

TOWN OF ATHOL



Disposal of Surplus Property Request for Proposals

1985 GMC 6000 “BOOKMOBILE”

Non-operational truck/van stored at Athol Transfer Station
1010 West Royalston Rd. (Route 32), Athol, MA



Issue Date

January 5, 2022

Due Date

Wednesday, January 26, 2022 by 2:00 p.m.

Submit To

Shaun A. Suhoski, Town Manager/CPO
Town Hall, Room 17
584 Main Street
Athol, MA 01331

I. OVERVIEW

General Description

The Town of Athol, acting by and through its Town Manager/CPO, seeks proposals from non-profit entities for acquisition of a 1985 GMC 6000 box truck also known as “the Bookmobile.” At its public meeting on November 16, 2021, the Athol Board of Selectmen declared the vehicle surplus property to be disposed of via a Request for Proposals process.

The Town notes that there is no key to the vehicle, that it is considered non-operational, that it makes no representations or warranties with respect to the vehicle and that the surplus property is being offered “as is where is” to be lawfully retrieved by the successful respondent within 21 days of award of the RFP. The Town has requested a replacement title from the Mass. Registry of Motor Vehicles.

The Board of Selectmen, as awarding authority, offers the following preferred selection criteria:

- Minimum requirement: non-profit entities only
- Non-profit entities with demonstrated presence in Athol and North Quabbin region preferred
- Proposals to restore vehicle for educational, historical or other display preferred
- Price proposals will be considered as part of the review process.

The Town directs respondents to the required submittal elements on page 4 and the comparative rating criteria on pages 5-6 for further detail.

II. VEHICLE INFORMATION

1985 GMC 6000 truck body with box / van chassis known as “the Bookmobile”.

VIN #: 1GDJ6P1B7FV623618



The Town notes that there is no key to the vehicle, that it is considered non-operational, that it makes no representations or warranties with respect to the vehicle and that the surplus property is being offered “as is where is” to be lawfully retrieved by the successful respondent within 21 days of award of the RFP. The Town has requested a replacement title from the Mass. Registry of Motor Vehicles.

Environmental Conditions / No Warranty

The property is being released in an “as is” condition. The Town makes no representations or warranty as to the environmental conditions, including, but not limited to, any hazardous materials, the condition of the property or its general environs.

The Town hereby gives notice that it will not be bound by any statement, representation, or information pertaining to the property or its condition by any employee, agent, elected or appointed official, or any other person or persons acting, or purporting to act, under color of authority of the Town of Athol.

III. PROPOSAL AND SELECTION PROCESS

General Conditions

The Town of Athol, in its sole and absolute discretion, with or without cause, and without liability to the Town or any agent of the Town, reserves the right to:

- Accept or reject any or all proposals, either in whole or part, waive any portion or requirement of this RFP, cancel this RFP at any time, and/or take any action the Town, in its sole discretion, believes to be in its best interest. The Town shall take action upon the RFP within thirty (30) days after the opening of proposals.
- Retain all proposals as official documents as the sole property of the Town of Athol, and to use them in whatever manner it deems appropriate.
- Allow or refuse any request by any proposer to correct errors or omissions in any proposal after the deadline for submission.
- Request an oral presentation from any proposer.
- Request any additional information from any proposer.
- Pre-award negotiations may be conducted with the selected proposer.
- The selection of the successful proposal shall be made without regard to race, color, sex, age, religion, political affiliation and/or national origin. EOE/AA.

Required forms:

- Disclosure of Beneficial Interests; Tax Certification; Non-collusion
- Bid form (price proposal – to be submitted separately per instructions)

*Note: Forms are contained within **Attachment “A”** hereto.*

Expenses

All proposers responding to this RFP do so at their sole expense and risk. The Town of Athol assumes no financial or other obligation to proposers that respond to this RFP or to their agents.

Non-confidentiality

All proposals shall become public records, and will be subject to disclosure under the Massachusetts Public Records Law.

Selection Process

The Chief Procurement Officer (CPO) will review all submittals for technical compliance with this RFP and to determine non-profit status of respondents as a minimum criteria. At the discretion of the Board of Selectmen, the CPO may conduct a preliminary comparative review for presentment to the awarding authority. The Board of Selectmen, in its sole discretion, may award the RFP based upon the CPO's recommendation, or, may conduct its own rating and award process in an open meeting.

The CPO and Board of Selectmen may, in its sole and absolute discretion, reject any and all, or parts of any and all proposals; may re-advertise this RFP; may postpone or cancel at any time this RFP process; may change, or re-schedule the timetable of events. The Town reserves the right to waive any minor informalities pertaining to any proposals received.

