**STATE OF MAINE**

**Department of Agriculture, Conservation, and Forestry**

*Bureau of Parks and Lands*



**RFP# 202410180**

**Purchase of Landing Craft Style Watercraft for Maine State Parks and the Allagash Wilderness Waterway**

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.**Name:** Ron Shaw **Title:** Asst. State Park Regional Manager**Contact Information:** ronald.c.shaw@maine.gov  |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** October 18, 2024, no later than 11:59 p.m., local time |
| **Proposal Submission Deadline** | *Proposals must be received by the Division of Procurement Services by:***Submission Deadline:** October 31, 2024, no later than 11:59 p.m., local time.*Proposals must be submitted electronically to:* Proposals@maine.gov |

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PUBLIC NOTICE

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**State of Maine**

**Department of Agriculture, Conservation, and Forestry**

**RFP# 202410180**

**Purchase of Landing Craft Style Watercraft for Maine State Parks and the Allagash Wilderness Waterway**

The State of Maine is seeking proposals for four landing craft style watercraft to be used on both open ocean and inland bodies of water. These watercraft must meet required specifications to effect in-water rescue operations, onshore landing of equipment, materials, and personnel.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the State of Maine Office of State Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on October 31, 2024. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Department** | Department of Agriculture, Conservation, and Forestry |
| **RFP** | Request for Proposal |
| **State** | State of Maine |

**State of Maine - Department of Agriculture, Conservation, and Forestry**

**RFP# 202410180**

**Purchase of Landing Craft Style Watercraft for Maine State Parks and the Allagash Wilderness Waterway**

**PART I INTRODUCTION**

1. **Purpose and Background**

The State of Maine Department of Agriculture, Conservation, and Forestry (Department) is seeking to purchase four (4) landing craft style watercraft as defined in this Request for Proposal (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

Access to remote State Park and Historic Site islands and coastal locations, as well as bodies of in-land water on the Allagash Wilderness Waterway is challenging. BPL is seeking landing craft style boats with drop-down bow ramps that can safely access these locations to facilitate operations, maintenance, increase productivity, and ensure both public and employee safety.

Extensive staff research into various boat manufacturers and products has been conducted and required specifications have been developed. The landing craft style boat is conducive to in-water rescue operations, onshore landing of equipment, materials, and personnel, and has a limited number of manufacturers available. We are seeking proposals that will meet and/or exceed specifications as outlined in the RFP, including product delivery by December of 2026. Companies that specialize in boats designed for our specific tasks, with an emphasis on public safety, reliability, and governmental operations, are preferable.

1. **General Provisions**
	1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
	2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
	3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
	4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
	5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
	6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
	7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
	8. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Bidder’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
	9. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
	10. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Eligibility to Submit Bids**

This equipment is being purchased with federal ARPA funds. Bidders must be registered with SAM.gov and provide a UEI (Unique Entity Identifier).

1. **Contract Term**

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note, the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 12/1/2024 | 10/14/2026 |

1. **Number of Awards**

The Department anticipates making one (1) award as a result of the RFP process.

**PART II SCOPE OF SERVICES TO BE PROVIDED**

The Department is seeking one (1) 21’ and three (3) 23’ welded aluminum high speed catamaran landing craft 2024 production model or newer and trailers. The selected vendor will provide detailed drawings for approval prior to construction. Watercraft will be delivered to locations specified by the Department and will arrive as completed and fully operational vessels. Watercraft will adhere to the following specifications:

**GENERAL SPECIFICATIONS:**

1. Hull Length:

21 feet (1 boat)

23 feet (3 boats)

2. Beam: 8 feet 6 inches

3. Transom Deadrise: 24 degrees each hull section

4. Person and Cargo Capacity:

1,800 lbs. (21 foot hull)

2,500 lbs. (23 foot hull)

5. Propulsion:

Twin 60hp Honda Power Thrust Outboard Motors (21 foot hull)

Twin 115hp Yamaha Four Stroke Outboard Motors (23 foot hull)

6. Fuel Capacity:

50 gallons (Dual 25 gallon tanks)

60 gallons (Dual 30 gallon tanks)

7. Bow Door Clearance: 64 inches

8. Bottom Plating:¼ inch 5086-H116

9. Side Plating: ¼ inch 5052-H32

10. Deck Plating: 3/16 inch 5052-H32

11. Centerline Vertical Keel (CVK): 3/8” x 3” 6061-T6

**HULL PACKAGE:**

21 foot and 23 foot landing craft each incorporating two symmetrical longitudinally aligned hull sections with 24° deadrise, a low profile tunnel connecting the two longitudinally aligned hulls, and 64” wide

bow door.

