

**MASSACHUSETTS DEVELOPMENT FINANCE AGENCY
99 HIGH STREET BOSTON, MA 02110**

**REQUEST FOR QUOTES FOR:
SNOW REMOVAL OPERATIONS AS NEEDED
FOR THE NEW BEDFORD STATE PIER
NEW BEDFORD, MA**

WORK LOCATION: This Request for Quotes (RFQ) is to enter into a service agreement for snow and ice removal services on roadways, parking lots, pedestrian walkways, and other areas at the New Bedford State Pier located at 93 State Pier, New Bedford, MA 02740, *as needed on an on-call basis*.

CONTRACT MANAGER AND CONTACT:

Jessica Muldoon
VP, Asset Management
Telephone: 774-303-9994
E-Mail: jmuldoon@massdevelopment.com

All inquiries concerning this RFQ, including questions regarding contract period, routes or special conditions, and any responses to the RFQ shall be directed to Mrs. Muldoon.

The selection schedule is as follows:

RFQ Available:	Monday, September 16, 2024
Deadline for Questions:	Friday, September 27, by 2:00 PM
Response to Questions:	Wednesday, October 02, 2024
Quote Submission Deadline:	Wednesday, October 16, 2024 by 2:00 PM (late submissions will not be considered)

CONTRACT DURATION: From approximately November 1, 2024 through May 31, 2026, as required. Massachusetts Development Finance Agency (“MassDevelopment”) reserves the right to change this RFQ, cancel the RFQ, accept or reject any or all responses or any part or parts thereof; to waive any defects, informalities and minor irregularities; reject any and all responses; and to award the contract as required under applicable regulations. No costs of responding to this RFQ or any addenda or other documents or attendance at meetings in connection with this RFQ shall be reimbursed by MassDevelopment.

CONTRACT DESCRIPTION: On-call service agreement for snow and ice removal services on roadways, parking lots, pedestrian walkways, and other areas at the New Bedford State Pier. Work will be necessitated by winter weather events **on an on-call basis and pursuant to the instructions of authorized supervisor**. Submittal of a service agreement quote does not guarantee responding or participating contractor’s work or payment for services.

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All snow and ice shall be removed in accordance with the priority and timeframe set forth **AT THE DIRECTION OF THE PIER MANAGER OR OTHER AUTHORIZED REPRESENTATIVE (identified upon award)**. **The contractor must report to the designated work location at the time and date requested by MassDevelopment for a storm event. Failure to adhere to MassDevelopment’s snow removal standards may result in the cancellation of the service agreement.**

Travel time to and from the work locations will not be allowed or paid under this service agreement. Work will be accomplished under the direction of a MassDevelopment supervisor. **Completed Quote Forms are due by 2:00 PM on October 16, 2024** by email to: jmuldoon@massdevelopment.com

Response Time:

- The contractor must provide a twenty-four (24) hour, seven (7) day per week contact for snow and ice removal and at least one (1) member of the work crew reporting for duty must have a cellular phone to communicate with the MassDevelopment supervisor on duty. These persons shall be the MassDevelopment liaison and have direct access to all key managers, employees, drivers, and operators in the contractor’s operation.
- Two (2) hours from the time MassDevelopment contacts the contractor for roadway snow and ice removal.

SCOPE OF WORK: Work under this service agreement shall commence and proceed as necessitated by winter weather events on an on-call basis and pursuant to the instructions of an authorized supervisor.

Snow and Ice Removal Routes:

New Bedford State Pier: Snow is to be plowed from the entrance to the pier lower level turning area in its entirety, and the sidewalk section that abuts the property. Snow is also to be plowed from the pier apron / deck to allow access for emergency vehicles, including access to the upper levels of the ferry terminal and Cuttyhunk Ferry. Please see map for the New Bedford State Pier, attached as **Attachment 2**.

Roadways and priority parking areas: The contractor shall make one pass on all roadways and parking areas in the route to clear, i.e. make safely passable, as much of the route as possible before continuing on to another route or assignment. Each roadway and parking area shall be cleared of snow to the full width of the street (“curb to curb”) and all intersecting corners pushed back, unless otherwise directed by the supervisor on duty. Contractors are not required to open up curb cuts to private property. Contractors must ensure all catch basins and fire hydrants are free of snow and ice. Contractors shall not pile snow in or on waterways, storm water infrastructure, sidewalks, multi-use pathways, crosswalks, curb cuts, driveway openings, or private property. Contractors shall treat roadways as needed with salt or calcium chloride to mitigate roadway icing conditions. Contractors shall not apply sand.

