



# TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300 Fax (508) 349-0305

[www.wellfleetma.org](http://www.wellfleetma.org)

## Request for Proposals Cultch Spreading and Multiuse Barge Instructions to Bidders and General Terms

### I. General Project Information

- a) Project Title: "Cultch Spreading and Multiuse Barge"
- b) Bid Due Date and Time: Friday, May 23, 2016 at 2:00PM
- c) Contact Person(s): Harry Sarkis Terkanian, Town Administrator
- d) Contact Person(s) mail address: 300 Main Street, Wellfleet, MA 02667
- e) Contact Person(s) email address: [harry.terkanian@wellfleet-ma.gov](mailto:harry.terkanian@wellfleet-ma.gov)
- f) Contact Person(s) telephone number: (508) 349-0300
- g) Bond Requirements:
  - i. Bid bond: none required
  - ii. Payment Bond: none required
  - iii. Performance Bond: none required
- h) Insurance Requirements:
  - i. None
- i) Date for Contract Execution. The successful bidder will be required to execute a contract within fifteen (15) days after the date for opening of bids unless extended by agreement between the awarding authority and the apparent lowest responsible and responsive bidder.

### II. Request for Bids

Sealed proposals for the above procurement will be accepted by the Town Administrator acting as the Chief Procurement Officer for the Town of Wellfleet at 300 Main Street, Wellfleet, MA 02667 until the Bid Due Date and Time specified above. A copy of the request for proposals may be obtained by contacting the above contact person. Copies of the bid specs are also available on the Wellfleet web site: <http://www.wellfleet-ma.gov> in the "Bid Invitations" section. Vendors who download the request for proposals from the Town's website are required to contact the Contact Person by email so they may be advised of any addenda.

### III. General Instructions

- a) No faxed or emailed bids will be accepted.
- b) Bids may only be withdrawn only by written notice received prior to the Bid Due Date and Time.

- c) Bids may only be modified by a sealed written modification received prior to the Bid Due Date and Time.
- d) It is the responsibility of the bidder to insure that proposal documents are received by the Bid Due Date and Time. Late responses will be returned unopened.
- e) The clock in the Town Hall administration office shall be conclusive as to time.
- f) If Wellfleet Town Hall is closed for business on the Bid Due Date and Time for any reason, the date for opening of responses will be postponed to the same time of day on the next day that Wellfleet Town Hall is open for business.
- g) Questions about this request for proposal shall be submitted to the Contact Person identified in Section I above in writing or by email not later than 4:00 PM May 13, 2016. Responses will be posted on the Town of Wellfleet web site under "Bid Invitations" not later than 4:00 PM on May 16, 2016. It is the responsibility anyone submitting a proposal to check for addenda.

#### **IV. Project Description**

See attached specifications.

#### **V. Description of Work:**

Not applicable

#### **VI. Project Requirements**

A. Timing of Work: the barge shall be delivered completely assembled on site at the Town of Wellfleet Marina, 225 Commercial Street, Wellfleet, MA 02667 not earlier than February 15, 2017 or later than March 15, 2017. At the option of the Town the delivered barge is to be placed on a trailer provided by the Town for launching or transport.

B. Warranty: The vendor shall deliver to the Town all manufacturer and/or dealer warranties for included components such as engines, controls, pontoons, and the like. The vendor shall also provide a warranty for the assembled vessel against defects in materials and/or workmanship for a period to commence with acceptance of the barge by the Town. All warranty work shall be provided by the vendor at the Town of Wellfleet Marina unless otherwise agreed by the Town. The term of the warranty shall be stated in the proposal.

#### **VII. Bidding Information and Submittal Requirements**

##### **A. RFP Notice**

Sealed proposals for the procurement will be received by the Town Administrator at 300 Main St., Wellfleet, MA 02667 until Bid Due Date and Time specified in section I. above. A copy of the bid specs may be obtained by contacting the Contact Person identified above.

**The Town of Wellfleet reserves the right to waive any informality, to reject any and or all bids, and to act at all times in the best interest of the Town.**

##### **B. Required Submittals with Bid**

1. Completed proposal pricing form placed in a separate sealed envelope labeled "Shellfish Barge Price Proposal." The proposal pricing form shall include the

proposer's acknowledgment of receipt of addenda (if any) by addenda number. If there are no addenda, please complete by inserting "none" in that portion of the form.

2. The following items in a separate sealed envelope labeled "Shellfish Barge Technical Proposal"

a. Technical Proposal. The technical proposal shall include complete specifications for the barge and its equipment and shall include a separate statement specifying the term of the warranty or warranties.

b. References – A list of references (names, addresses, telephone #s and brief description of the project) of two (2) recent comparable projects completed within the past five (5) years

c. Statement of Tax Compliance – must be completed, signed and submitted with bid.

d. Statement of Non-Collusion – must be completed, signed and submitted with bid.

e. Acknowledgement of Principal – must be completed, signed and submitted with bid.

3. The Technical Proposal and Price Proposal shall be delivered in a single sealed envelope labeled with the name and address of the proposer and labeled "Shellfish Department Cultch Barge Proposal"

Any person or corporation which fails to execute and return the required statements with their proposal submission will be considered a non responsive bidder and will be rejected.