The tunnel shall be in the water at rest to add stability and floatation.

Hull shall include two structural bulkheads; the forward collision bulk head shall be watertight,

the aft bulkhead shall be limbered for drainage via bilge pump.

8” welded aluminum inspection hatches shall be installed to provide access to all below deck

compartments.

Six (6) 10” welded aluminum cleats shall be installed. (3 Per Side)

A ¾” aluminum double padeye shall be welded on centerline of the bow.

¼” rolled plate, 7” radius bow corners shall be installed on the port and starboard sides of the

bow door opening.

The transom shall be setup for outboard power and set at 103 degrees off baseline for proper

outboard trim.

The motor well shall be self-bailing via two 2.5” pipe drains running out through transom. Drains

shall be equipped with rubber flappers to divert water from entering slop well when operating the

boat in reverse.

The stern shall incorporate a full width cross seat/locker forward of the motor well. Lockers will

house batteries and fuel filter systems and offer general storage. Locker will have two (2) 3/16"

welded aluminum weatherproof hatches with 1-1/2” angle aluminum frame, key lockable 316

series Stainless Steel "T" handle latches, welded 100mm aluminum hinges with grease fitting and Stainless Steel pins, and 1/8” thick PORON neoprene hatch seal.

316 Series Stainless Steel fastening hardware shall be used throughout the vessel.

The hull shall incorporate a 2" pipe gunnel.

**WELDING:**

The hull and superstructure shall be constructed of marine grade aluminum and MIG welded

throughout.

All weld seams in the hull shall be welded 100%, both interior & exterior.

A minimum of 15% helium / 85% argon inert shielding gas mix shall be used for all aluminum

welding to ensure proper weld penetration and reduce the occurrence of weld porosity.

Welding shall be performed in accordance with American Welding Society Structural Welding

Code for Aluminum.

All surface areas shall be shiny, mill finish, with no grind marks, splatters, or blemishes.

**HULL OUTFITTING:**

1¼” Sch 40 pipe safety railings shall be installed 32” above main deck along port & starboard sides from stern to midship.

Two (2) 1/4" x 4" Beaching wear plates shall be installed, one on each bow forefoot.

A wave breaker shall be installed on forward hull span between the two catamaran hulls to increase ride comfort.

One (1) 26” wide side door shall be installed. Door shall swing inboard and forward in direction,

and lock in the closed position.

Four (4) Open scuppers installed flush with the deck at midship and two (2) large pipe drains in

the stern shall create a self-bailing main deck. Drains and scuppers shall be sized and installed in accordance with ABYC deck drainage requirements.

Two (2) Diver's Dream Mini 2.25 lb. zinc anodes shall be installed on brackets that are welded to

the transom.

**BOW DOOR OUTFITTING:**

A 64 inch wide drop-down bow door shall be installed to enable personnel transport.

The hull shall incorporate port and starboard bow lockers framing the door opening.

A 12V Warn VRX-35 winch spooled with 50' of synthetic line shall be installed for opening and

closing the bow door. The winch cable runs through stainless steel cheek pulleys on each side of the door providing equal tension on both sides when opened and closed. Aluminum roller sheaves shall be installed on the gunnel.

The bow door shall be outfitted with two (2) ¾” stainless steel positive locking pin to prevent the

bow door from opening while underway.

A replaceable rubber gasket seals the bow door watertight when closed.

The inside face of the bow door shall be double plated for a smooth working surface.

Switches to operate the bow door shall be installed locally and at the main console.

A removable flip out dive ladder or gang plank shall be installed on the bow door.

**FUEL SYSTEM:**

Dual 25 gallon (21 foot boat) and dual 30 gallon (23 foot boat) non-integral fuel tanks shall be installed complete with fill, vent, 12V sender and

fuel level gauge on console. Fuel tanks shall be built from ¼” plate, pressure tested to 4 psi and

bolted into hull framing using doublers and stainless steel fasteners.

Two (2) fuel filter/water separators shall be installed complete with shut off valves. Filters to be

Racor 320 or equivalent.

Fuel system shall comply with U.S. diurnal emission standards.

