



INVITATION TO BID – MILFOIL HARVESTING Lake Winnepesaukee Watershed, New Hampshire 2012 - 2014

New Hampshire Lakes Association (NH LAKES) is accepting sealed bids from independent contractors for Milfoil Harvesting in the waters of Lake Winnepesaukee, Lees Pond, and possibly other lakes, ponds, and tributaries within the Towns of Moultonborough, Tuftonboro, and Wolfeboro, New Hampshire.

From the respondents, NH LAKES will contract with and establish a list of qualified and eligible contractors from which the designated project manager(s) from each Town will choose their weed harvesting contractor. This list is intended to last three years (2012-2014) so initial year costs and anticipated cost increases in the out years must be included in the bids. Annual renewal of this contract is subject to appropriation by the Town and a positive review of the prior years' performance by the vendor. The list of eligible contractors may be updated annually as additional contractors become eligible.

Each year during the spring, the Towns, working through a designated Project Manager, will determine their respective weed harvesting needs and will develop a scope of work with one or more contractors from this pre-contracted list. Once selected, the contractor will perform work according to the Project Manager's plan. Invoicing will go to NH LAKES which will issue payment contingent upon Project Manager's verification of contractors' work performance.

REQUIRED BID

A. PROJECT SCOPE/ STATEMENT OF WORK:

- (1) Removal of milfoil through Diver-Assisted Suction Harvesting (DASH) using the Tri-Town boat in areas designated by the Town. The Town will determine priorities. Gas costs are to be included in the vendor daily rate. All gas tanks must be full when DASH unit is returned to Town. Oil and gas treatment (like marine grade 'Stabil') will be provided by the Towns according to additive specifications for the outboard and for the suction motor. Estimated contractor days needed for the year 2012 (May – October): Moultonborough 45-70; Tuftonboro 10-20; and Wolfeboro 10-20.
- (2) Removal of milfoil by Hand-Pulling in designated areas where density does not warrant the use of a Tri-Town DASH boat as determined by each Town's Project Manager. Vendor to supply own boat, air systems, gasoline and disposal containers. Acceptable for vendor to use own DASH equipment if that will make the removal more efficient. Estimated days needed for the year 2012: Moultonborough 30-70; Tuftonboro 3-5; and Wolfeboro 3-5.

- (3) Removal of milfoil by use of specialized DASH (vendor supplied) equipment in areas where the Tri-Town DASH boat would not be an appropriate piece of equipment for the task. Example, in brooks, canals, and some marinas where the Tri-Town DASH unit may be too large a platform to navigate or where the traffic is too heavy to allow the Tri-Town DASH unit or would block or otherwise disrupt the waterway due to its heavy discharge off the side of the platform. The use of specialized equipment will be determined by each Town's Project Manager. Must include description of such equipment at time of bid. Estimated days needed for the year 2012: Moultonborough 20-40; Tuftonboro none; and Wolfeboro none.
- (4) Vendor price must include transportation of milfoil debris to a designated shore site and placement into Town-provided receptacle.
- (5) The dates of work will be contiguous when possible. The Town will approve the final work schedule. Second and possible third follow-up work efforts will occur no sooner than six (6) weeks from prior work in the same area.
- (6) Vendor must describe methods that will be used to control fragments loosened during the harvesting process.
- (7) Quality control evaluations will be made during the harvesting. The frequency and method of the evaluations will be determined by the Town. Teams shall phone designated Town contact no less than fifteen (15) minutes before anticipated arrival at Town receptacle site.
- (8) Some Towns will have specific reporting requirements that are separate and distinct from those of the New Hampshire Department of Environmental Services (NH DES) or NH LAKES.

B. BID AWARD CRITERIA:

The Towns will be selecting contractors based on the following criteria:

- 1) Experience and thoroughness in DASH or Hand Pulling work based on references from similar locations or prior Town experience with vendor;
- 2) Qualifications of staff and equipment;
- 3) Completeness of bid;
- 4) Price

C. CONTRACTOR'S DESCRIPTION OF SERVICES:

(1) **Required** qualifications:

- a. Insurance as per item D(8)below.
- b. Provide copy of State of New Hampshire Exotic Weed Control Certification.
- c. Divers using surface supplied air (supplied on Tri-Town DASH boat), shall provide proof of training for supplied air systems.
- d. Provide copy of Commercial boat license for all drivers of DASH boat.

