

**REQUEST FOR QUOTATIONS MUNICIPAL FACILITIES ENERGY AUDIT
FOR
RIDGELY, MARYLAND**



**SUBMIT QUOTES TO:
COMMISSIONERS OF RIDGELY
2 CENTRAL AVENUE
RIDGELY, MD 21660**

REQUEST ISSUED: 7/10/2026

QUOTES DUE: 7/31/2026

GENERAL INFORMATION

INTRODUCTION

The Town of Ridgely, Maryland Municipal is seeking quotations for energy audits at the following municipal buildings:

Ridgely Town Hall located at 2 Central Ave. Ridgely, MD

Ridgely Telephone Exchange Building located in the Railroad Memorial Park on Railroad Avenue, Ridgely, MD

Ridgely Train Station 1 W Railroad Ave. Ridgely, MD

Wastewater Treatment Plant Workshop 23236 Bell St. Ridgely, MD

Wastewater Treatment Plant Office/Breakroom 23236 Bell St. Ridgely, MD

Wastewater Treatment Plant Pump Room 23236 Bell St Ridgely, MD

Wastewater Treatment Plant Lab 23236 Bell St. Ridgely, MD

SCOPE OF WORK

The Town of Ridgely is seeking qualified professional services to perform comprehensive energy audits of selected municipal facilities. The purpose of the project is to evaluate existing building performance, identify opportunities to improve energy efficiency, reduce operating costs, extend equipment life, and provide the Town with a practical implementation strategy for future energy improvements and capital investments.

The selected consultant shall evaluate the Town Hall, Telephone Exchange Building, Train Station, and the Wastewater Treatment Plant facilities, including the Workshop, Office/Breakroom, Pump Room, and Laboratory.

The Energy Audit shall include, at a minimum:

1. A comprehensive evaluation of each facility's existing energy performance and major building systems, including lighting, HVAC equipment, domestic hot water systems, pumps, motors, ventilation systems, controls, and other significant energy-consuming equipment.
2. A review and analysis of available utility consumption data and relevant facility information to establish an accurate energy-use baseline and identify significant energy-use characteristics.
3. Identification of operational improvements, maintenance opportunities, equipment upgrades, and capital improvement projects that reduce energy consumption, improve facility performance, increase equipment reliability, and lower long-term operating costs.
4. Development of Energy Conservation Measures (ECMs) for each facility, including a description of each recommended improvement, estimated implementation costs, projected annual energy savings, estimated utility cost savings, and simple payback where applicable.
5. Development of two implementation pathways to assist the Town in planning future investments:
 - **Pathway One – Near-Term Improvements:** Prioritized low-cost operational improvements, maintenance measures, controls optimization, and smaller capital projects that provide immediate energy and operational benefits.
 - **Pathway Two – Long-Term Capital Improvements:** Strategic equipment replacements, major system upgrades, electrification opportunities where practical, and long-term infrastructure improvements designed to maximize energy performance, reliability, and lifecycle value.
6. Prioritization of all recommended improvements based on anticipated energy savings, implementation cost, return on investment, operational impact, equipment condition, implementation complexity, and overall benefit to the Town.
7. Preparation of a comprehensive final Energy Audit Report for each facility summarizing existing conditions, analyses, findings, recommended improvements,

implementation pathways, estimated costs, projected savings, and supporting documentation.

8. Presentation of the final findings and recommendations to Town staff and elected officials, if requested, including an overview of the recommended implementation pathways and project priorities.

The completed Energy Audits shall provide the Town with practical, actionable recommendations and a structured roadmap to support future budgeting, capital improvement planning, and implementation of cost-effective energy efficiency projects.

REQUIREMENTS

Each Quotation must contain the following:

Prepared Quotation, signed by the company's contractually binding authority.

Proof of Insurance coverage.

PREPARATION, RECEIPT AND OPENING OF QUOTATION; SELECTION PROCESS

Each quotation must be submitted to Stephanie Berkey, Clerk-Treasurer. Quotations will be accepted until 4:00 pm on Friday July 31, 2026.

Selection of contractor/company shall be made on Monday August 3, 2026, at the Commissioners of Ridgely August 2026 Town Meeting, scheduled for 6:00 pm. Selection will be made as determined by the Commissioners to be the most favorable for the Town. The Town reserves the right to reject any and all quotations or reject portions of quotations submitted in response to the RFQ.