12V 140 CFM bilge blower installed in fuel tank compartment.

**CONSOLE:**

21-foot Boat:

A 48” wide center console with a fixed glass windshield shall be installed aft on centerline.

Windshield hinges forward and is removable for stowing.

The console includes an angled aluminum control console face and lockable console access

hatches.

The aft side of the console shall include 3/16" welded aluminum weatherproof hatches with 1

-1/2” angle aluminum frame, key lockable 316 series Stainless Steel "T" handle latches, welded

100mm aluminum hinges with grease fitting and Stainless Steel pins, and 1/8” thick PORON

neoprene hatch seal.

Two (2) Cup holders shall be installed at the console.

A two-person upholstered leaning post/seat shall be installed at the console.

One (1) Exterior seat locker shall be installed on the front of the console. The locker storage

compartment is accessed through 3/16" welded aluminum weatherproof hatches with 1-1/2”

angle aluminum frame, 316 series stainless steel "T" handle latches, welded 100mm aluminum

hinges with grease fitting and stainless steel pins, and 1/8” thick PORON neoprene hatch seal.

23-foot Boat:

A 48” wide console T-top shall be installed aft on centerline with 55” wide x 72” long roof.

T-top includes three (3) fixed windows with forward leaning windshield, an overhead radio bar, angled aluminum control console, and a flush mounted bolt on console access panel on the forward side of the console for ease of maintenance and future upgrades.

The aft side of the console shall include 3/16" welded aluminum weatherproof hatches with 1 -1/2” angle aluminum frame, key lockable 316 series Stainless Steel "T" handle latches, welded 100mm aluminum hinges with grease fitting and Stainless Steel pins, and 1/8” thick PORON neoprene hatch seal.

The T-top roof shall incorporate 1” pipe roof railings, and vertical grab rails on port and starboard sides.

Two (2) Cup holders shall be installed at the console.

A two-person upholstered leaning post/seat shall be installed at the console.

One (1) Exterior seat locker shall be installed on the front of the console. The locker storage compartment is accessed through 3/16" welded aluminum weatherproof hatches with 1-1/2” angle aluminum frame, 316 series stainless steel "T" handle latches, welded 100mm aluminum hinges with grease fitting and stainless steel pins, and 1/8” thick PORON neoprene hatch seal

DAVIT:

A 3” pipe davit rated at 500lbs. working load shall be installed to port.

Davit is 80” high with 42” reach, swivels 360 degrees and is lockable every 90 degrees.

A maximum capacity plaque shall be installed on the davit.

A Thern stainless steel manual hand crank winch shall be installed on the davit. Winch is spooled with 30' of stainless steel line terminating with an eyelet and shackle.

A glass-reinforced nylon open face snatch block rated at 700lbs. deadweight shall be supplied.

An additional socket for the 3” pipe davit shall be installed to starboard.

**ANCHORING:**

A 3-point, Y-shaped mooring bridle shall be supplied with the vessel and will consist of the following:

* Two bow bridle legs made of 1/2" Amsteel or equivalent line terminating in soft eyelets for attaching to the forward cleats.
* One buoy bridle leg made of 5/8" 3-strand nylon line for shock-absorption terminating in a stainless steel thimble, shackle and mooring hook.
* Eye splices with stainless steel thimbles and a shackle shall make up the Y-point.
* Adjustable guards supplied on each bow bridle leg.

**TOWING:**

A 3” Sch 80 aluminum pipe tow bitt with 1” 316 stainless crucifix pin shall be installed aft on centerline.

The towing bitt shall be sized to accept one round turn and three figure eight's of the towline.

A line parting knife shall be mounted in the vicinity of the tow bit. A tow line guide shall be integrated into the motor guard.

**STERN GUARDS AND PLATFORMS:**

One (1) small, welded aluminum swim step with non-skid shall be installed centerline on the

transom.

A spring-retractable, stainless steel 3-step shelved swim ladder shall be installed under the swim

step (White Water Marine Part # B00301USL-316 or equivalent).

A 3" diameter, spud socket stall be installed in the swim stem. (Socket only, No Spud Pole)

**ELECTRICAL SYSTEM:**

The vessel’s electrical system shall be 12vDC.

All electrical cable shall be marine grade copper tinned boat cable and labeled for each circuit.

Cables should be routed in wireways wherever possible. Wherever exposed to potential damage, cables shall be protected with rubber.

