



TOWN OF NORTON

BOARD OF SELECTMEN
MUNICIPAL CENTER,
70 EAST MAIN STREET, NORTON, MA 02766

Telephone: (508) 285-0210 Fax: (508) 285-0297

LEGAL NOTICE

INVITATION FOR BIDDERS POND MANAGEMENT Town of Norton, MA

The Town of Norton, through the Board of Selectmen, invites written proposals from firms with a strong background and demonstrated experience in lake and pond management, weed removal and vegetation monitoring for 4 ponds in the Town of Norton.

Specifications and bid forms are available at the Town Manager's Office, Norton Municipal Center, 70 East Main Street, Norton, MA, 8:30 A.M. to 4:30 P.M. – Monday through Friday, and at www.nortonma.org.

All proposals must be received in the Town Manager's Office prior to 11:00 A.M. on July 19, 2016. Bidders must bid on all the items. The Board of Selectmen is the awarding authority and reserves the right to reject any or all proposals, and/or to waive any informality if it determines said action to be in the best interest of the Town of Norton.

Posted: Goods and Services Bulletin
Town Hall Bulletin Board (06/17/16)
Sun Chronicle (06/28/16)
www.nortonma.org

pc: Board of Selectmen
Water Bodies Committee
Conservation Commission

**Town of Norton
Invitation for Bidders
Pond Management**

Instructions To Bidders And General Conditions

The Town of Norton is seeking written proposals from firms with a strong background and demonstrated experience in lake and pond management, weed removal and vegetation monitoring for 4 ponds in the Town of Norton.

Seven copies of the technical (non-cost) proposal and one copy of the price (cost) proposal, should be submitted to the Town of Norton, c/o Michael D. Yunits, Town Manager, 70 East Main Street, Norton, MA 02766. Proposals must be received at the above address prior to 11:00 A.M. on Tuesday, July 19, 2016. Postmarks are not acceptable.

REQUIREMENTS OF THE BID

A complete bid will consist of all the following documents and certifications:

1. A completed Bid Quotation Form (Appendix A);
2. A signed Certificate of Non-Collusion (Appendix B);
3. A signed Bidder Authorization Form (Appendix C);
4. A signed "Good Standing with the Commonwealth" Form (Appendix D);
5. Insurance Certificates which demonstrate coverage required in the Specifications; and,
6. List of clients for whom comparable services have been provided within the past two (2) years with address, phone number, and name of contact person.

Lake Winnecunnet

Lake Winnecunnet located off Bay Road encompasses an area of 154 acres. 127 acres of the lake contains exotic plant growth, Variable-leaf milfoil 113 acres and Fanwort 83 Acres. The lake is within the Canoe River Aquifer, Snake River, Watson Pond and Lake Sabbatia Area of Critical Environmental Concern (ACEC). It also drains directly to the Hockomock Swamp ACEC. The lake has been permitted for use of Sonar Genesis treatment including booster applications as recommended by the contractor and hand diver harvesting.

Norton Reservoir

Norton Reservoir located off Mansfield Avenue (Route 140) encompasses 576 acres. 403 acres of the reservoir contains exotic plant growth, Fanwort 303 acres, Variable-leaf milfoil 173 acres and Eurasian milfoil 173 acres. A pioneer infestation of water chestnut was also documented in 2015. The lake has been permitted for herbicide treatment, including Sonar, Reward, Clipper and Clearcast. Hand diver harvesting and algae treatments have also been permitted if necessary.

Chartley Pond

Chartley pond located off South Worcester Street and West Main Street (Route 123) encompasses 55 acres. 42 acres of the pond contains exotic plant growth, Water Chestnut 18 acres and Variable-leaf milfoil 40 acres. The Pond has been permitted for hand diver harvesting and herbicide treatment including Reward and Clearcast. Algae treatments have also been permitted if necessary.

Barrowsville Pond

Barrowsville Pond is located off Powers Street and encompasses 31 acres. 24 acres of the pond contains exotic plant growth, Water Chestnut 24 acres, Variable-leaf milfoil 5 acres and Fanwort 5 acres. The Pond has been permitted for hand diver harvesting and herbicide treatment, including Sonar, Reward, Clipper and Clearcast. Algae treatments have also been permitted if necessary.

