

# **Request for Proposal (RFP)**

## **Abbottstown Borough, Adams County, PA**

### **1. Purpose of RFP Solicitation**

Abbottstown Borough requests your formal proposal to provide snow plowing services for the 2025-26 calendar years. The agreement would be for a one-year period beginning November 1, 2025, with the right to extend. Council meets on the 3<sup>rd</sup> Thursdays of each month, however, meeting attendance is required only during active project involvements.

### **2. Evaluation Criteria**

Responses to the RFP will be evaluated on the following criteria:

- A. Proposed approach and plan to support Abbottstown Borough
- B. Quality of services, as expressed by provided references
- C. Comprehensiveness of services offered
- D. Fees & costs for services

Agents are strongly encouraged to be brief and concise in their responses and to properly list their fee quotes. Attach exhibits only when necessary. In some cases, Abbottstown Borough Council may request a personal interview with proposed service provider, follow-up presentations or discussions for further clarification of proposal.

### **3. Questions and Timeframe**

Questions concerning the RFP should be e-mailed to Dr. David W. Bolton, PhD, MBA, CBO, at [abbottstown@comcast.net](mailto:abbottstown@comcast.net). To allow adequate time for Borough Officials to research and respond, all questions should be submitted no later than Thursday, November 7, 2018.

Hard copies by mail or fax, or emailed proposals must be received by Abbottstown Borough at the following location no later than Monday, September 15, 2025, at 3 pm.

Abbottstown Borough  
241 High Street  
Abbottstown, PA 17301  
717-259-0965 phone  
717-259-6213 fax  
[abbottstown@comcast.net](mailto:abbottstown@comcast.net)

### **4. Proposed Fees and Format**

Please provide all of your proposed fees that would be charged to Abbottstown Borough or its residents in a clearly readable chart.

### **5. Abbottstown Borough Information**

Abbottstown Borough has roughly one thousand residents and 398 parcels. We have a 2025 budget of \$386,800 revenues and \$383,804 expenses, with \$15,000 for engineering services.

The full budget can be seen on our website: [AbbottstownBorough.com](http://AbbottstownBorough.com).