

INVITATION FOR BIDS



CLEANING MENEMSHA COMFORT STATION

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THE COLLECTION OF TRASH, LITTER AND DEBRIS FROM THE MENEMSHA HARBOR, BEACH, PARKING LOT AND TOWN DOCKS.

The town is seeking sealed bids for seasonal operation/cleaning of the Menemsha Comfort Station and seasonal trash collection (multiple times a day) in the Menemsha park and West Dock areas of Menemsha Harbor from Memorial Day weekend through Columbus Day weekend.

TERM: This will be a one-year contract with two one-year renewal options. Term shall commence on May 25th 2012 and end on November 15th 2012. Renewals shall be in writing and at the sole discretion of the town, with an increase cost equal to the COLA % given to town employees. Notice of which shall be made in December 2012 & 2013. Services under any renewal shall commence on May 16th through November 15th. The Comfort Station is operated from April 15 – November 4 (approximately) each year. Trash collection is primarily Memorial Day Weekend – Columbus Day Weekend.

SERVICES INCLUDED, but are not limited to: providing trash barrels as necessary, emptying barrels located around the harbor, cleaning the comfort station, collecting trash from transient boats, maintaining the comfort station and barrels, coordinating repairs and maintenance to the plumbing, Solar, electrical and septic systems, providing all materials and supplies.

On-site staffing daily during the months of June, July and August. Cell phone contact for on-site staff.

Cleaning of the Comfort Station and the collection and removal of trash from Menemsha shall be done all day, as necessary, to maintain Menemsha as litter free and to keep the restrooms clean.

COORDINATION: The successful bidder will have to work closely with the Executive Secretary to the Board of Selectmen, the Administrative Assistant/Inspector to the Board of Health, the MVRD&RRD, the Harbor Department, Civil Engineer and the town's other sub contractors.

QUESTIONS: Executive Secretary, Chilmark Town Hall, 401 Middle Rd., POB 119, Chilmark, MA 02535
(508) 645-2101 (508) 645-7869 fax or email at tcarroll@chilmarkma.gov

Sealed bids will be accepted until **Monday May 14th 2012 at 4:30 PM** at the Selectmen's Office, 401 Middle Road, Chilmark, MA 02535-0119

CHILMARK

The town is seeking sealed bids for seasonal operation/cleaning of the Menemsha Comfort Station and seasonal trash collection (multiple times a day) in the Menemsha park and West Dock areas. This is a multi-year contract to provide seasonal services from May 16, 2012 until November 15, 2014. The Comfort Station is operated from April 15–November 4 (approximately) each year. Trash collection is primarily Memorial Day Weekend–Columbus Day Weekend. Please contact the Selectmen's Office for the Invitation For Bids. Deadline to submit your sealed bid is May 14, 2012 at 4:30PM in the Selectmen's Office.
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BID PRICING SHEET

Name of Business

Gentlemen:

We the undersigned propose to furnish the Town of Chilmark for the Menemsha Comfort Station and Trash Collection. Cleaning bid responsibilities include:

- Onsite staffing for the months of May through October
- Emptying barrels located around the harbor
- Cleaning the comfort station, restrooms and around station
- Collecting trash from transient boats
- Collection of recycling barrels
- Collection of waste oil
- Painting, repairing and replacing comfort station barrels as needed
- Coordinating repairs and maintenance to the plumbing, solar, electrical and septic systems
- Providing all materials and supplies
- Steam cleaning the tile in the restrooms at the beginning, middle and end of the season.
- Collection of trash, litter, and debris from the Menemsha Harbor, Beach, Parking Lot, Town Docks and Chilmark Town dump that has not been properly placed in barrel or dumpsters.
- Transportation to Local Drop Off.
- Repairs and maintenance to the comfort station building, plumbing, solar, electrical and septic systems within capabilities
- Repairs to docks and any others Menemsha related projects under the supervision of the Harbor Master
- Large trash pickup from fishing vessels and flotsam and jetsam. Bi-weekly or on call pick up.
- Beach gear pickup from tourist daily walk through. (Chairs, coolers, shoes, clothing, etc.)
- Hurricane preparedness (boarding up comfort station and taking in barrels)

Services include per the attached specifications for the price stated below:

TOTAL PRICE OF THE CONTRACT

Per Chilmark Specifications \$ _____

In Written Words _____

For extra repairs/projects as requested the HOURLY RATE \$: _____

Did you deviate from the specifications in any way? (If yes, you must submit a detailed description of all deviations.) YES _____ NO _____

The contract owner will be: _____

The on-site staff will be: _____

I acknowledge that I have examined the site and I am familiar with existing conditions.

BY:

AUTHORIZED SIGNATURE

PRINT NAME

COMPANY NAME

TELEPHONE NUMBER

ADDRESS

EMAIL ADDRESS AND FAX #

CITY, STATE, ZIP CODE

DATE

REFERENCE FORM

Bidder: _____

Bidder must provide references for: all similar contracts performed within the past three (3) years

1. Reference: _____

Address: _____

Contact: _____

Phone: _____

Fax: _____

Description and date(s) of services provided:

2. Reference: _____

Address: _____

Contact: _____

Phone: _____

Fax: _____

Description and date(s) of services provided:

3. Reference: _____

Address: _____

Contact : _____

Phone: _____

Fax: _____

Description and date(s) of services provided:

Attach additional sheets if necessary

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this 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.

Signature of individual submitting bid

Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid

Name of business

SUBMIT in SEALED ENVELOPE Marked on its face
“Menemsha Comfort Station and Seasonal Trash Bid”