetlights (poles, fixtures, lenses) should closely resemble the Victorian/Georgian style lights of the existing Old Boston streetlights the Town has as the Town wishes to continue to enhance Emmitsburg’s historic Main Street look. Contractor should make their best recommendation as to a light that is similar to the Old Boston style and that features...

- Color: Black
- Dimmable (please specify lowest wattage and highest wattage in bid)
- Either semi-cutoff luminaries, cutoff luminaires, or dark sky certified luminaries
- LED bulbs
- GFI outlet on each pole with in-use cover
- Pole height:
 - 10-foot-high poles: 95
 - 12-foot high poles: 8
- Mounting hardware included
- Hadco brand lights preferred

Questions? Please submit your question in writing to Madeline Shaw, Grants Administrator, at Mshaw@emmitsburgmd.gov. All questions and corresponding answers will be posted in writing on the Town’s website for bidder reference.

II. PROJECT LOCATION MAP



III. PHOTOS OF EXISTING LIGHTS





IV. SUBMITTAL REQUIREMENTS

Please submit four (4) 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, **“Streetlight Purchase 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. Sealed proposals are due by 4:00 p.m. Friday, July 21, 2023. At the minimum, all bid packets 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 whom correspondence should be directed regarding the bid and any questions.
2. Do any warranties come with the streetlights?
3. What is the current lead time on production? When should the Town anticipate receiving the lights assuming an August 22, 2023 bid award?
4. What is the lowest wattage and highest wattage for the dimmer?
5. Are the lights semi-cutoff, cutoff, or dark sky certified luminaries?
6. Is there any other delivery or fabrication information the Town should know?
7. Statement which indicates “proposal and cost schedule shall be valid and binding for sixty (60) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

B.) Detailed Cost Statement:

Please list the cost of the project using the template below or a similar template. List freight/shipping as a separate line item. The order will ship to 142 South Seton Avenue, Emmitsburg, MD 21727.

Pole Height:	Quantity:	Model No.:	Unit Price:	Total Price:
10-foot	95			
12-foot	8			
			Freight/Shipping:	
			TOTAL COST:	

C.) Specification Sheets for Proposed Light:

Spec sheet should include dimensions, features, wattage, photo control, etc. for both the 10-foot high and 12-foot high lights.

D.) References:

Please provide the name, phone number and **email** of at least three (3) client references for similar projects completed within the past three (3) years.

V. PROPOSED TIMELINE

Thurs. June 15, 2023

Request for proposal published.

Fri. July 21, 2023

DEADLINE: Bids due by 4:00 p.m.

Mon. August 21, 2023

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

Tues. August 22, 2023

Tentative: Bid announcement made.

VI. 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.*