

**REQUEST FOR PROPOSALS
FOR A COMPREHENSIVE WATER TANK AND TOWER MAINTENANCE PROGRAM
FOR THE TOWN OF GREENSBORO**

PUBLISHED INVITATION TO BIDDERS

The Town of Greensboro (“**Town**”) is soliciting proposals from qualified vendors to provide a comprehensive maintenance program (the “**Program**”) for the Town’s Well Tank and Hobbs Tank (the “**Towers**”). Submittals will be accepted no later than **12:00 p.m. local time on August 27, 2026**, via sealed envelope.

Incomplete proposals or those that do not address specific requirements or provide required information will be rejected. Proposals received after the due date will not be considered. Vendors accept all risks of late delivery of mailed submittals regardless of fault.

The Town encourages minority-owned, women-owned, and small business enterprises to participate and submit proposals for this project and associated work. The Town is an Equal Opportunity Employer and will not discriminate against any interested firms or individuals in regard to race, creed, color, sex, age, handicap or national origin in the selection process.

The Town reserves the right to reject any or all submittals, to waive informalities, and to otherwise act in the best interest of the Town in the selection process. The Town anticipates awarding this project **September 11, 2026**.

Inquiries concerning bidding information and projects should be directed via email to Cynthia Yost at cyost@greensboromd.com.

The Town reserves the right to select a vendor based upon criteria other than price and will analyze the proposals based upon the following criteria:

- a. Vendor’s qualifications and references,
- b. Cost, and
- c. Warranties.

**REQUEST FOR PROPOSALS
FOR A COMPREHENSIVE WATER TANK AND TOWER MAINTENANCE PROGRAM
FOR THE TOWN OF GREENSBORO**

PUBLISHED INVITATION TO BIDDERS

1. INVITATION TO SUBMIT PROPOSALS

Proposals are invited by the Town of Greensboro for a Comprehensive Water Tank and Tower Maintenance Program (the “**Program**”) for the Town’s Well Tank and Hobbs Tank (the “**Towers**”). Proposals will be accepted no later than **12:00 p.m. local time on August 27, 2026**. Proposals received after this time will be returned.

The Town reserves the right to reject any or all proposals and to award a contract to any Vendor deemed to be in the best interest of the Town.

All requests for information, clarification, or related inquiries shall be submitted via email to Cynthia Yost at cyost@greensboromd.com, **no later than 12:00 p.m. local time on August 20, 2026**. Requests received after this date will go unanswered. All answers and clarifications shall be shared with all vendors.

2. PROJECT SPECIFICATIONS

The contractor shall, in a professional workmanlike manner, and at its own cost and expense, furnish all of the labor and equipment necessary to complete the following multi-year scope of work, with all the work to be done under the strict supervision and to the satisfaction of the Town Manager and Public Works Supervisor and in accordance with the laws of the State of Maryland:

Scope of Work for the Program/Towers

- A long-term continuous water tank asset maintenance program that will provide integrated maintenance and professional management services for water storage tanks owned by the Town.
- A schedule for all planned tasks.
- Routine preventive maintenance.
- Corrosion protection.
- Repairs, interior and exterior, including all services and supplies.
- Painting, interior and exterior, when needed, at or exceeding current state standards.
- Regularly scheduled inspections and reports.
- Guaranteed emergency response time and service.
- Draining and cleaning of both water towers, when applicable, including post-cleaning inspection and disinfection prior to returning to service.
- Installation of anti-climb device on access ladder, if needed.
- Installation of lock on roof hatch, if needed.
- Installation of relief valves, if needed, to maintain water pressure during service.
- Safety evaluation and alterations to come into compliance with AWWA/OSHA, if needed.
- Review of antenna installation plans to eliminate damage and future maintenance costs.
- Post-antenna-installation inspection, if applicable.
- Written annual inspection reports

- Digital photographs
- Deficiency reports
- Remaining coating life estimates
- Capital improvement recommendations
- All inspections, maintenance, coatings, disinfection and repairs shall comply with applicable AWWA Standards, OSHA regulations, Maryland Department of the Environment requirements and all applicable federal regulations.
- Vendor to provide:
Coating warranty, workmanship warranty, inspection warranty and corrosion warranty.
- Cathodic protection inspection (if applicable)
- Mixer inspection (if applicable)
- Vent inspections
- Overflow inspections
- Level indicator inspections
- Access hatch inspections
- Safety climbing devices
- Confined space compliance
- Bird screen replacement
- Insect screen replacement
- Roof leak inspections
- Tank foundation inspections
- Tank lighting inspection
- Security inspections
- Telecommunication attachment inspections
- Asset management reports
- Budget forecasting

