



**TOWN OF SNOW HILL  
REQUEST FOR BID  
STURGIS PARK PUBLIC RESTROOM REHABILITATION**

**Issue Date: November 3, 2023**

**REHABILITATION, REBUILDING, AND REPLACEMENT OF  
INTERIOR SURFACES, STRUCTURES AND FIXTURES OF 2 PUBLIC RESTROOMS  
LOCATED IN STURGIS PARK AT 204 RIVER STREET, SNOW HILL, MD 21863**

**I. Project:**

The Town of Snow Hill is requesting bids from contractors for the grant funded rebuilding and rehabilitation of 2 public restrooms located in Sturgis Park at 204 River Street, Snow Hill, MD 21863.

**II. Project Goal:**

The rehabilitation of the 2 outdated public restrooms located at Sturgis Park will provide sanitary and modern facilities to residents and guests of the Town of Snow Hill during festivals, events, park rentals, paid boating activities and other times deemed appropriate by the Town.

**III. Contact Person:**

Paul Bessette, Grant Administrator. If you have any questions regarding the bid, you may email him at [pbessette@snowhillmd.com](mailto:pbessette@snowhillmd.com) or call him at 410-632-2080.

**IV. Request for Bids Time Table:**

The following schedule has been established for the Request for Bid

Bid Release Date:	Friday, November 3, 2023
Site visit scheduled for:	November 7 – November 14, 2023 between 9:00am and 3:00pm at Sturgis Park at 204 River Street, Snow Hill, MD 21863
Bids Due:	Monday, November 20, 2023 @ 4:00pm

**V. Scope of Work:**

**1. Demolition:**

- a) Complete demolition of interior of the two (2) public restrooms.
- b) Proper disposal of all existing interior walls, materials, fixtures, stalls, lighting, appliances, etc.

**2. Rebuild Interior Structure:**

- a) Evaluate condition of structure and repair as needed.
- b) Insulate wall and ceiling cavity, with appropriate insulation, vapor barrier.
- c) Install appropriate wallboard for high humidity applications – green board.
- d) Replace front windows in both (2) bathrooms with similar units.
- e) Install waterproof FRP with appropriate adhesive and trim as needed, including seams, around windows, baseboards, etc.
- f) Install new ceiling with appropriate materials.
- g) Install new fixtures, etc.

**3. Fixtures: *commercial rated and ADA compliant* - must match existing footprint**

- a) 5 Floor-mount pressure-assisted commercial toilets, appropriate plumbing accessories, open front seats.
- b) 2 Wall-mount commercial urinals with appropriate commercial manual flush, appropriate plumbing accessories.
- c) 4 Wall-mount commercial single hole sinks w/ commercial metered faucets, appropriate plumbing accessories.
- d) 4 Wall-mount commercial soap dispensers, stainless steel.
- e) 2 Wall-mount commercial hand dryers, stainless steel.
- f) 5 Solid plastic stall dividers and doors - Dark color to be discussed with Town representative, 2 ADA, 3 standard, standard height w/ appropriate hardware.
- g) 5 Toilet paper dispensers, multi-roll capacity, standard roll size.
- h) 3 Wall-mount sanitary disposal bins (women's bathroom).
- i) 2 Motion/humidity sensing timed ventilation fans.
- j) 2 Motion sensing, timed light switches and 4 LED fixtures.

**4. Finish:**

- a) Recoat floors - chemical resistant coating and anti-slip texturing, gray in color.
- b) Paint all necessary areas w/ appropriate product.
- c) Install appropriate exterior door signage.

**Special Notes**

- Products/materials used must provide protection/prevention against moisture, mold, mildew, etc.
- High traffic – floor must be durable, slip resistant, chemical resistant.
- Existing footprint must be used.
- Products/materials used must provide durability, cleanability, and repairability.
- Fixtures used must be water efficient and energy efficient.

**VI. Project Timeline:**

The bid shall include the earliest available start date and the latest completion date for construction. These dates must be reasonable and approved by the Town. All work must be completed by **Monday, April 1, 2024**.