Electrical cable shall be sized in accordance with the American Boat & Yacht Council.

All electrical cables shall be marked in accordance with the markings in electrical drawings.

All electrical switches shall be of a heavy-duty type and properly insulated.

The electrical system shall be grounded. In any case the hull shall not be used as part of a

galvanic feeding loop.

**12V DC ACCESSORIES:**

One (1) 12V 6 position waterproof distribution panel shall be installed on the console.

One (1) 12V self-parking windshield wiper shall be installed on the forward windshield. The wiper

assembly consists of a fully sealed, marine rated wiper motor fitted with a heavy duty

pantographic wiper arm and matching blade.

One (1) 12V air trumpet horn shall be installed with momentary push button on dash.

One (1) 12VDC power receptacle with weather cover shall be installed.

One (1) Dual USB outlet with weather cover shall be installed in the vessel. Outlet has one USBA and one USB-C port.

Two (2) 12V 2200 GPH bilge pumps shall be installed with auto float switch.

**LIGHTING:**

21-foot Boat:

* LED navigation lights shall be installed to USCG requirements.
* One (1) Pair of Rigid Industries flush-mount LED lights shall be installed at the bow in an aluminum housing for forward-facing lighting.

23-foot Boat:

* LED navigation lights shall be installed to USCG requirements.
* One (1) 12V LED red/white dome light shall be installed over the operator.
* Four (4) Rigid Industries D-Series dually LED Flood lights shall be installed on the T-top roof.
* One (1) GoLight 20204GT LED search light with 544,000 candle power shall be installed on the Ttop roof with a control pad at the console.
* Six (6) Lumitec "Andros" White LED Courtesy lights shall be installed along the gunnel on the main deck.

**NAVIGATION ELECTRONICS:**

A Garmin ECHOMAP UHD2 7" chart plotter shall be installed. This includes Navionics+ local area maps (74sv for US coastal, 73sv for US inland), external GPS antenna, GT54UHD-TM transom mounted transducer and NMEA 2000 network. ECHOMAP UHD2 chart plotters do not support radar.

**PAINT, GRAPHICS, AND MARKINGS:**

Matson Industrial Floor Grip Non-skid deck coating shall be applied to all main deck walking

surfaces. (Color- 223 Gray)

Hull to remain bare aluminum finish. (No Bottom Paint)

A U.S. Coast Guard rating placard shall be installed at the dash.

A bow door warning placard shall be installed adjacent to the bow door.

Bow door switch to be mounted on a bow door switch placard.

Secondary bow door switch to be mounted on a bow door switch placard.

**PROPULSION:**

21-foot Boat:

Twin 60 HP Honda Power Thrust four-stroke outboard engines (Model BFP60DA1XRT) with 25” shafts and stainless steel propellers shall be installed.

23-foot Boat:

Twin 115 HP Yamaha four-stroke outboard engines (F115XB and LF115XB) with 25” shafts and stainless steel propellers shall be installed.

All Boats:

A hydraulic steering system shall be installed. Installation includes a helm pump, steering

cylinder, solid tie bar and lines.

A two-battery engine start bank shall be installed. Batteries are connected by selector switches,

allowing each engine to be started via either battery or with both batteries in parallel.

The main helm station shall be installed with mechanical binnacle control, throttle and shift

cables, dual Honda HD-4 digital displays, twin-engine key switch and emergency shutoff lanyard.

**TRAILER:**

21-foot Boat:

Vessel shall include one (1) Tuff Trailer TSA6000T 6,000lb capacity aluminum tandem axle bunk

trailer complete with disc brakes on all axles, 2-5/16” ball receiver, manual strap winch, safety

chain, heavy duty jack stand, DOT approved lighting, spare tire with carrier. Bunks to have strap

notches to aid in picking the boat.

Four (4) post side load guides will be included with the trailer to assist in the loading and

unloading of the vessel.

23-foot Boat:

Each vessel shall include one (1) Tuff Trailer MTB7000SG 7,000lb capacity galvanized tandem axle bunk trailer complete with disc brakes on all axles, 2-5/16” ball receiver, manual strap winch, safety chain, heavy duty jack stand, DOT approved lighting, spare tire with carrier. Bunks to have strap notches to aid in picking the boat.

Four (4) post side load guides will be included with the trailer to assist in the loading and unloading of the vessel.