3. SUBMISSION REQUIREMENTS

Each proposal must be submitted in a sealed envelope, addressed to the TOWN OF GREENSBORO at 111 S. Main Street, Greensboro, Maryland 21639. Each sealed envelope containing a bid must be plainly marked on the outside as WATER TANK AND TOWER MAINTENANCE and the envelope should bear on the outside the name of the Proposer, their address, and his contractor's license number. The Proposer shall include a copy of their license with the completed bid form. If sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope, with the notation "**SEALED PROPOSAL ENCLOSED**" on the face thereof. Any Proposal received after the time and date specified may not be considered.

Proposals will not be accepted at any other location. The Town of Greensboro will not be responsible for any bids delivered to any location other than the Greensboro Town Office.

Proposers are cautioned that proposals mailed or shipped express to arrive the day of the proposal opening must arrive no later than 2:00 P.M. on the date specified. Please check your method of delivery to see if they confirm to this schedule.

4. INSURANCE REQUIREMENTS

The following type(s) of insurance and minimum amount(s) of coverage are required:

- A. Commercial General Liability - One million dollars (\$1,000,000) combined single limit per occurrence for bodily injury, property damage, and personal and advertising injury and three million dollars (\$3,000,000) annual aggregate. The minimum limits required herein may be satisfied through any combination of primary and umbrella/excess liability policies.
- B. Worker's Compensation - The Contractor shall maintain such insurance as necessary or as required under Workers' Compensation Acts, the Longshore and Harbor Workers' Compensation Act, and the Federal Employers' Liability Act, to not be less than one million dollars (\$1,000,000) per occurrence, unless law requires a greater amount of coverage. Coverage must be valid in Maryland.
- C. The Contractor shall require any subcontractors to obtain and maintain comparable levels of coverage and shall provide the Town with the same documentation as is required of the Contractor.
- D. The Town shall be listed as an additional insured on the faces of the certificates associated with the coverages listed above, including umbrella policies, excluding Workers' Compensation Insurance and professional liability.
- E. All insurance policies shall be endorsed to include a clause requiring the insurance carrier to provide the Town Manager, by certified mail, not less than thirty (30) days' advance notice of any non-renewal, cancellation, or expiration. The Contractor shall notify the Town Manager in writing, if policies are canceled or not renewed within five (5) days of learning of such cancellation or nonrenewal. The Contractor shall provide evidence of replacement insurance coverage to the Town Manager at least fifteen (15) days prior to the expiration of the insurance policy then in effect.
- F. Any insurance furnished as a condition of the Contract shall be issued by a company authorized to do business in the State.
- G. The successful bidder must provide current certificate(s) of insurance with the prescribed coverages, limits and requirements set forth in this section within five (5) Business Days from notice of recommended award. During the period of performance for multi-year contracts, the Contractor shall provide certificates of insurance annually, or as otherwise directed by the Town Manager.

5. PROPOSAL REQUIREMENTS

Any Proposal may be withdrawn prior to the due date or authorized postponement thereof.

The Proposal must include:

1. Executive Summary. Please include a narrative introducing your firm and its capabilities in regard to the work associated with this RFP for Water Tank and Tower Maintenance Program. Provide a brief synopsis of the proposing company's experience and approach to maintaining the water storage tank assets associated with this RFP. Please include a list of individuals that will oversee this project.
2. Description of Firm, Management, and Team Members. Please highlight the company's history, years in business, and any relevant experience on comparable services. Please identify the project manager and the day-to-day contact person for the job. List the proposing company's capabilities including relevant licenses and certifications.

3. Experience with Similar Projects. The company shall demonstrate experience working on similar projects by submitting a maximum of three projects that demonstrate experience with similar character and scope.

