

REQUEST FOR PROPOSALS
for
SNOW REMOVAL SERVICES
at the
INTERNATIONAL MARINE TERMINAL
PORT of PORTLAND, MAINE
Winter 2019-2020

Maine Port Authority
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Portland, ME 04101
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I. REQUEST FOR PROPOSALS

The Maine Port Authority (hereafter “the Authority”) is seeking a qualified entity to perform snow removal services for the International Marine Terminal (hereafter “the Facility”) located at 460 Commercial Street in Portland, Maine. The selected entity will arrive to clear the facility of accumulated precipitation within thirty (30) minutes of two (2) inches of accumulation on facility grounds. The selected entity will also perform spot shoveling as needed to maintain the regular functioning of the facility (see Property Characteristics for details). Furthermore, the selected entity will salt the grounds as needed to ensure safe and expeditious operations and to maintain bare pavement as weather will permit at the terminal. The selected entity will also be on call for such services 24 hours a day, 7 days a week.

The selected entity will be invited to enter into an agreement (“Agreement”) with the Authority for a term of one (1) year. In the coming year, the Facility will be undergoing major renovations. As such, the selected entity will be expected to be conscious of the unique demands of working at a site with ongoing construction; however, the selected entity will not be responsible for maintaining the construction site. Furthermore, the Facility is an operating cargo terminal. The selected entity will be expected to be conscious of terminal operations to ensure maximum safety and operational performance. The selected entity will not be responsible for clearing accumulated precipitation from facility grounds where there is ongoing construction. Further, continuous cargo operations demand that chassis be kept clear and mobile at all times. In this vein, the selected entity must have the capability to clear accumulated precipitation underneath chassis to permit their free movement.

For the purposes of salting facility grounds, the selected entity will receive salt from the state, which selected entity is to use for the Facility. The selected entity must have a location to receive the regular delivery of such salt.

The Facility is a secure cargo terminal in accordance with 33CFR105. As such, any personnel entering the Facility on behalf of the selected entity to perform the aforementioned services must have a valid Transportation Worker’s Identification Credential (TWIC). Personnel without a TWIC are not permitted unescorted access to the Facility. The entity must comply with security requirements, including keeping gates closed and secure.

A qualified entity is a company that meets all the requirements and conditions set forth in this RFP. Any proposal that fails to meet or to comply with the requirements or conditions of this RFP will be disqualified from consideration.

Sealed proposals must be submitted according to the format outlined under Section III entitled PROPOSAL FORMAT & CONTENTS and be received at the Maine Port Authority, 460 Commercial St, Portland, Maine 04101, no later than 2:00 PM on October 24, 2019 (10/24/19). The proposals are subject to the conditions and specifications contained in this Request for Proposals.

All questions must be submitted in writing or emailed to Matthew Brokos, *Facility Manager*, Maine Port Authority, 460 Commercial St. Portland, ME 04101 and received no later than October 11, 2019 (10/11/19) (mbrokos@solidginc.com). The questions, together with the official responses, will be posted on the Authority’s website, www.maineports.com.

There will be an optional walk of the facility at 1:00 PM on October 8, 2019 (10/8/19). This walk is intended to help entities in being familiar with the facility while creating their proposal. Proposal from entities that do not attend this walk will still be considered, but no additional site walks will be scheduled.

The Authority intends to select the entity, which is, in the opinion of the Authority, the best qualified, and which submitted a proposal which describes certain experience and qualifications to ensure the best customer service at the price. The Authority will rank all proposals submitted and selected, in order of their respective qualification and cost. The Executive Director reserves the right to reject any and all proposals, without recourse. The Authority will issue a decision on the best bid no later than October 30, 2019 (10/30/2019).

The selected entity will be given ten (10) business days from the date of receipt of the final Agreement to review and sign the document. If, by the end of that period, the Authority has not received the executed Agreement along with any other relevant documents from the selected entity the Executive Director may, at his option, rescind the selection and proceed with the selection of another entity. In such event, the previously selected entity agrees, by submitting a proposal pursuant to this RFP, that it waives any and all rights it may have or have had against the Executive Director or the Authority for rejecting such proposal.

The Executive Director, at his sole discretion, shall have the right to rescind without prejudice his selection and cancel all negotiations and terminate the proposal process at any time prior to the Authority's execution of the final Agreement, without recourse by the selected entity.

The final contract, including terms and conditions and any and all ancillary agreements, is subject to the approval of the Board of Directors of the Maine Port Authority.

II. PROPERTY CHARACTERISTICS

The Portland International Marine Terminal (Facility) is located at 460 Commercial Street in Portland Maine. The Facility is a deep-water marine facility location on the Fore River next to, and partially under, the Casco Bay Bridge. The Facility consists of approximately 17.4 acres of improved land, including a deep-water berth of approximately 800 linear feet with a 60-foot apron and water depth of 35 feet at Mean Low Water (MLW) with equivalent channel approach depths. A new pier was built in 1988 and expanded in 1993 with reinforced understructure crane rails to accommodate a pier crane. The premises contains four (4) buildings: an office building, a RUBB warehouse, an electrical shed, and a maintenance and repair building. A portion of this facility is rented out to another company and not part of the proposal; it is shown on the satellite image of the Facility and its surroundings, which is attached as Appendix A of this document. As part of this agreement, the selected entity is not responsible for removing snow from the shaded area surrounding the RUBB Warehouse, labeled Eimskip.