SCOPE OF WORK

The bidder hereinafter referred to as "Consultant" shall provide all materials, labor and equipment for the harvesting and herbicide treatment of each body of water. The project will have a three-year term. The Consultant shall also perform and provide separate, written documentation of pre-treatment and post-treatment inspections, herbicide residue sample collection/testing and a detailed project completion report stating the percentage of area of eradication of the targeted species. Pre-treatment inspection shall include a photographic survey and GPS-generated plot of the regions to be treated. The total surface area of water being treated is to be calculated and specified in the reports.

A minimum of four sampling rounds with three samples per round (12 samples total) shall be collected by the Consultant and analyzed for floridone content by a qualified laboratory, post-treatment. The Consultant shall perform all required pre-treatment notifications and posting of printed signs, prior to each herbicide application. A minimum notice of seven (7) calendar days is required for Town offices and must be confirmed by same.

All work shall be performed by properly licensed personnel, in accordance with all local, state and federal requirements.

The Consultant shall secure or possess a Massachusetts Department of Environmental Protection (DEP) license to apply chemical and comply with any applicable Orders of Conditions issued by the Towns of Norton and Mansfield Conservation Commissions (hereinafter the Commissions), as well as conditions issued by the Massachusetts Natural Heritage and Endangered Species Program (specific to Lake Winnecunnet).

Success will be defined as significant control of fanwort and milfoil for a 3-year period, which must be guaranteed, and the eradication of 90% of fanwort and variable leaf water milfoil in year one.

MINIMUM QUALIFICATIONS

The Consultant shall be licensed for Aquatic Pesticide Applications by the Commonwealth of Massachusetts, and shall be fully insured. The Consultant shall have a minimum of five years' experience in the field of Aquatic Plant Management.

All proposals submitted in accordance with the requirements of this RFP will be reviewed for completeness and responsiveness. Proposals from firms that do not meet the minimum qualifications above may be deemed non-responsive by the Town in its sole discretion.

Proposal shall be evaluated by the Town and ranked for each of the following comparative evaluation criteria.

- Highly Advantageous
- Advantageous
- Not Advantageous
- Unacceptable

Any proposal receiving an unacceptable rating for any single criterion will be considered unacceptable in all respects. Technical proposals will be ranked and evaluated on the following criteria.

1. Utilizing Sonar or other appropriate herbicides to provide fanwort and variable water milfoil of at least 90 percent within 60-90 days of the initial herbicide treatment.
2. Demonstrated regional experience with Sonar or an appropriate herbicide for fanwort control and control of variable water milfoil and reported success of those projects. Two examples of project completion reports for similar, previously completed projects shall be submitted with the proposal.
3. Experience and qualifications of key project personnel to perform chemical treatments, aquatic plant surveys/mapping, the chemical residue testing and reporting tasks required for this project. Specific degrees held, and discipline, shall be provided for all key project personnel.

4. Technical approach for this project, thoroughness of the proposal and probable success of the proposed treatment program. Provide example of pre and post treatment inspection methodology including forms and photographs.
5. Demonstrated knowledge and understanding of the scope as it relates to Norton's ponds.
6. Demonstrated satisfaction with previous work performed for other municipalities.

Based on the evaluation and ranking of the technical proposals only, the Town of Norton will negotiate a contract with the top-ranked Consultant, based on a review and justification of costs included in the Consultant's proposal. Should the Town and Consultant not be able to reach an agreement, the Town will then negotiate with the remaining firms in order of their ranking until a suitable agreement is reached.

Required Information

Seven copies of the proposal must be submitted and the following information is required in each Consultant's qualifications and proposal package:

1. Name, address and telephone number of the Consultant and the principal contact person.
2. Name, address and telephone number and qualifications of all personnel to be associated with this project, if applicable.
3. Type of organization (i.e. individual, corporation, partnership, joint venture, etc.). Include a list of the principals.
4. List of municipal clients in Massachusetts in the past three years. Include the following information:
 - a. Location
 - b. Scope of Involvement
 - c. References, with name, title and telephone numbers
5. Written certifications that all personnel associated with this project are licensed to undertake the task.
6. Insurance certificate showing coverage for General Liability, Automobile and Workmen's Compensation (statutory). It is the vendor's responsibility to purchase and maintain adequate insurance to protect the vendor and Town for all claims.