C. Rule for Bid Award

a. Comparative Evaluation Criteria

i. Compliance with specifications (excluding warranties). Proposals in which all barge specifications meet or exceed the specifications set forth in this request for proposals shall be rated as "Advantageous" Proposals in which any of the barge specification do not meet or exceed the specifications set forth in this request for proposals shall be rated as "Unacceptable"

ii. Manufacturer's warranties. Proposals in which manufacturer's warranties are provided for the engines, controls and pontoons shall be rated as "Advantageous". Proposals which lack a manufacturer's warranty on engines, controls or pontoons shall be rated as "Unacceptable."

iii. Vendor's warranty. A vendor warranty on the entire assembly for a period of more than three (3) years shall be rated as "Highly Advantageous"; a vendor warranty on the entire assembly for one (1) year but less than three (3) years shall be rated as "advantageous"; a vendor warranty for less than one (1) year or no warranty shall be rated as "Unacceptable."

iv. Vendor References. Vendor references for the successful completion of two (2) or more successful projects of a similar

nature shall be rated as “Advantageous”; vendor references for the successful completion of one or no successful projects of similar nature shall be rated as “Unacceptable.”

Evaluation of proposals will be conducted by the Chief Procurement Officer. The contract for this project will be awarded to the responsive and responsible vendor submitting the most advantageous proposal considering both technical and price proposals. In the event the selected vendor with the lowest bid fails to execute the contract within the time period the Town reserves the right to award the contract to the next highest ranked, responsive and responsible proposal.

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## Project: Cultch Spreading and Multiuse Barge Bid Pricing Sheet

In accordance with the Scope of Services described in the proposal specifications for the above project I bid the following price.

1. Overall price \_\_\_\_\_
2. Receipt of addenda numbered \_\_\_\_\_ is acknowledged. (Insert "none" if no addenda.)

\_\_\_\_\_  
Name of Authorized Person (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
email address

\_\_\_\_\_  
Name of Company/Corporation/LLC/LP/Partnership

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
telephone #

\_\_\_\_\_  
Mailing Address (if different)

\_\_\_\_\_  
Town/State/Zip Code



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## Cultch Spreading and Multiuse Barge Statement of State Tax Compliance

Date of Proposal \_\_\_\_\_

Pursuant to Chapter 323 of the Acts of 1983, Section 49A, I,

\_\_\_\_\_ authorized signatory for

\_\_\_\_\_

whose principal place of business is

\_\_\_\_\_ do hereby

certify under the pains of perjury that \_\_\_\_\_ has

complied with all laws of the Commonwealth relating to taxes.

\_\_\_\_\_  
Name of Person Signing Bid/Proposal

\_\_\_\_\_  
SSN or EIN

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date

**This form must be executed and included with the bid/proposal.**



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## Cultch Spreading and Multiuse Barge Certificate of Non-Collusion

Date of Proposal \_\_\_\_\_

The undersigned certifies under penalties of perjury that the above bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
Name of Person Signing Bid/Proposal

\_\_\_\_\_  
Name of Business

**This form must be executed and included with the bid/proposal.**



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## Cultch Spreading and Multiuse Barge Acknowledgement of Principal

I \_\_\_\_\_ principal of

\_\_\_\_\_ ,

holding the office of \_\_\_\_\_ with said

Company is hereby authorized to submit a bid/proposal on behalf of said Company for

the following bid/proposal to the Town of Wellfleet: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of Authorizing Person

\_\_\_\_\_  
Position/Office

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company/Corporation/Partnership

\_\_\_\_\_  
Address (# Street or PO Box)

\_\_\_\_\_  
telephone #

\_\_\_\_\_  
Town/State/Zip Code

\_\_\_\_\_  
email address

**This form must be executed and included with the bid/proposal.**

**Request for Proposals**  
**Town of Wellfleet**  
**Procurement of a Cultch Spreading and Multiuse Barge**  
**SPECIFICATIONS**

Preliminary Statement. The Town of Wellfleet, Massachusetts, through its Chief Procurement Officer and on behalf of the Town is inviting bids from qualified contractors to furnish a barge to the Town. The barge will supplement or replace an existing barge used by the Town's Shellfish Department to distribute oyster, sea clam and other types of shell over specific areas of Wellfleet Harbor. This is accomplished using a barge which is capable of accepting a highway salt and sand spreader which distributes shell through an opening in the barge in the same manner that road maintenance crews broadcast salt and sand on roads during winter storms.

Delivery: The barge shall be delivered completely assembled and ready to launch at the Town of Wellfleet Marina, 225 Commercial Street, Wellfleet, MA 02667.

All shipping, delivery and like costs of whatever nature and amount shall be the responsibility of the successful bidder.

All taxes, licenses, fees, customs duties, patent royalties and any other charges of whatever nature and amount shall be the responsibility of the successful bidder.

The Town of Wellfleet is exempt from paying sales or ad valorem taxes.

Registration of the vessel with the Commonwealth of Massachusetts and any fees associated therewith shall be the responsibility of the Town.

Payment by the Town will be within 21 days of acceptance by the Town of the goods being procured hereunder.