The Facility contains:

- Ten Hydrants
- Eight Pedestrian Walkways
- Six Gates

In order to maintain operations at the Facility, there cannot be any piles of snow on Facility grounds. As such, the entity responsible for snow removal must be able to remove all snow from terminal grounds, within 24 hours of storm completion. This may require hauling, lifting, pushing, shoveling, dragging, and repeated salting. Furthermore, containers and chassis must be kept clear of snow in order to allow operations to remain consistent. This may involve shoveling or snow blowing on the part of the selected entity. So long as containers and chassis are not damaged in the process of clearing the snow around them, the selected entity may use whatever means they have at their disposal to clear the snow. Chassis landing gear can, after repeated drops into similar areas, cause depressions in the asphalt, which can hold water and freeze. Any inability to move chassis or containers because of unmoved or improperly removed snow/ice is unacceptable: any such incident is grounds for reconsideration or termination of the Agreement. All such areas must be properly and continually cleared of snow and salted.

The pier has numerous bollards which must be kept clear of snow and ice. Any inability for line crews to safely tie up a vessel because of unmoved or improperly removed snow/ice is unacceptable: any such incident is grounds for reconsideration or termination of the Agreement.

The Facility has two (2) mobile harbor cranes that must be kept clear of snow and ice. Any inability to move either mobile harbor crane because of unmoved or improperly removed snow/ice is unacceptable: any such incident is grounds for reconsideration or termination of the Agreement.

The gates in the yard have a low clearance, and the track must be kept thoroughly shoveled in order to ensure the consistent operation of the gate. Any inability for the gates to operate because of unmoved or improperly removed snow/ice is unacceptable: any such incident is grounds for reconsideration or termination of the Agreement.

The facility has multiple parking areas. These areas are frequently in use and must be kept clear of snow and salted in order to maintain adequate facility access. This process will involve working around any cars currently parked in the lot at the time of plowing and coordinating with the terminal manager to ensure that the areas are properly cleared.

The office building on commercial street and the maintenance building will need to have uninterrupted access. All entrances to the buildings must be kept shoveled, salted, and clear of snow.

The selected entity must be willing to clear snow from the Facility repeatedly for each incidence of precipitation, as snow may fall from the bridge onto terminal grounds or from the tops of containers onto the Facility. The selected entity must be willing to coordinate snow removal with the terminal manager in order to ensure the effective operation of the facility through snow removal efforts. The selected entity must be willing to respond promptly and flexibly to any specific requests made by the terminal manager and other key facility personnel (as indicated by the terminal manager).

The rail pad, a concrete pad adjacent to the rails at the extreme western end of the terminal must be clear of snow, and any snow accumulated from cleaning efforts must be removed from the area. The Hercules trackmobile located in this area must also be accessible to terminal personnel and as such snow that has accumulated around the trackmobile must be cleaned and removed as to provide unimpeded access to the trackmobile.

ADD OPTION: As an additional option a 3/4-mile section of rail stretching from the western end of the terminal to Cassidy Point needs to be cleared of snow. Inability to complete this will not preclude an entity from being selected from all other snow removal requirements.

III. PROPOSAL FORMAT AND CONTENTS

Proposals may follow a format of the bidder's choice. Proposals must include a billing schedule, the total cost to the Maine Port Authority, and a full enumeration of the additional services provided to the Terminal by the bidder (for example, salting, shoveling, etc.). Proposals must include a plan to ensure that precipitation is removed from under chassis connection hitches, regular removal of snow from terminal grounds, and safe locomotion of pedestrians and vehicles on terminal grounds.

IV. SCHEDULE

Issue RFP by request no later than:	October 1, 2019
Optional Site Walk at 1:00 PM:	October 8, 2019
Written questions received through 2:00 PM:	October 11, 2019
Submittal deadline (2:00 PM):	October 24, 2019
Proposer selected on or about:	October 30, 2019
Full Operating Agreement signed by both parties by:	Ten (10) business days following notification of bid award

V. EVALUATION CRITERIA

Evaluation of the overall proposal will bear more weight than any individual part.

The Authority will, at a minimum, evaluate all proposals according to the following criteria:

- A. Completeness of the proposal as requested in this RFP;
- B. Proposal's benefits to the Maine Port Authority;
- C. Proposer's experience with secure facilities, especially secure marine facilities;
- D. Cost;

- E. Entity's professionalism, reputation, and ability to accommodate requests;
- F. Proposer's demonstrated capabilities to provide satisfactory service.

Appendix A

