

**TOWN OF TRAPPE
4011 POWELL AVE, PO BOX 162
TRAPPE, MD 21673
REQUEST FOR PROPOSALS**

GRASS CUTTING AND LANDSCAPING SERVICES

The Town of Trappe is soliciting sealed proposals from qualified companies to perform Grass Cutting and Landscaping services for all Town owned properties located within the Town of Trappe.

Interested companies can find the specifications on the Town of Trappe website at www.trappemd.net or you may contact the Town of Trappe at (410) 443-0087 or by email at clerk@trappemd.net for a copy.

All proposals must be sealed and marked “Grass Cutting and Landscape Services” and be received by **2:00 p.m. local time on Monday, April 27, 2026** to Town of Trappe, 4011 Powell Avenue, PO Box 162, Trappe, MD 21673 or emailed to clerk@trappemd.net. The bids will be discussed at the Town Council meeting on May 6, 2026.

Questions concerning the Request for Proposal should be directed to Erin Braband, Town Administrator at 410-443-0087 or clerk@trappemd.net no later than 48 hours prior to the proposal opening.

All work shall be performed at the following locations:

1. Trappe Town Office – 4011 Powell Avenue
2. Wastewater Treatment Plant – 4110 Hennissee Lane
3. Nace’s Park – 3819 Main Street
4. Veteran’s Park and open field behind the park – 3928 Main Street
5. Lakeview Park – 3929 Harrison Circle
6. Water Tower and Well enclosed area – 3962 Harrison Circle
7. Rt. 50 Pumping Station – 3765 Main Street
8. Trappe Lions Club Building – 3779 Main Street
9. Well 5 with Lakeview Pumping Station – 3920 Harrison Circle
10. Greenfield Pumping Station – 29290 Greenfield Avenue
11. White Marsh Pumping Station – 4320 Lovers Lane
12. Marvel North Pumping Station – 3868 Marvel Drive
13. Marvel South Pumping Station – 3718 Marvel Drive
14. Rumsey Drive Pumping Station – 3848 Rumsey Drive

TOWN OF TRAPPE
GRASS CUTTING AND LANDSCAPING SERVICES SPECIFICATIONS

1 SCOPE:

Furnish necessary tools, labor, equipment, and material to provide Grass Cutting and Landscaping Services as called for in the contract documents, specifications, and proposal sheets.

2 APPLICATION:

This work shall be performed for the Town of Trappe.

3 QUESTIONS AND INQUIRIES:

Questions concerning this RFP should be addressed to Erin Braband, Town Administrator at 410-443-0087, e-mail clerk@trappemd.net.

4 PRE-BID CONFERENCE:

4.1 Each contractor submitting a proposal must completely satisfy themselves as to the exact nature and existing conditions of working areas and requirements of the specifications for extent and quality of work to be performed. Failure to do so will not relieve the successful contractor of their obligation to carry out the provisions of the contract.

4.2 An optional pre-bid site visit will be held on Tuesday, April 7, 2026 at 10:00 am. Meeting location for pre-bid site visit is 4011 Powell Avenue. This site visit is encouraged to verify boundaries of the properties.

5 BIDDER'S QUALIFICATIONS:

5.1 All bidders must be primarily engaged in the lawn care business and must have been actively engaged in this field for a period of no less than 2 years.

5.2 An experienced supervisor who is conversant in English shall be present at all times on each and every site while crews are performing their work in the execution of this contract.

5.3 No contract will be awarded except to responsible bidders capable of performing the class of work specified.

5.4 The Town of Trappe reserves the right to check all references furnished and consider the response received in determining the award of this bid.

6 CONTRACT PERIOD:

6.1 This is a requirements type contract for 1 year commencing on or about May 6, 2026 after approval and proper execution of the RFP, with a renewal option for 2 additional years, in 1 year increments. These options are pending adequate funding in the next fiscal year and exercisable at the sole discretion of the Town.

6.2 The Town will review written requests for increases submitted 30 days prior to the completion of the first year and prior to subsequent extension periods. Increases must be based on the previous 12 months Consumer Price Index Average (CPI).

