

**Invitation to Bid: Landscape Management Services Kent Narrows Waterfront Area, Special Taxing District
Kent Narrows Development Foundation**

SCOPE OF WORK

The Bidder shall provide landscape management services consisting of grass mowing, trimming, hard-surface sweeping of mowing debris, spraying for weeds, some flower bed maintenance and bush trimmings for various properties in the Kent Narrows Special Taxing District. (See map)

All work on this contract will be performed in according to the items listed in this Invitation to Bid.

Posting Date:

4/04/26

Closing Date/Time:

4/25/26

Contact Person:

Georgeanna Windley

The Contract is from July 1, 2026-June 30, 2027

Details:

Overview:

Low Maintenance Areas

Mow/Trim/Weed

Underpasses, Watermen's Boat Basin Perimeter including area around the Medic Station, Hillside and Exit Ramp

Remove Litter and Trash.

Higher Maintenance Hillside

Bush-hog if needed & Clean-up of hillside on the banks leading up to the Kent Narrows Drawbridge on the South Side, to include area that runs alongside the south to north walkway alongside of the eastern side on the waterway and under the rt 302/50 Bridge.

Spring Clean Up

Spring Clean Up-all areas. Clean up trash and litter, edging pre-M and Mulching from the previous season.

Mowing of all areas 26 times for the season.

Vendor will supply all labor and equipment to mow/trim phragmite grass as needed.

AREA DETAILS

Rt 18/Piney Narrows Road Roadsides

Area that runs along both sides of Piney Narrows Road including along the walking trail and the areas around the public parking lots adjacent to Piney Narrows Road. Trim trees and shrubs, mulch. Mow grass and sweep cuttings. Crack and Crevice control where needed.

Watermen's Monument Area

Cut grass around Watermen's Monument, maintain beds and shrubs. Mow grass along the trail that leads across Rt. 18 and Kent Narrows Way South.

Right of Ways along Rt. 18 From Wharf Road to Wells Cove Road.

Mow grass and sweep cuttings. Crack and Crevice control where needed where road meets the grassy areas.

Billing will be done per month after completion of each occurrence.

All work to be completed in a workmanlike manner according to standard practices.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.

All work on this contract will be performed in accordance with the items listed in this ITB.

1. Copies of service area maps may be obtained beginning April 4, 2026.
2. Drop-in Pre-Bid Information Session and area drive through tour will be begin at Foundation's Office at the Chesapeake Heritage and Visitor Center at 425 Piney Narrows Road, Chester, MD. 21619 on April 9 and April 14, from 1-3. Other times may be scheduled as requested.
3. The Foundation reserves the right to waive any informalities and to reject any or all bids. No bidder may withdraw his bid within thirty (30) days after the actual date of the opening thereof. Bids are to remain open for thirty (30) days.
4. Sealed bids for this proposal shall be received from bidders by 4:00 P.M. on Friday, April 24, 2026, at the Kent Narrows Development Foundation Office, 425 Piney Narrows Road, Chester, MD 21619.
5. All inquiries during the bidding period should be addressed in writing only to Georgeanna Windley, 425 Piney Narrows Road, Chester, MD 21619 info@kentrarrowsmd.com for confirmation of receipt bidders may call 302-242-9283.
6. Before submitting a Bid, each bidder must:
 1. Visit sites to familiarize themselves with conditions that may in any manner affect cost, progress, or performance of the work.
 2. Familiarize themselves with federal, state, and local laws, ordinances, rules, and regulations that may in any manner affect cost, progress or performance of the Work
 3. Should any material specified not meet the requirements outlined in the Invitation to bid, it is the Bidders responsibility to notify the KNDF prior to the submission of the Bid.
 4. Bid Form must be completed in ink or typed. All names must be typed or printed below the signature. Bids by corporations must be executed in the corporate name by the president or vice-president (or other person having authority to bind the corporation, accompanied by corporate power of attorney) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.
 5. Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
 6. Bids by a limited liability company must be executed in the name of the company and signed by an authorized or managing member of the limited liability company whose title must appear under the signature and the principal office of the limited liability company must be shown below the signature.
 7. Bids shall be submitted not later than the time and at the place indicated in the Invitation to bid and shall be enclosed in a sealed envelope with the words, "BID – Landscaping Services" written on the front of the envelope. The official Bid Time shall be EST Time. If the bid is sent through the mail or other delivery system the sealed envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED" on the face thereof. Bids delivered after the time and at a place other than that stipulated in the Invitation to bid shall deem the Bidder non-responsive.
 8. Bids shall be submitted only on the Bidding Document forms furnished with the Contract Documents. Others forms or documents submitted which are not required by the Contract Documents shall be considered invalid and without bearing or validity to the Bid and Contract.
 9. Bids delivered with incomplete forms shall deem the Bidder non-responsive.
 10. Any addenda issued shall be issued electronically, see Invitation to Bid. It is the Bidder's responsibility to ensure receipt of all addenda. Submission of a bid shall constitute acknowledgement by the bidder of his inclusion of all issued addenda in the work.

Bids will be opened publicly and read aloud as indicated in the Invitation to Bid, and a Bid Tabulation will be made available after the opening of bids.

BIDS TO REMAIN OPEN Except as otherwise required by law, Bids shall remain irrevocable for the period stated in the Invitation to Bid.

AWARD OF CONTRACT: KNDF reserves the right to reject all Bids, to waive all informalities and the right to disregard all nonconforming, non-responsive or conditional Bids. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In evaluating Bids, KNDF shall consider the qualifications of the Bidders and whether the Bids comply with the prescribed requirements. KNDF may conduct such investigations as he deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of the Bidders, proposed Subcontractors and other persons and organizations to do the Work or furnish equipment in accordance with the Contract Documents.

If the contract is to be awarded, and after determining that vendors are responsive and responsible, the award shall be made based on the Lowest Responsible and Responsive Vendor Bid.

SIGNING OF AGREEMENT When Foundation gives a Notice of Award to the lowest responsible responsive Bidder, at least three (3) unsigned duplicate original copies of the Agreement and all other Contract Documents will accompany it.

Within fourteen (14) days thereafter BIDDER shall sign and deliver duplicate original copies of the Agreement to the KNDF with all Bonds and Insurance certificates and with all other Contract Documents attached. Within fourteen days (14) thereafter, KNDF will sign the duplicate original copies.

--

Gigi Windley, Executive Director,
Kent Narrows Development Foundation
Kent Narrows Waterfront

Office Location:
First Floor Office Suites
Chesapeake Heritage and Visitors Center
425 Piney Narrows Rd.
Chester, Md. 21619

info@kentnarrowsmd.com

302-242-9283 cell
410-604-2491 office