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Pedestrian routes, multi-use pathways and sidewalk areas: The Contractor must clear, i.e., make safely passable to a minimum width of 42", all sidewalks, walkways, crosswalks, designated curb cuts, and other paved areas within the boundaries of the route as identified. Map of the site is included as **Attachment 2**.

Performance Standards: Contractor(s) shall perform the work to the following standards and complying with all the requirements of the RFQ:

The contractor's vehicle and equipment operators must be properly licensed to operate the vehicles and equipment used to perform scope of work identified in any service agreement with MassDevelopment. This shall include but not be limited to current Class D Massachusetts Driver's License; Massachusetts CDL Class A, B, or C Truck Drivers License; Massachusetts Public Safety Operator Hoisting License. Contractor shall carry all applicable insurance including worker's compensation, and any additional insured as further described below.

The contractor(s)' staff should familiarize themselves with the routes identified in the scope of work (including length, square footage, and associated facilities, poles, utility boxes, curbs, ramps, nearby residential properties) and other site infrastructure in advance of submitting a response.

The contractor shall be responsible for all damage caused due to its snow removal operations. The contractor should carry sufficient insurance to cover damage to its property whether owned or leased, and coverage for damage to other's property, including to MassDevelopment's property and fixtures. Snow and ice removal shall not obstruct pedestrian or emergency vehicular traffic.

INSURANCE:

The contractor's submission shall include proof of insurance as stated below:

- a. Commercial General Liability Requirements, including personal injury and if applicable, product liability/completed operations coverage in the minimum amount of \$1 million personal injury, \$1 million per occurrence, and \$2 million general/product/completed operations aggregate. Policy must be written on a per project basis;
- b. Automobile liability coverage for owned, hired and non-owned vehicles in the minimum amount of \$1,000,000 per each occurrence; \$1,000,000 aggregate.
- c. Workers' Compensation for all its employees, as required by statute, with employer's liability of \$500,000 or more include \$500,000 accident and \$500,000 disease per employee and policy aggregate;

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Massachusetts Development Finance Agency, Department of Conservation and Recreation, and the Commonwealth of Massachusetts, their respective successors and/or assigns as their interests may appear, must be additional insureds on (a), (b) and (d) above.

FORM OF QUOTE RESPONSE:

This RFQ has been distributed electronically using MassDevelopment's website (<https://www.massdevelopment.com/rfps-and-rfqs>). It is the responsibility of respondents to check the website for any addenda or modifications to this RFQ.

All questions should be submitted via email to Jessica Muldoon on or before **September 27, 2024, by 2:00 PM**. Prospective respondents should note that all clarifications and exceptions including those relating to the terms and conditions of the contract must be submitted prior to the deadline for questions. Answers to all questions of a substantive nature will be in the form of a formal addendum, which will be posted on MassDevelopment's website: (<https://www.massdevelopment.com/rfps-and-rfqs>). It is the responsibility of respondents to ensure that they receive all information pertaining to this RFQ by visiting the website link listed above.

The contractor shall provide a Lump Sum Per Inch Quote for each desired route, in accordance with the Quote Form provided, for the completion of the work specified in the following specifications. **Completed Quote Forms are due by 2:00 PM on October 16, 2024, by e-mail to: jmuldoon@massdevelopment.com**

MASSDEVELOPMENT'S DIVERSE BUSINESS ENTERPRISES:

MassDevelopment strongly encourages the use of Diverse Business Enterprises ("DBE") (defined herein as Minority Owned Business Enterprises ("MBEs"), Women Owned Business Enterprises ("WBEs"), Veteran-Owned Business Enterprises ("VBEs"), and Service Disabled Veteran Business Enterprises ("SDVBEs", and collectively with the MBEs, WBEs, and VBEs hereinafter referred to as "Diverse Business Enterprise(s)"). Please indicate whether contractor is/is not certified as a DBE by the Supplier Diversity Office ("SDO") on the Quote Response Form (**Attachment 1**) and include SDO certification letters, as applicable with contractors response form.