**VII. Site Inspection/Pre-Submission Meeting:**

Prospective bidders are encouraged to visit and inspect the site between November 7, 2023 and November 14, 2023, 9:00am-3:00pm, prior to submitting the bid. A pre-submission tour of the site can be arranged by contacting Paul Bessette, Grant Administrator, at 410-632-2080 or [pbessette@snowhillmd.com](mailto:pbessette@snowhillmd.com).

**VIII. Pre-Construction Meeting:**

After award of the contract, a preconstruction meeting can be requested by either the Town or contractor if any questions or additional information requests arise that cannot be answered or resolved through other means of communication.

**IX. Terms and Conditions:**

The Town reserves the right to request clarification of information submitted and to request additional information from one or more bidders.

A contract and/or purchase order from the Town will result from award of this bid, on forms supplied by or approved by the Town. Contracts issued by the Town will bind the contractor to applicable conditions and requirements herein set forth, unless otherwise specified in the bid documents, and are subject to all federal, state and municipal laws, rules, regulations and limitations. Said contract will be construed and interpreted in accordance with the laws of the State of Maryland and all questions of performance hereunder will be determined in accordance with such laws. If, through any cause, the contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the Town shall have the right to terminate its contract by specifying the date of termination in a written notice to the contractor as stated in the contract.

Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. This includes but is not limited to: Occupational Safety and Health Act (OSHA), National Institute for Occupational Safety & Health (NIOSH), National Fire Protection Association (NFPA). Lack of knowledge by the bidder shall in no way be a cause for relief from responsibility.

The Town of Snow Hill is subject to the Maryland Public Information Act and may be required to release bid submissions in accordance with the Act.

No inspection, or failure to inspect, at any time or place, will relieve the contractor from his obligation to perform all the work strictly in accordance with the requirements and specifications.

No oral conversations, agreements, discussions or suggestions, which involve changes to the scope of the bid or contract, made by anyone including any Town employee, will be honored or valid. No written agreements or changes to the scope of the bid made with anyone other than the Grants Administrator (with Town Managers approval if necessary) will be honored or valid. Any change to the bid requirements will be announced through the issuance of a written addendum.

The contractor shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the Town.

No reports, information or data given to, or prepared by the contractor under the contract shall be made available to any individual or organization by the contractor without prior written approval of the Town.

The Town will be consulted and will have right to final approval of all fixtures or structural elements to be installed during the project.

The Town reserves the right to make periodic site visits to assess progress and code compliance.

Any and all contractors or sub-contractors will possess all applicable licenses to perform contracted work in the State of Maryland and Worcester County.

It is the contractor's responsibility to obtain any/all permits required for the project.

The contractor will provide all equipment, tools, and materials necessary for all work.

**X. Indemnity:**

The successful contractor shall indemnify, defend, and hold harmless the Town of Snow Hill and its officers, employees, and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fees and court costs)

resulting from, arising out of, or incurred by reason of any claims, actions or suits based upon or alleging bodily injury, including death, or property damage arising out of or resulting from the contractor's operations under the contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either one of them.

The contractor further agrees to furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, due to the contractor's own work or to the work of other contractors for which he or his workers are responsible.

**XI. Insurance:**

Insurance shall be required of the successful contractor. Certificates verifying insurance coverage for liability and damages, and associated dollar values shall be submitted to the Town Manager of Snow Hill. Worker's compensation insurance shall be provided by the successful contractor to the extent required by the State of Maryland law.

**XII. Qualifications:**

The bidder must be in compliance with the laws regarding conducting business in the State of Maryland. Bidders must provide a statement with the submission of their proposal indicating their ability and expertise in similar projects. A list of personnel or sub-contractors who would actually perform the work along with resumes of the construction site supervisors, if any, must be provided. The qualifications and references of the bidders and their sub-contractors will be taken into consideration when bids are evaluated.

**XIII. Conflict of Interest:**

The bidder certifies that the bid made is without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same project; without prior knowledge of competitive prices; and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

Upon signing the bid, bidder certifies that no member of the governing body of the Town, or members of his/her immediate family, including spouse, parents or children, or any other employee of the Town, or any member or employee of a commission, board, or corporation controlled or appointed by the Mayor or Council has received or been promised, directly or indirectly, any financial benefit, related to this contract.

