



Request for Proposals: (Port Isobel Education Center Window Replacements)

ORGANIZATIONAL INFORMATION:

Name: Chesapeake Bay Foundation, Inc.
Address: 6 Herndon Avenue
Annapolis, MD 21403
Contact: Dominic DiMarco (ddimarco@cbf.org)

ISSUE DATE: 5/27/2026

SUMMARY OF NEED: The Chesapeake Bay Foundation (CBF) is seeking a contractor to complete 10 window replacements at our education center, Port Isobel Island. Port Isobel is in the Tangier sound adjacent to Tangier Island. A site visit can be arranged upon request.

THE PROJECT:

The Chesapeake Bay Foundation (CBF) owns and operates a residential island education center located in the Tangier Sound. CBF is seeking a contractor to provide the below repairs to our education center. A CBF USCG certified vessel and captain will be provided for transportation to and from the island during the work. It is expected these projects will be completed during August 14th – 31st.

SCOPE OF WORK:

- Replace 7 windows
- Replace 1 single double hung window and one

THE SCHEDULE:

We request that your proposal be delivered electronically to CBF staff member Dominic DiMarco (ddimarco@cbf.org) no later than 5:00pm on 6/10/26.

It is the intent of CBF to select no later than 6/15/26. CBF will notify you once a decision for award of bid is made.

The schedule requires that the selected entity complete the project by September 1st 2026.

MINIMUM REQUIREMENTS:

At a minimum, you must be able to provide the following:

- General liability insurance
- Workers compensation insurance for the contracted company and any subcontractors.

MINORITY PARTICIPATION:

CBF actively encourages proposals from Small, Women and Minority Owned (SWAM) Businesses. Please note if you are a Small, Women or Minority Owned Business and if you are certified by the State/Commonwealth/DC.

FOR FURTHER INFORMATION OR QUESTIONS:

Email: ddimarco@cbf.org

BID RESPONSE FORM:

Please complete the following information for your response:

1. The name and full contact information of your company and, if applicable, any other entity comprising your team: [Attach resumes of individuals involved.]
2. List and describe three projects completed within the previous five years that are relevant to this project. If the relevance is not immediately obvious, please describe briefly the relationship as you see it: [Attach additional information as appropriate.]
3. List three client references and their contact information for whom you or your team members have completed work similar to that described in this RFP:
4. Include basic information and history about the business entity, financial information, technical capability, and any other information you feel is important for us to know.
5. Fee Proposal, detailed to the greatest extent possible – cost for service: hourly rates (if applicable), typical direct out of pocket costs such as travel reimbursement, copies, mailings etc..., and any other anticipated expenses that you foresee: (change this description if it is for equipment, software, or supplies)
6. Additional information, such as you/your team member's particular experiences, training, and/or academic background(s) that may make you uniquely qualified for this position (such as experience with ...): [Attach additional materials as appropriate.]

A successful applicant may need to provide proof of insurance based on the services or product provided.

The undersigned certifies that the information submitted above is true and accurate. The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

(Name of Firm)

(Authorized Signature)

(Title)

(Please print Name)

(Date)