(2) **Preferred** qualifications:

- a. Project Supervisor: Provide copies of State of New Hampshire Exotic Weed Control Certification for the most recent three (3) years **plus** provide copy of a current Professional Diver Certification.
- b. Team Lead Divers: Provide copies of State of New Hampshire Exotic Weed Control Certification for the most recent three (3) years **or**; provide copy of State of New Hampshire Exotic Weed Control Certification for the most recent one (1) year **plus** provide copy of a current Professional Diver Certification demonstrating minimum two (2) years certification.
- c. No more than 50% of any team's diving crew shall have less than one (1) year of certified milfoil experience.

All bids must include:

- (3) Provide information on the team (divers, surface support/tenders, etc.) that will be on the site to perform this work (i.e., number of workers and their roles).
- (4) Provide description of equipment to be used. Minimum items are:
 - a. If bidding on A3: Describe equipment.
 - b. GPS
 - c. Wet and/or dry suits for divers
 - d. Cell phone
 - e. VHS radio (only recommended)

Describe other equipment that may be used.

- (5) Provide description/definition of what constitutes a work day, including number in crew, hours per day, etc.. Average day shall include a minimum of 6 hours in water harvesting milfoil, with DASH Harvesting including average minimum of 6 hours of suction harvesting.

D. BID CRITERIA:

- (1) A cost sheet must be provided with bid package (see page 6 of this document).
- (2) Bids shall be delivered in a sealed envelope clearly marked, "Milfoil Harvesting- Sealed Bid".
- (3) Bids must be received at NH LAKES, 14 Horseshoe Pond Lane, Concord NH 03301 by **February 8, 2012 at 2pm**. No faxed bids will be accepted.
- (4) Bids must be signed by the duly authorized person and shall be binding for thirty days.
- (5) Any questions about the RFP specifications should be directed to Andrea LaMoreaux, NH LAKES VP of Education & Communication, at alamoreaux@nhlakes.org, or (603) 226-0299
- (6) Bids must include at least three names and telephone numbers for references of commercial clients for whom contractor has performed similar work projects.
- (7) Payment by NH LAKES shall be accomplished within 21 days of presentation of the invoice and reimbursement requests (along with original receipts) and accompanied by corresponding work logs approved by the on-site project manager.
- (8) The diver contractors must provide proof of Liability Insurance with a company authorized to write policies in the State of New Hampshire with a limit of at least \$1,000,000 per person for bodily injury and \$2,000,000 general aggregate and proof of Worker's Compensation Insurance.
- (9) The contractor will need to complete a W-9 Form; or provide tax payer identification number.
- (10) All required diver certification earned outside the State of New Hampshire will only qualify if it has been accepted by the State of New Hampshire DES as equivalent to in-state required certification.
- (11) All vendor boats must comply with the NH Boating Laws, Rules & Regulations and if using a motor, must have current year registration.

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NH LAKES Milfoil Harvesting Bids

COST SHEET (to be submitted with sealed bid)

Days are per 2012 season total.

All costs to include the transport of the harvested materials into the disposal receptacle.

The following day rate will apply to (check appropriate):

All ____ or only Moultonborough ____ Tuftonboro ____ Wolfeboro ____

- 1) Removal of milfoil by the use of Tri-Town DASH boat per day based on minimum of:
 - 1-19 days _____
 - 20-44 days _____
 - 45 or more days _____

- 2) Removal of milfoil by Hand Pulling per day based on minimum of:
 - 1-9 days _____
 - 10-24 days _____
 - 25 or more days _____

- 3) Removal of milfoil by vendor owned specialized DASH equipment designed for difficult areas, per day based on minimum of:
 - 1-9 days _____
 - 10-24 days _____
 - 25 or more days _____

- 4) Explain reasons and limits of any potential cost escalators for second or third year of contract. There may be fewer days required to control milfoil in later years, but could also be an increase as herbicide treatments are decreased.

- 5) Note any exceptions or specialized equipment that is proposed or that may be used by the bidder/contractor.