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QUOTE RESPONSE FORM

Company Name

Address

Contact Name and Title

Telephone/Cell Phone

E-mail

Signature

Date

Form of Quote shall be as follows: Per inch lump sum (including mobilization, equipment, labor, materials, fuel, insurance, etc.) for snow removal with operators as specified above using equipment as directed by MassDevelopment staff to include one or more of the following: pickup truck and plow, dump truck, bobcat or skid steer, bucket loader, and trailer dump truck.

Sample Quote

Route # & Description	Price (Quote): Deicing Application Only for Ice Events	Price (Quote) for Accumulation Range of .10- 3.0"	Price (Quote) for Accumulation Range of 3.1- 6.0"	Price (Quote) for Accumulation Range of 6.1- 9.0"	Price (Quote) for Accumulation Range of 9.1- 12.0"	Price (Quote) for Accumulation Range of 12.1- 15"	Price (Quote) for Accumulation Range of 15.1- 18"	Price (Quote) for Accumulation Range of 18.1 - 23"	Price (Quote) for Accumulation Range of 23.1"+
NB State Pier	\$500	\$1,000	\$4,000	\$6,000	\$7,000	\$8,000	\$9,000	\$10,000	\$11,000

For example, in the above sample quote, if that contractor was selected, it would be compensated \$1,000 for a snow and ice event with a total accumulation of 1" on route, New Bedford State Pier. The same contractor would be compensated \$7,000 for a snow and ice event with a total accumulation of 10" on the same route and \$10,000 for a snow and ice event with a total accumulation of 20."

The lump sum price provided for the snow and ice accumulation range specified will be for each snow event as delineated in the National Weather Service webpage regardless of how many number of days an event takes place and shall include all of the contractor's expenses,

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labor, insurance, tools, supplies, materials and fuel. No extras or emergency call prices shall be charged to MassDevelopment. <https://www.weather.gov/box/pastevents>

Payment Schedule: The contractor shall submit invoices for payment within thirty (30) days of a snow and ice event. Invoices will not be approved or paid without approval from the MassDevelopment authorized representative. The department will process all invoices within forty-five (45) days of invoice approval.

Snow and ice accumulation totals will be determined by using the observations reported by the National Weather Service for each “snow event” for the respective route location, or closest location listed under the corresponding county, regardless of the number of days an event takes place. Access to this historical data can be found here: <http://www.weather.gov/box/pastevents>. PRICING WILL BE DETERMINED BY THE TOTAL SNOWFALL INCHES IN NEW BEDFORD.

In order for payments to be processed, each invoice must include the following information:

1. Name and position of the person and company submitting the invoice;
2. The date and time period covered in the invoice and the equipment used;
3. Documentation that the route(s) were completed
4. Quantity of snow and ice accumulation, in inches, as reported by the National Weather Service for the respective route location and the corresponding price awarded for each route’s accumulation range;
5. Descriptions of any accidents or conditions that may result in claims or adversely affect the health of the landscape.

**Signature
Duly Authorized**

Date

Printed Name/Title

Completed Quote Forms must be e-mailed to:

**MassDevelopment
Jessica Muldoon, VP Asset Management
93 State Pier
New Bedford, MA 02740**

Email: jmuldoon@massdevelopment.com

**QUOTES MUST BE RECEIVED BY 2:00 PM ON OCTOBER 16, 2024
(late submissions will not be considered)**

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Attachment 1: Price (Quote) Form

Contractor Name: _____

Route Description	Price (Quote): Deicing Application Only for Ice Events	Price (Quote): Accumulation Range .10-3.0"	Price (Quote): Accumulation Range 3.1-6.0"	Price (Quote): Accumulation Range 6.1-9.0"	Price (Quote): Accumulation Range 9.1- 12.0"	Price (Quote): Accumulation Range 12.1- 15"	Price (Quote): Accumulation Range 15.1- 18"	Price (Quote): Accumulation Range 18.1- 23"	Price (Quote): Accumulation Range 23.1+"
New Bedford State Pier	\$	\$	\$	\$	\$	\$	\$	\$	\$

Contractors shall also include a list of vehicle and equipment available for the scope of work described in the RFQ.

List of equipment/material that would be used on-site:

Activity	Description	Quantity	

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MassDevelopment's Diverse Business Participation Program

Contractor is Supplier Diversity Office certified in the below category(ies)

(**Attach** any SDO Certification Letters): MBE WBE VBE SDVBE Not a certified DBE

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Attachment 2

New Bedford State Pier Map

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New Bedford State Pier Snow Removal Pier Diagram

93 State Pier

New Bedford, MA 02740