6.3 The requested approved adjustment will be effective on the contract anniversary date should the Bureau of Labor Statistics Consumer Price Index, CPI-W, DC-MD-VA-WV Region, 1993-95 = 100, show a change from the base index, 116.1 as given for the current year.

7 QUANTITIES:

7.1 The Town of Trappe is obligated during the period stipulated to purchase all of its normal requirements as specified from the vendor and the vendor is obligated to furnish the services which the Town requires for its operation. The dollar values and/or quantities stated herein are given as a general guide for bidding and are not guaranteed amounts.

7.2 Actual requirements may be more or less than those estimated herein.

7.3 Should a need arise for supplies or services which are not available, the Town reserves the right to secure services from other sources to meet its immediate needs without prejudice of the contract.

7.4 The successful bidder shall only be paid for actual work completed.

8 INDEMNITY:

8.1 If a contract is awarded, the successful bidder will be required to indemnify and hold the Town harmless from and against all liability and expenses, including attorney's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person arising out of or attributable to the bidder's performance of the contract awarded.

8.2 Any property or work to be provided by the bidder under this contract will remain at the bidder's risk until written acceptance by the Town; and the bidder will replace, at bidder's expense, all property or work damaged or destroyed by any cause whatsoever.

9 INSURANCE:

General Insurance Requirements

9.1 The Contractor shall not start work under this Contract until it has obtained at its own expense all of the insurance specified hereunder and such insurance has been approved by the Town; nor shall the Contractor allow any subcontractor to start work on its subcontract until all insurance required of the sub-contractor has been so obtained and approved by the Contractor. Approval of insurance required of the Contractor and sub-contractors will be granted only after submission to the Town of original, signed certificates of insurance or, alternately, at the Town's request, certified copies of the required insurance policies.

- 9.2 The Contractor shall require all subcontractors to maintain, during the term of this agreement, commercial general liability insurance, professional errors or omissions liability insurance if applicable, and workers' compensation and employers' liability insurance, in the same manner and with the same coverage as specified herein for the Contractor. The Contractor shall furnish subcontractors' certificates of insurance or certified copies of insurance policies to the Town immediately upon request.
- 9.3 All insurance policies required hereunder shall include the following provision; "It is agreed that this policy shall not be subject to cancellation, non-renewal, material change, or reduction in coverage until 30 days prior written notice has been given to the Town."
- 9.4 The Town and its agents, officials and employees are to be named as an additional insureds under commercial general liability coverage.
- 9.5 Workers' compensation. Statutory benefits as required by Maryland law, or other laws as required.

10 SUBMISSION OF RFP DOCUMENTS:

10.2 The required bid documents shall be submitted sealed in duplicate (original and 1 copy), to the Town of Trappe, 4011 Powell Avenue, PO Box 162, Trappe, MD 21673 Attn. Erin Braband or emailed to clerk@trappemd.net no later than **2:00 P.M. on April 27, 2026**.

10.3 The submission of a proposal on this work and service will be considered as a representation that the bidder has carefully investigated all conditions which affect or may, at some future date, affect the performance of the work or services covered by the proposal, the entire area to be serviced as described in the attached specifications and other contract documents and that the bidder is fully informed concerning the conditions to be encountered, character quality and quantity of work to be performed and equipment and materials to be furnished; also, that the bidder is familiar with all Federal, State, and City laws, all codes and ordinances of the Town which in any way affect the prosecution of the work or persons engaged or employed in the work or the materials and equipment used in the work.

11 METHOD OF AWARD:

The Town of Trappe intends to make award to the lowest responsive responsible and qualified bidder meeting specifications for the Total Bid but reserves the right to award the bid to a contractor of their choice.

12. PROJECT MANAGER:

12.1 All work coordination shall be with Mr. Shawn Lane, Superintendent, or his designee. Mr. Lane's telephone number is 410-443-0087.