Service and Schedule. The company shall identify all proposed services and maintenance activities to be performed including assistance with telecom providers. Identify the annual schedule of maintenance activities proposed for each tank for the next ten (10) years and schedule of continued maintenance activities. Also, Contractor shall provide emergency response within twenty-four (24) hours for non-critical emergencies and within four (4) hours for critical structural or operational emergencies.

4. Pricing and Terms. Service is expected to begin September 2026, and continue annually thereafter until cancelled by the Town. Provide the first-year service pricing and clearly identify how pricing will be calculated in subsequent years.
5. Project References. Provide at least three municipal water tank maintenance contracts currently under service for similar projects within the last five (5) years. Provide a general description of the scope of services, entity name, contact information, and dates and duration of the project.
6. Executed copies of the following forms which are included herein: Affidavit of Public Contracting Eligibility, Non-Collusion Certificate, and Disclosure of Interest of Persons Doing Business with the Town.
7. The Town may require the successful proposer to furnish a Performance Bond if major repair or rehabilitation work is included.

6. EVALUATION CRITERIA

The Town reserves the right to select a vendor based upon criteria other than price and will analyze the proposals based upon the following criteria:

Criteria	(a) Weight	(b) Score (0 – 3)	(a) x (b) Weighted Score
Executive Summary	5		
Firm, Management and Team Members	20		
Experience with Similar Projects	20		
Service and Schedule	25		
Pricing	20		
References	10		

Score Points

- 0 – Missing or does not meet expectations
- 1 – Partially meets expectations
- 2 – Meets expectations
- 3 – Exceeds expectations

The Town may elect to select the proposal either in totality or in part that is in the best interest of the Town for the most favorable and cost-effective project.

7. TOWN RESERVES THE RIGHT TO:

- A. Reject any or all submittals, to waive informalities, and to otherwise act in the best interest of the Town in the selection process.
- B. Request additional information necessary for the evaluation of the bids. If the materials offered differ from these specifications, such differences must be explained in detail, and the bid will receive proper consideration if such differences are determined to be in the best interest of the Town and do not depart from the intent of the specification.
- C. Select a vendor which it deems best qualified in its discretion and judgment to provide the needed products and services. In acceptance of the proposal, the Town will be guided by consideration of the interests of the public and the Town shall be under no obligation to accept the lowest bid.
- D. Negotiate further with one or more Bidders and to accept modifications to the price when such action will be fair to the best interest of the Town and is desirable. All proposals submitted shall become the property of the Town.
- E. Consider alternate proposals deviating from these technical specifications in the event that satisfactory bids are not received.

TOWN OF GREENSBORO
AFFIDAVIT OF PUBLIC CONTRACTING ELIGIBILITY

The Bidder represents, and it is a condition of the acceptance of this bid, that the Bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price. The Bidder also represents that none of its officers, directors, partners, or employees who are directly involved in obtaining or performing contracts with any public bodies has:

- 1) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;
- 2) been convicted under a State or federal law or statute of any offense enumerated in Md. Code Ann., State Fin. and Proc. §16-203; or
- 3) been found civilly liable under a State or federal antitrust statute as provided in Md. Code Ann., State Fin. and Proc., §16-203.

The Bidder warrants that it has not been debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16 Subtitle 3 and that it shall not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16, Subtitle 3 will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

The Bidder and/or any person signing on its behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

Name of Bidder: _____

By: _____
Signature of Person Authorized to Sign

Title: _____

STATE OF _____
COUNTY OF _____, TO WIT:

On this _____ day of _____ 20____, before the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument and executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

Notary Public: _____
My Commission Expires: _____

NON-COLLUSION CERTIFICATE

COUNTY OF:

STATE OF:

Before me, the undersigned, a Notary Public, in and for the County and State aforesaid, personally appeared _____ and made oath in due form of law that the Respondent herein, their Agents, servants and/or employees, to the best of their knowledge and belief, have not in any way colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract herein.

Notary Public

**DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH
THE TOWN OF GREENSBORO**

The undersigned does hereby declare that no officer or employee of the Town of Greensboro, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the Town, and that no officer or employee has accepted or received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the Town in connection with the contract, job, work, or service for the Town, excepting, however, the receipt of dividend or corporation stock.

I/We, do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information and belief.

Date

Signature

Printed Name and Title

Firm Name and Address

Telephone Number

Email Address
