

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

**REQUEST FOR QUOTES FOR:  
SNOW REMOVAL OPERATIONS AS NEEDED  
FOR THE JODREY STATE FISH PIER  
GLOUCESTER, 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 Jodrey State Fish Pier located at State Fish Pier, Gloucester, MA 01930, **as needed on an on-call basis.**

**Contact Person:**

Michelle Hennigar, Real Estate Procurement Administrator

Telephone: 617.330.2072

E-Mail: [Mhennigar@massdevelopment.com](mailto:Mhennigar@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 Ms. Hennigar.

**The selection schedule is as follows:**

RFQ Available:	Tuesday, September 19, 2023
Deadline for Questions:	Thursday, September 21, 2023 by 2:00 PM
Response to Questions:	Friday, September 22, 2023
Quote Submission Deadline:	Tuesday, October 3, 2023 by 2:00 PM

**Contract Duration:** From approximately November 15, 2023 through May 31, 2024, 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 plowing/removal services on roadways, parking lots, pedestrian walkways, piers, floating docks, gangways and other areas at the Jodrey State Fish Pier. Work will be **on an on-call basis pursuant to the instructions of the authorized supervisor.** Submittal of a quote does not guarantee responding or participating contractor’s work or payment for services.

All snow and ice shall be removed in accordance with the priority and timeframe set forth **AT THE DIRECTION OF PIER MANAGEMENT OR OTHER AUTHORIZED REPRESENTATIVE** 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 Tuesday October 3, 2023 by e-mail to: Mhennigar@massdevelopment.com**

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**Response Time:**

- 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.
- Twelve (12) hours from the time MassDevelopment contacts the contractor for pedestrian route snow and ice removal.
- **The selected contractor(s) must sign-in/sign-out on the prescribed Sign In/Sign-Out Form and obtain MassDevelopment's approval for every mobilization in order to be compensated for the services performed.** The Sign-In/Sign-Out Forms shall be cross referenced with invoices.

**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 is to be plowed from the entrance of the Pier to the end of the pier and areas as described below:

- Ensuring that all roadways, parking areas, East Pier, West Pier and Finger Pier will be plowed.
- Ensuring no more than 3" of snow to be allowed to accumulate when storm conditions permit.
- 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 other directed by the supervisor on duty.
- Ensure all catch basins and fire hydrants are free of snow and ice.
- Ensuring all loading dock bays at 3 State Fish Pier and the Link Room are cleared to the bay doors.
- Ensuring parking area and door entrances of 2 State Fish Pier are clear of snow.
- Ensuring the North Wharf is cleared of snow and all entrances to the same are accessible.
- Salting all roadways, as directed and as needed, including the North Wharf, East & West Piers and Finger Pier.
- Ensuring emergency vehicles have access to the Pier at all times.
- Making snow shoveling available to clear the Floating Docks and access ramp to the same.
- Treat roadways as needed with salt or calcium chloride to mitigate roadway icing conditions.
- Contractor shall only apply sand at the discretion of Pier Management.
- Contractor is not required to open up curb cuts to private property.
- Contractor shall not pile snow in or on waterways, storm water infrastructure, sidewalks, multi-use pathways, crosswalks, curb cuts, driveway openings, or private property.
- Snow removal and storage shall be done in such a manner so as not to create puddling during melting or cause damage to private property or state owned infrastructure including irrigation systems, plantings, trees, paving, curbing, benches, light poles, and other site infrastructure.
- Contractor is required to repair all damage to property including landscaping caused by the contractor's snow and ice maintenance.

**(Please see map of the Jodrey State Fish Pier, Attachment 2)**

**Performance Standards:** Contractor 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

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operate the vehicles and equipment used to perform scope of services identified in this agreement. This shall include, but not be limited to current Class D Massachusetts Driver's License; Massachusetts DDL Class A, B, or C Truck Drivers License; Massachusetts Public Safety Operator Hoisting License.

**Insurance:** The contractor's submission shall provide evidence of the following insurance:

- a) Commercial general liability, including personal injury and if applicable, product liability/completed operations coverage in the minimum amount of \$1,000,000 personal injury, \$1,000,000 per occurrence and \$2,000,000 general/product/completed operations aggregate;
- b) Automobile liability coverage for owned, hired and non-owned vehicles in the minimum amount of \$1,000,000 per occurrence combined single limit;
- c) Workers' compensation for all its employees, as required by statute, with employers' liability of \$500,000.00 or more including \$500,000 accident and \$500,000 disease.

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

**MassDevelopment's Diverse Business Enterprise Policy:** MassDevelopment strongly encourages the use of Diverse Business Enterprises ("DBE") (defined herein as minority business enterprise ("MBE"), women business enterprise ("WBE"), veteran business enterprise ("VBE"), or service-disabled veteran-owned business enterprise ("SDVOBE")). 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 contractor's response.

**QUOTE RESPONSE FORM**

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

**Company Name**

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**Address**

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**Contact Name and Title**

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**Telephone/Cell Phone**

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**E-mail**

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**Signature**

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**Date**

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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:**

Description	Price (Quote) for 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 6.0” – 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”+
<i>Jodrey State Fish Pier</i>	\$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 were selected, it would be compensated \$1,000 for a snow and ice event with a total accumulation of 1” on route, Jodrey State Fish 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, labor, insurance, tools, supplies, materials and**

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**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. The contractor must include a signed copy of the *Sign-In/Sign-Out Form* from the respective snow and ice event and mobilization. Invoices will not be approved or paid without the approval from the MassDevelopment authorized representative. Invoicing shall match the mobilization dates and to the Sign-In and Sign-Out records. 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>.