**XIV. Submission of Bid:**

Bidders must become fully knowledgeable as to the extent and character of this bid document, including all requirements and specifications. Failure to do so will not relieve the bidder of the responsibility to fully perform in accordance therewith. No consideration will be granted for alleged misunderstanding of the material furnished or the work performed, it being understood that the submission of the bid is an agreement with all of the items and condition referred herein.

All submittals shall contain:

1. The properly filled out provided cover sheet at the end of this document.
2. Summary of approach to complete the project.
3. Affidavit of qualifications to bid and copies of licenses, and insurance certificates (COI) of firm and/or staff.
4. At least 3 references.
5. Samples of comparable projects completed.
6. Details of payment schedule proposed.
7. Non-Collusive Affidavit.
8. Specification sheets for materials and products.
9. Contactor's standard warranty.
10. One original and three (3) copies of written bid.  
Each copy of the bid will be hand signed by the person legally authorized to bind the bidder to the contract. A bid submitted by an agent will have a current Power of Attorney attached certifying the agent's authority to bind the bidder.
11. Other supporting documents as needed.
12. Each bid must be accompanied by a Bid Bond in the form of a certified or cashier's check, payable to the Town of Snow Hill for five (5) percent of the total amount of the bid.

Failure to provide these documents with bid may result in the disqualification of the bid. The Town reserves the right to request and review additional information before making a determination as to award of the bid. All bids must be typed/printed or legibly hand written in pen.

Any ambiguity in any bid as a result of omission, error, lack of clarity or noncompliance by the bidder with specifications, instructions, and/or all conditions of bid will be construed in the light most favorable to the Town.

Bids will be submitted in a sealed envelope to:

**SEALED BID: STURGIS PARK RESTROOMS**

Snow Hill Town Hall, 103 Bank Street, Snow Hill, Maryland 21863

No later than **4:00 PM. (EST)** on **Monday, November 20, 2023** and then at said location, publicly opened and read aloud, under dual control by the Town Manager, Public Works Director, Finance Director (or their designee) and other pertinent Town staff.

- **E-mail submissions will not be accepted.**
- **Late submissions will not be accepted.**

The Town of Snow Hill will not be responsible for any offer delayed by the USPS or any other postal service nor any late offer, amendment, or request for withdrawal of offer, received after the RFB date. Offers received after the date and time for receipt will be returned unopened.

**XV. Evaluation:**

The Town Manager and staff shall evaluate all bids and the Town Manager shall select the “best overall value” bid in compliance with the provisions of the bid documents. The Town Manager may waive any irregularities in the bids that may be in the Town’s best interest.

In awarding the contract, the Town Manager may take into consideration the quality, durability, appropriateness and compatibility of the equipment; the skill, facilities, capacity, experience, ability, responsibility, reputation, previous work and financial standing of the respondent; the period of time within which equipment or services is to be furnished or delivered; and the necessity of prompt delivery of items described herein. The inability of any respondent to meet the requirements mentioned above may be cause for rejection of this bid.

No bidder may withdraw their bid within ninety (90) days after the actual date the RFB’s are due on Monday, November 20, 2023.

The Town of Snow Hill reserves the right to reject any and all bids and/or waive informalities or irregularities as it may deem best for its interest. Bids are prepared at contractor’s expense and become Town property and an item of public record.

The Town of Snow Hill is an equal opportunity employer (EOE). Disadvantaged Business Enterprises (DBE), including Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) are encouraged to respond.



**TOWN OF SNOW HILL**  
**Bid Form**

**Rehabilitation of Restroom Facility located at:  
Sturgis Park, 204 River Street, Snow Hill, MD 21863**

Total Materials Cost: \$ \_\_\_\_\_ Attach itemized specification sheets.

Total Labor Cost: \$ \_\_\_\_\_

Total Proposal Cost: \$ \_\_\_\_\_

Available Start Date: \_\_\_\_\_

Length of Time for Completion: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**NOTE: THIS BID FORM MUST BE SIGNED BY AN OFFICER OF YOUR COMPANY, OR AN AUTHORIZED AGENT, WITH THE LEGAL AUTHORITY TO BIND THE SAME, FOR THIS BID TO BE CONSIDERED VALID BY THE MAYOR AND COUNCIL OF SNOW HILL.**