The RFQ and the successful quotation will serve as the basis for a professional services contract.

SCHEDULE

<u>DATE</u>	<u>ACTION</u>
July 15, 2026	Request for Quotations Released
July 31, 2026	Quotations Due
August 3, 2026	Contract Awarded
August 4, 2026	Earliest Date Contractor May Begin Work
November 2, 2026	Work Completion Deadline
November 16, 2026	Final Invoice Submission Deadline

TERMS AND CONDITIONS

The release of this RFQ does not constitute an acceptance of any offer, nor does such release in any way obligate the Town of Ridgely to execute a contract with any company. The Town of Ridgely reserves the right to accept, reject, or negotiate any or all offers received in response to this request, to negotiate with all qualified sources, or to cancel, reject, alter, modify or amend in part, or in its entirety, the RFQ, if to do so is in the best interest of the Town of Ridgely. The final decision to execute a contract with any company rests solely with the Town of Ridgely.

1. Before preparing quotations, the company should note that:
 - a. The Town of Ridgely will not be liable for any costs associated with the preparation of quotations or negotiations of contract incurred by any company.
 - b. All quotations, in their entirety, will become property of the Town of Ridgely upon submission.
 - c. Submitted quotations are irrevocable for up to ninety (90) days after quotations submission.
 - d. The Town of Ridgely is exempt from sales tax, and no such tax will be included in the quotation price.
 - e. The award of a contract for any proposed service(s) is contingent upon the following:
 - Favorable evaluation of the quotation;
 - Reasonableness of cost;
 - Approval of the quotation by the Commissioners of Ridgely;
 - Successful negotiation of any changes to the quotation required by the Town of Ridgely; and
 - Available and appropriate funding.
2. The Town of Ridgely reserves the right to negotiate the final terms of all contracts with successful companies. Items that may be negotiated include, but are not limited to, type and scope of services, and costs and prices.
3. Likewise, the Town of Ridgely reserves the right to accept any quotation as submitted for contract award, without substantive negotiation of offered terms, services, or prices. Therefore, companies are advised to quote their most favorable terms initially.
4. In submitting a quotation, the company certifies as to its legally constituted organization and that in connection with this quotation:

- a. The prices in the quotation have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other company or with any competitor; and,
 - b. Unless otherwise required by law, the prices which have been quoted in the quotation have not been knowingly disclosed by the company and will not knowingly be disclosed by the company prior to award, directly or indirectly, to any other company or to any competitor; and,
 - c. No attempt has been made by the company to induce any other person or firm to submit or not to submit a quotation for the purpose of restricting competition.
5. Designs included in the quotation will be exempt from disclosure until the evaluation and selection process has been completed. If a quotation contains any information that the company considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated by marking the top margin of each page considered proprietary with "Proprietary."
6. The company shall keep and maintain at all times in the life of this agreement General Business & Liability Insurance which shall include insurance for personal injury, property damage, liability for the vehicles and equipment operated by it, as well as other general business liability insurance to ensure against any or all of the claims which may arise by virtue of its operations pursuant to the agreement.
7. The company must agree to submit and maintain a Certificate of Insurance containing the policy or binder number, name of the insurance company, limits of liability and types of insurance to maintain the same on file with the Town at all times. In addition to the insurance contemplated in this paragraph, the company agrees to maintain a Certificate of Insurance containing the policy or binder number, the name of the insurance company and any limit of liability, or in lieu thereof, an appropriate Certificate indicating that it has Workman's Compensation insurance in compliance with the laws of the State of Maryland. The minimum limit for general liability insurance shall be one million dollars (\$1,000,000.00) which said limit shall also include as an insurance requirement for the personal injury and property damage liability insurance on the vehicles and equipment to be operated by the company in the performance of this contract.