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 (supervisor’s signature on the Sign-In/Sign-Out Form);
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.

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Signature

Date

Duly Authorized

Printed Name/Title

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**MASSDEVELOPMENT’S DIVERSE BUSINESS ENTERPRISE PARTICIPATION**

Please select one of the following below and include copies of SDO certifications, as applicable.

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Is the Contractor Supplier Diversity Office certified as a DBE?:

YES       NO, not a certified DBE

**If yes**, check appropriate category(ies) below (**attach** any SDO certification letters):

MBE       WBE       VBE       SDVOBE

**Completed Quote Forms must be e-mailed to:**

**MassDevelopment Finance Agency  
Michelle Hennigar  
Real Estate Procurement Administrator  
99 High Street, Boston, MA 02110  
Email: Mhennigar@massdevelopment.com**

**QUOTES MUST BE RECEIVED BY 2:00 PM TUESDAY, OCTOBER 3, 2023**

Attachment 1: Price (Quote) Form

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Contractor Name:

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Description	Price (Quote) for 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 6.0” – 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”+
<i>Jodrey State Fish Pier</i>									

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

Please provide a list of all equipment/material that would be used on-site.

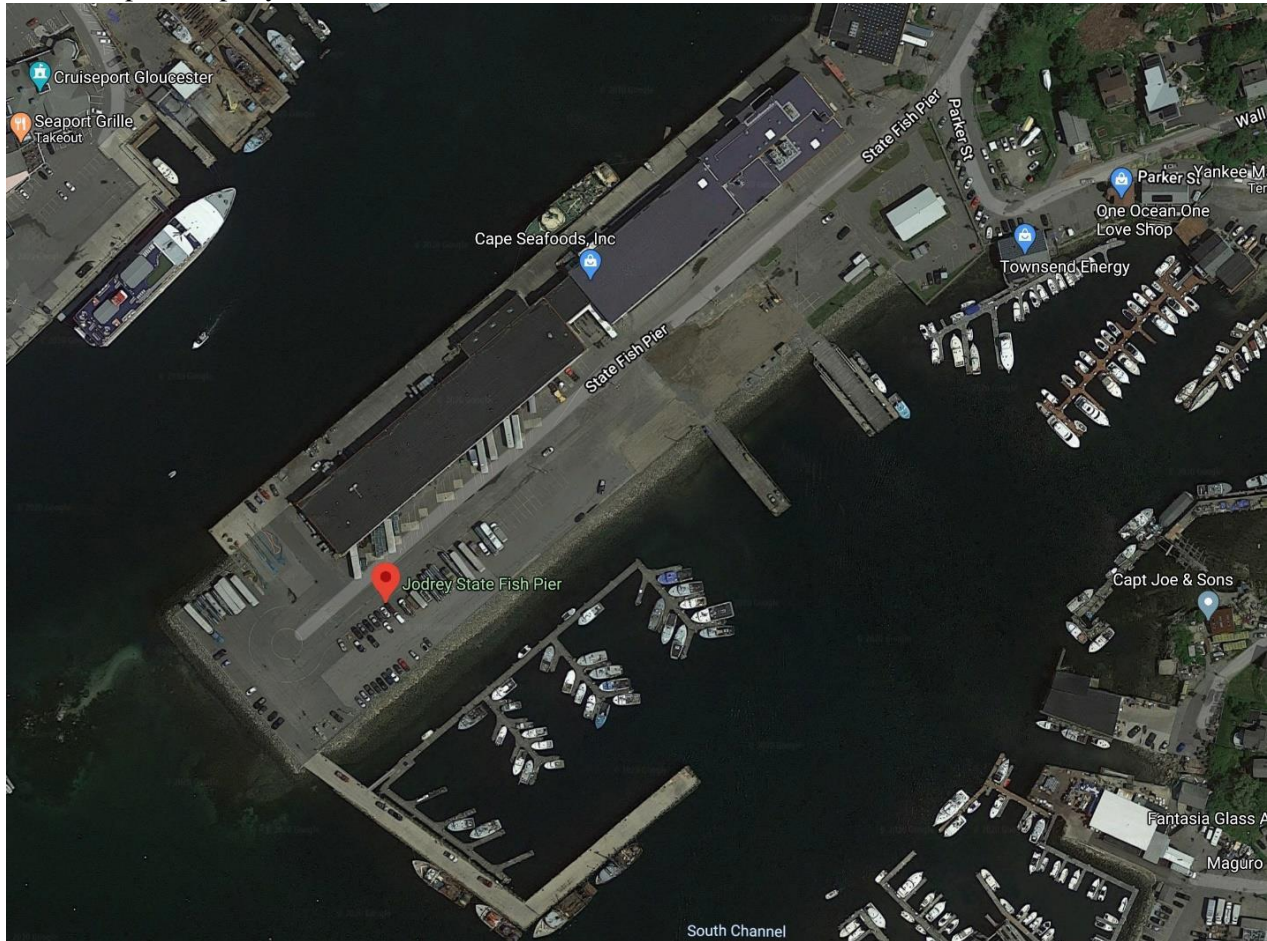
Activity	Description	Quantity	

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Attachment 2

The following outlines the basic parameters of the property to which this Request for Quote is primarily focused:

Aerial Map of Property



Jodrey State Fish Pier

The Jodrey State Fish Pier is an 8 acre commercial fish pier located situated between the north and south channels in Gloucester Harbor.

The property contains three (3) buildings identified as 1, 2 & 3 State Fish Pier.



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On the south side of the property is the berthing for our commercial fishing boats. The Fixed and Floating piers provides dockage for these berthing tenants.

The property is serviced by the following utilities: municipal water and sewer and National Grid supplies electricity and natural gas.

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