**SEA TRIALS:**

Vessel shall undergo testing (Sea Trials) after completion to verify proper function and

performance of all systems.

**SHIPPING:**

Shipping of the completed vessel to Maine shall be provided.

**DOCUMENTATION & KEYS:**

One (1) Operation & Maintenance Manual shall be supplied with the craft. Includes OEM

technical literature for all supplied equipment, operator/safety instructions, as-built boat

drawings, as-built electrical system drawings.

Vessel to include four (4) complete key sets. (Doors, Hatches, Ignition)

Original Bill of Sale and Manufacturer’s Statement of Origin documents shall be delivered with the boat conveying free and clear title(s).

**PART III KEY RFP EVENTS**

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
		2. The Submitted Questions Form must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
		3. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
	2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Submitting the Proposal**
	1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
		1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
	2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Office of State Procurement Services at Proposals@maine.gov.
		1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
			1. Proposal submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.
		2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
		3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
		4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
		5. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202410180 Proposal Submission – [Bidder’s Name]”**
		6. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:
* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

All required eligibility documentation stated in PART IV, Section I.

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix C** (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

All required information and attachments stated in PART IV, Section III.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*PDF format preferred*

**Appendix D** (Cost Proposal Form) and all required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Bidder’s proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Eligibility Requirements**

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

* Bidders must provide proof of registration with SAM.gov and provide a UEI (Unique Entity Identifier).

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Organizational Chart**

Bidders must provide an organizational chart.  The organizational chart must include the project being proposed.  Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

* 1. **Certificate of Insurance**

Bidders must provide a certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section III Proposed Services** (File #3)

* 1. **Services to be Provided**

Bidders must discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, Bidders must clearly identify the work each will perform.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
		1. Bidders must submit a cost proposal that covers the period starting 12/1/2024 and ending on 11/30/2026.
		2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
		3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
	2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in the exclusion of the proposal from consideration, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
	1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
	2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
	3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
	1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

**Section I. Preliminary Information (No Points – Eligibility Requirements)**

 Includes all elements addressed above in Part IV, Section I.

**Section II. Organization Qualifications and Experience (25 points)**

Includes all elements addressed above in Part IV, Section II.

**Section III. Proposed Services (50 points)**

Includes all elements addressed above in Part IV, Section III.

**Section IV. Cost Proposal (25 points)**

Includes all elements addressed above in Part IV, Section IV.

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Sections IV, the Cost Proposal, will be scored as described below.
	2. **Scoring the Cost Proposal:** The total cost proposed for conducting all the functions specified in the RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bids values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) x (25) = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process.  All Bidders are expected to provide their best value pricing with the submission of their proposal.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.
1. **Selection and Award**
	1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
	2. Notification of conditional award selection or non-selection will be made in writing by the Department.
	3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
	4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
	1. The awarded Bidder will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Division of Procurement Services’ website at the following link: [Office of State Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
	2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.
1. **Standard State Contract Provisions**
	1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Cost Proposal Form

**Appendix E** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Agriculture, Conservation, and Forestry**

**PROPOSAL COVER PAGE**

**RFP# 202410180**

**Purchase of Landing Craft Style Watercraft for Maine State Parks and the Allagash Wilderness Waterway**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Proposal - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Agriculture, Conservation, and Forestry**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202410180**

**Purchase of Landing Craft Style Watercraft for Maine State Parks and the Allagash Wilderness Waterway**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
	1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
	2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Department of Agriculture, Conservation, and Forestry**

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202410180**

**Purchase of Landing Craft Style Watercraft for Maine State Parks and the Allagash Wilderness Waterway**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.** |

|  |
| --- |
| **Project One** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
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| --- |
| **Project Two** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

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| --- |
| **Project Three** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** |
|  |

**APPENDIX D**

**State of Maine**

**Department of Agriculture, Conservation, and Forestry**

**COST PROPOSAL FORM**

**RFP# 202410180**

**Purchase of Landing Craft Style Watercraft for Maine State Parks and the Allagash Wilderness Waterway**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost:** | **$ (Fixed Cost – 4 Watercraft As Specified)** |

**APPENDIX E**

**State of Maine**

**Department of Agriculture, Conservation, and Forestry**

**SUBMITTED QUESTIONS FORM**

**RFP# 202410180**

**Purchase of Landing Craft Style Watercraft for Maine State Parks and the Allagash Wilderness Waterway**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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