8. The Town of Ridgely, and as such, the Commissioners of Ridgely, its employees and agents, shall be named as an additional insured on all insurance policies. The Town shall be furnished with satisfactory evidence that the forgoing insurance is in effect within 10 days after notice of the award is given to the company. The Town shall be notified 30 days prior to the cancellation or material change of any coverage.
9. Appeals – Areas that are disputable: Substitutions or equivalents, ancillary or supportive services to a core program, conflict of interest, sole source awards not approved by the state, requirements that restrict competition, misapplication of the RFQ procedures. Procurement decisions made by the Town of Ridgely based on MOST ADVANTAGEOUS are NOT DISPUTABLE.
10. Filing a Claim – All claims regarding disputes must be made in writing. Claims must be filed no later than 30 days from the onset of the disputed activity. The written claim, clearly stating the area of dispute, must be filed with The Commissioners of Ridgely 2 Central Avenue Ridgely, MD 21660.
11. Subcontractors: The use of subcontractors must be clearly indicated in the quotation, and major subcontractors must be identified by name. The prime contractor shall be wholly responsible for the entire performance whether or not subcontractors are used. The use of subcontractors is not a requirement of the RFQ. The prime contractor shall be solely responsible for compensating all subcontractors used by the prime contractor in connection with any contract awarded pursuant to the RFQ.
12. All employees must be drug screened and background checked.
13. Specifications provided are based on the Town of Ridgely's needs and uses, estimated costs of operation and maintenance, and other significant and/or limiting factors to meet the Town of Ridgely requirements. Minimum specifications, where included, are not established arbitrarily to limit competition or to exclude otherwise competitive contractors.
14. In addition to the above requirements, all deviations from the specifications must be noted in detail by the company, in writing, at the time of submitting the quotation. The absence of a written list of specification deviations at the time of submittal of the quotation will hold the company strictly accountable to furnish material, equipment or services in full accordance with the specifications as written and will

be grounds for rejection upon delivery of any item(s) not fully meeting specifications.

15. All materials, supplies and/or services delivered or performed for the Town of Ridgely shall be subject to final inspection and testing by the Town. If the result of such inspection, or one or more of such tests indicates that any part of the materials or services are deficient in any respect, the Town of Ridgely, in its absolute discretion, may reject all or any part of the materials and service to be provided under this contract. Variances in materials, supplies and/or services may be waived upon approval by the Town.
16. In cases of disputes as to whether an item or service quoted or delivered meets specifications, the decision of the Town of Ridgely administration or authorized representatives shall be final and binding on both parties.
17. **EQUAL OPPORTUNITY:** It is the policy of the Town of Ridgely to assure all persons Equal Employment Opportunity, and to assure that Minority Business Enterprises have the maximum opportunity to participate in the performance of all Town of Ridgely contracts for supplies and services. Every contractor or vendor doing business with the Town of Ridgely must agree not to discriminate in any manner against any employee or applicant for employment because of race, color, sex, religion, national origin, age, marital status, political affiliation, mental or physical disability and shall be obligated to include a similar requirement in any and all sub-contracts. They must further agree to comply with all applicable federal, state and local laws and executive orders and regulation relating to Equal Employment Opportunity and Minority Business Enterprises.
18. **INDEMNITY:** If a contract is awarded, the successful company will be required to indemnify and hold the Town of Ridgely harmless from and against all liability and expenses, including attorney's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of any person, arising out of or attributable to the company's performance of the contract award.
19. Any property or work to be provided by the company under this contract will remain at the company's risk until written and acceptance by the Town of Ridgely and the company will replace, at company's expense, all property or work damaged or destroyed by any cause whatsoever.

20. TERMINATION/EXTENSION OPTIONS: Should the company be awarded a contract, notwithstanding any other provision of this RFQ or other document to the contrary, either party may terminate the agreement, at any time, without showing cause, by giving ten (10) work days' written notice stating when the termination shall become effective. The Town of Ridgely reserves the right to reduce or terminate this contract should funding be withdrawn or rescinded. Likewise, the Town of Ridgely reserves the right to extend the contract, and conditions should require, including but not limited to delays in manufacturing materials, delay in shipment of materials, delay in installation of materials due to the former reason or because of undesirable weather conditions.

GRANT SPECIFIC INFORMATION

Grantee Name: Commissioners of Ridgely DBA Town of Ridgely

Program Name: FY2026 Maryland Energy Efficiency Conservation Block Grant Program

Project being funded:

- MEA Grant No. 2026-05-121S3
- Project Title: Municipal Facilities Energy Audit

Address where Project will be located:

- 2 Central Avenue Ridgely, MD 21660
- 1 W Railroad Avenue Ridgely, MD 21660
- 23236 Bell Street Ridgely, MD 21660