12.2 All bidders shall provide, with their bid, the name and telephone number of their project manager. Failure to do so may be cause for rejection of bid.

13. WORK SCHEDULE:

13.1 Normal working hours shall be considered as Monday through Friday, 7:00 a.m. till dark. No Sunday mowing. Saturday - By arrangement with the Town.

14 BILLING AND PAYMENT:

14.1 The contractor shall submit an invoice for all items provided during the preceding month to:

Town of Trappe
PO Box 162
Trappe, MD 21673

14.2 Each invoice shall include the following information:

- Date Service Performed;
- Itemized List of Locations and Services Provided;

14.3 Payment Terms. Payment shall be made only after performance of services and upon receipt of proper invoice from contractor and acceptance by the Town of Trappe.

15 EXCEPTIONS

The bidder shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications. Failure to furnish the statement will mean that the bidder agrees to meet all requirements of the terms, conditions, and specifications.

16 TERMINATION

16.1 Termination for Convenience: The Town of Trappe may terminate a contract, in whole or in part, whenever the Town determines that such termination is in the best interest of the Town, without showing cause, upon giving written notice to the contractor. The Town of Trappe shall pay all reasonable costs incurred by the contractor up to the date of termination. However, in no event shall the contractor be paid an amount which exceeds the price bid for the work performed. The contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

16.2 Termination for Default: When the contractor has not performed or has unsatisfactorily performed the contract, the Town may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the Town. Failure on the part of a contractor to fulfill the contractual obligations shall be considered just cause for termination of the contract. The contractor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the Town in reprocurring and completing the work.

17 AVAILABILITY OF FUNDS:

The contractual obligation of the Town under this contract is contingent upon the availability of appropriated funds from which payment for this contract can be made.

18 INTERPRETATION:

The contract resulting from this bid shall be construed under the laws of the State of Maryland.

19 INTEGRATION:

These bid documents, bidder's response to this solicitation, and subsequent purchase order(s) to the successful bidder contain the entire understanding between the parties and any additions or modifications hereto may only be made in writing executed by both parties.

20 NON-ASSIGNMENT OF CONTRACT:

The contractor shall not assign the contract, or any portion thereof, except upon the written approval of the Town of Trappe.

21 SPECIFICATIONS - GRASSCUTTING AND LANDSCAPING:

The successful contractor shall furnish all tools, labor, and material to provide grass cutting and landscaping services in accordance with the following specifications:

22. Preparation of Grounds before Mowing:

22.1 Trash, Sticks and Leaves: All papers, bottles, sticks, leaves, debris, etc. shall be collected and removed from all lawn areas, landscaping beds, tree rings, parking areas, paving, etc; at each location during the contract period. This includes removal of debris from around the buildings and around the perimeter of the property. The contractor shall provide their own disposal site for debris resulting from the operation of this contract requirement.

22.2 Leaves: All leaves are to be removed from all Town properties during the fall and disposed of by contractor utilizing their own disposal site.

22.3 Any damage to the landscape, the structure or the irrigation system caused by the contractor will be repaired by contractor without charge to the Town.

23. Lawn Areas - Cutting and Edging:

23.1 All lawn areas shall be cut at each location at the direction of the Town. In general, lawns shall be cut weekly during the part of the season with average rainfall. During the dry part of the season, lawns will be cut every 2 or 3 weeks or as directed by the Town. This is best determined by blade growth, since only 1/3 of the blade should be removed at any one cutting. Yearly average number of mowing's approximately 24.

23.2 All grass shall be cut to an average height of 3". All mower blades on all equipment shall be sharpened. When mowing next to curbs and sidewalks mow so as to throw clippings inward toward the lawn areas. No clippings are to be thrown into the road or on the sidewalks.

23.3 All close trimming shall be with the utmost care so as to protect adjacent plant material.

23.4 All concrete surfaces to include sidewalks, curbs, pads, etc. at each location are to be edged three times during the contract period. Times to be determined by the Town.

23.5 All flower bed locations are to be edged three times during the contract period. Times to be determined by the Town.