8. Bid Bond. Each Price Proposal shall be accompanied (in the same envelope as the price proposal) by a Bid Deposit equal to five percent (5%) of the total bid price shown on the Bid Form. The Bid Deposit may be made in the form of a certified check or appropriate Bid Bond issued by a surety licensed by the Commonwealth of Massachusetts. The Bid Deposit of the three lowest bidders shall be held until the execution of the contract awarded pursuant to this IFB, all other Bid Deposits shall be returned within ten (10) business days of the opening of bids. In the event that the successful bidder fails to execute the contract when presented by the Town as provided herein, the bidder's Bid Deposit shall be forfeited to the extent of the difference between its bid and the next lowest bid of a responsive and responsible bidder.

INVITATION FOR BIDDERS
POND MANAGEMENT
BID QUOTATION FORM

Deadline to Submit Bid: 11:00 A.M. ON JULY 19, 2016

Pursuant to and in accordance with the Invitation for Bidders and the proposed Specifications relating to the management of the Town of Norton's Ponds, the undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and cost(s) of the bid Item(s) where applicable, hereby proposes and agrees to fully execute the bid Item(s) within the time stated and in strict accordance with the proposed Contract Documents.

Bidders are requested to submit proposals to perform said services:

WHOLE-LAKE SONAR TREATMENTS		COST
1	Lake Winnecunnet, including boosters and testing.	
2	Norton Reservoir, including boosters and testing.	
3	Barrowsville Pond, including boosters and testing.	
TOTAL WHOLE-LAKE TREATMENTS		\$ -

CLEARCAST TREATMENTS - CURRENT ACREAGE		COST
4	Water chestnut growth in Barrowsville Pond.	
5	Water chestnut growth in Chartley Pond.	
TOTAL CURRENT ACREAGE CLEARCAST TREATMENTS		\$ -

ON-CALL SERVICES		COST
6	Clipper treatment per acre.	
7	Reward treatment per acre.	
8	Algaecide treatment per acre.	

OTHER ON-CALL SERVICES		COST	UNIT
9	Diver harvesting (contractor to specify unit).		
10	DASH (contractor to specify unit).		
11	Hand pulling of water chestnut (contractor to specify unit).		

Send to:

Town Manager's Office
Municipal Center
70 East Main Street
Norton, MA 02766

Date: _____

Signature: _____

Name (typed/printed): _____

Company Name: _____

Business Address: _____

City: _____

Telephone: _____

Fax: _____

Form shall be sealed if Bidder is a Corporation.

CERTIFICATION OF BID

The undersigned, under the pains and penalties of perjury, certifies that this bid is, in all respects, bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Bidder: _____
Name of Company

By: _____
Signature (written)

Signature and Title (printed)

Date: _____

APPENDIX C

If a corporation, complete below or attach to each signed copy of a contract a notarized copy of vote of corporation authorizing the signatory to sign this contract. If attesting clerk is same as individual executing contract, have signature notarized below.

At a duly authorized meeting of the Board of Directors of the _____
(name of corporation) held _____ (date) at which all the Directors were present or waived notice, it was

VOTED: That _____ (name), _____ (officer) of this company, be and hereby is authorized to execute contract and bonds in the name and behalf of said company, and affix its corporate seal thereto, and such execution of any contract or obligation in this company's name on its behalf of said company, and affix its corporate seal thereto, and such execution of any contract or obligations in this company's name on its behalf by such _____ of the company, _____ (officer), shall be valid and binding upon this company.

I hereby certify that I am the Clerk of the _____, that _____ is the duly elected _____ (officer) of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

A True Copy

Attest: _____
Clerk

Place of Business: _____

(Corporate Seal)

Sworn to and subscribed before me this _____ day of _____, 2016.

Notary Public

My Commission Expires:

APPENDIX D

**CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS AND
WITH UNEMPLOYMENT COMPENSATION CONTRIBUTION REQUIREMENTS**

Pursuant to M.G.L. Chapter 62C, §49A, and M.G.L. Chapter 151A, §19A, I, _____
_____, authorized signatory for _____,
whose principal place of business is at: _____
_____:

1. I duly represent the bidder and have full authority to execute any and all documents for and in behalf of the bidder relative to its operation; and,
2. Bidder has complied with all of the laws of the Commonwealth of Massachusetts relating to the filing of all State tax returns and payment of all State taxes required under said laws.
3. The Business Organization Social Security Number or Federal Identification Number is _____.

Signed under the pains and penalties of perjury this _____ day of _____, 2016.

Signature: _____

Name and Title: _____