

TOWN OF ELKTON
Request for Proposal
April 15, 2013

REQUEST FOR PROPOSAL

Written proposals for the supply of the service fully described in the enclosed contract specifications will be accepted until April 15, 2013 at 4:00 p.m.

The Town of Elkton is requesting proposals from interested individuals to make hay or plant crops on town owned property located in the five areas listed below:

1. Property in Elk Run Cemetery - approximately ten (10) acres
2. Tanyard Bridge (Taylor property) – approximately twelve (12) acres
3. Approximately twenty-two (22) acres (former Hiram Kite property) – along Mt. Pleasant Road
4. Bear Lithia Springs – approximately four (4) acres
5. Approximately seven (7) acres between Elkton Middle School and Kite Mansion

A. Required Services include

The town desires to allow a responsible individual interested in cutting hay or planting crops on approximately 55 acres of town owned land. No other use will be entertained or considered as part of the Request for Proposal.

In responding to this RFP, those interested should submit one original and one copy of a “Letter of Interest” indicating their ability to complete the services of this RFP and meet the qualification indicated in Item C.

The services to be provided pursuant to this request include:

1. Make hay or plant crops only on approximately 55 acres of town owned property.
2. Keep the hay cut from the field for the person’s use. The town has no interest in the hay being cut from the property or crops planted.
3. Keep property clear of any unsightly debris, including but not limited to, abandoned or inoperable motor vehicles and farm equipment, tires, garbage, and stacked firewood or brush.
4. No placement of signs, directional or otherwise, allowed without permission from the Town Manager.
5. No livestock or poultry allowed on the property.
6. No chicken litter or other types and/or forms of waste shall be spread on the properties.
7. Successful offeror shall maintain insurance to protect himself and the town from claims.

B. Delivery Schedule

The selected individual should be prepared to commence work upon execution of a contract with the Town of Elkton. The anticipated completion date for execution of a contract is May 1, 2013.

C. Qualifications

Responses to this Request for Proposals shall include, at a minimum, a letter on interest including the following information:

1. Prior experience
2. Estimate of payment to the town for allowing individual to keep the hay they cut or the planted crops for their use.
3. Disclosure of Potential Conflicts of Interest – provide a statement regarding any current or, to the extent possible, potential conflict of interest issues the individual or individual’s staff assigned to this project might have or encounter with this project.

D. Evaluation

Evaluation of each proposal will be based on the individual’s prior experience and their ability to meet the requirements of this Request for Proposal. Individual may submit a proposal for the entire 55 acres or each individual tract described above.