23.6 Mowing operations shall be done in such a manner so as to prevent mowers, blowers, line trimmers, and other equipment from propelling grass, stones, and other debris onto automobiles, buildings or adjacent properties. Any and all damage resulting from such operations shall be the responsibility of the contractor.

24. Clean Up Requirements During and After Mowing:

24.1 Grass clippings, trash, debris, glass, etc. is to be swept or blown from sidewalks, curbs and parking lots, and otherwise paved areas. No trash or debris of any type is to be left on site at the completion of the operation so as to leave the entire site in a neat, clean and safe condition. The contractor shall provide their own disposal site for grass clippings. Care shall be taken so as not to allow clippings to get into air conditioning and heat exchanger units and shrubs and tree beds or vehicles. If grass is excessively long, clippings may be required to be bagged or otherwise collected and removed at the discretion of the Town.

24.2 Clean up at each location shall be done before crews leave that location (i.e., end of each working day). This includes that all trash and debris from all planting beds, parking areas, walkways and the perimeter of the property. Failure to comply will be cause for funds to be withheld for this phase of work. Furthermore, if Town employees are utilized to accomplish clean up, that cost will be deducted from the contractor's next billing based on the cost recovery schedule contained in this contract.

25. Work Locations and additional work requested at specific locations:

All work/service previously stated in Sections 22 through 24 shall be performed at the following locations and the following additional work is to be completed at each specific location:

1. Town Office – 4011 Powell Avenue
 - Pull weeds in flower bed
 - Plant flowers in flower bed twice a year as directed by Town
 - Mulch flower bed – twice a year as directed by Town
2. Wastewater Treatment Plant – 4110 Hennissee Lane
 - Weed eat around all basins (Not to be done on Monday or Tuesday)
 - Weed eat inside and outside the fence around the property
 - Weed eat around the ponds
3. Nace's Park – 3819 Main Street
 - Weed eat ditch along Rt. 50 behind Park
 - Pull weeds in flower beds and around trees
 - Mulch flower beds and around trees twice a year as directed by Town
 - Keep trees trimmed and heightened as needed
 - Keep bushes trimmed as needed
4. Veteran's Park and open field behind the park – 3928 Main Street
 - Pull weeds in flower beds
 - Pull weeds in playground area
 - Keep playground area clean from debris
 - Spray weeds in parking lot and around curbs
 - Cut back rose bushes around gazebo in the fall
 - Keep trees trimmed and heightened as needed
 - Plant flowers in flower bed twice a year around Vet Park sign
 - Keep trees and brush along fence line by School Street cut back
5. Lakeview Park – 3929 Harrison Circle
 - Pull weeds in playground area
 - Weed eat ditch outside of park area along Harrison Circle
 - Keep trees trimmed and heightened as needed

6. Water Tower and Well enclosed area – 3962 Harrison Circle
 - Weed eat inside and outside fence
7. Rt. 50 Pumping Station – 3765 Main Street
 - Weed eat inside and outside fence
8. Trappe Lions Club Building – 3779 Main Street
 - Weed eat ditch along Rt. 50 behind building
 - Weed eat ditches on each side of the property
9. Well 5 with Lakeview Pumping Station – 3920 Harrison Circle
 - Weed eat inside and outside fence
10. White Marsh Pumping Station – 4320 Lovers Lane
 - Weed eat inside and outside fence
11. Greenfield Pumping Station – 29290 Greenfield Avenue
12. Marvel North Pumping Station – 3868 Marvel Drive
13. Marvel South Pumping Station – 3718 Marvel Drive
14. Rumsey Drive Pumping Station – 3848 Rumsey Drive

26. Proposal Cost

The Town is requesting a proposal cost to be submitted for all services requested with the contractor supplying all the brown mulch and flowers needed for the locations stated above as well as a proposal cost for the Town to supply all the brown mulch and flowers needed for the locations stated above.

Annual Cost with contractor supplying brown mulch and flowers

Annual Cost with Town supplying brown mulch and flowers for contractor