The Town has endeavored to provide accurate information in this RFP; however, it is the responsibility of the proposer to examine the property and to investigate to their satisfaction questions or any other matter relating to the property. Reasonable access will be provided to all proposers to visually inspect the property at the Transfer Station on Wednesday, Thursday and Friday from 9am to 2pm and Saturday from 9am to 1pm.

Selection Criteria

Proposals will be evaluated and ranked according to the following criteria:

- Non-profit entities with demonstrated presence in Athol and North Quabbin region preferred
- Proposals to restore vehicle for educational, historical or other display preferred
- Financial benefit to the Town. Note: there is a minimum bid requirement of \$50 to cover title replacement costs and processing.

Submission of complete proposals must be received no later than 2:00 p.m. on Wednesday, January 26, 2022 follows:

Town of Athol
Attn: Shaun A. Suhoski, CPO
584 Main Street, Room 17
Athol, MA 01331

IV. SCHEDULE

The anticipated schedule, subject to change at the discretion of the Town, is as follows:

January 5, 2022	RFP published on Town of Athol Web site (www.athol-ma.gov), Town Clerk's official bulletin board and via social media and available by request to selectmen@townofathol.org
January 26, 2022	Proposals due no later than 2:00 p.m.
February 2022	Review and action by Board of Selectmen

V. RFP SUBMITTAL REQUIREMENTS

Proposers are required to submit one (1) original "Non-price Project Proposal" and one (1) original sealed "Price Proposal" using the form provided with this document.

FORM OF SUBMITTAL

Cover letter with narrative that documents the non-profit status of the proposer and summarizes the proposer's plan for the surplus property. The following information must be included:

PROPOSER INFORMATION

- Legal name and principal office address
- Telephone number, facsimile number and email address
- Name of agent who is authorized to contractually bind the Proposer; and
- Name, address and telephone number of principal contact person if different than the authorized agent
- Summary of the proposer's mission and experience relating to the project

FINANCIAL POSITION OF THE PROPOSER

This section omitted.

CONCEPTUAL DEVELOPMENT PLAN AND SCHEDULE

The submittal should include a narrative description of its plan for the surplus property.

MANAGEMENT PLAN

This section omitted.

VI. COMPARATIVE REVIEW CRITERIA

All complete and responsive proposals that are received will be evaluated by the Chief Procurement Officer who will present the data to the Board of Selectmen. The evaluation will be timely, based on the information submitted in response to Section V as well as any related information that the Town may discover in analyzing or verifying information submitted in the proposal; or in any subsequent submissions. The following ratings will be used to measure the relative merits of proposals against each of the criteria listed below:

Highly Advantageous (5 points) – The proposal excels on the specific criterion.

Advantageous (3 points) – The proposal fully meets the evaluation standard of the specific criterion.

Not Advantageous (1 point) – The proposal does not fully meet the evaluation standard of the specific criterion.

Non Responsive (0 points) – The proposal fails to meet the criterion.

Criterion #1: Proposer and Mission

Highly Advantageous (HA) – The non-profit proposer has a demonstrated presence in Athol and/or the North Quabbin Region with a focus on educational or historical displays and program.

Advantageous (A) – The non-profit proposer has a general presence in Athol and/or the North Quabbin Region with a focus on educational or historical displays and program.

Not Advantageous (NA) – The non-profit proposer does not have a demonstrable presence in Athol and/or the North Quabbin Region and/or does not offer educational or historical displays and programs.

Non Responsive (NR) – The proposal fails to meet the criterion.

Criterion #2: Restoration Plan

Highly Advantageous (HA) – The proposer has successful experience in repurposing vehicles for educational or historical displays and programming. Proposers demonstrating experience with restoring and/or displaying five or more vehicles shall be deemed highly advantageous.

Advantageous (A) – The proposer has successful experience in repurposing vehicles for educational or historical displays and programming. Proposers demonstrating experience with restoring and/or displaying two to four vehicles shall be deemed advantageous.

Not Advantageous (NA) – The proposer has not demonstrated successful experience in repurposing vehicles for educational or historical displays and programming. Proposers demonstrating experience with restoring and/or displaying only one or less vehicles shall be deemed not advantageous.

Non Responsive (NR) – The proposal fails to meet the criterion.

Criterion #3: Financial Benefit

Highly Advantageous (HA) – Proposals that offer more than \$500 for the surplus property shall be deemed highly advantageous.

Advantageous (A) – Proposals that offer more than \$50 up to \$499 for the surplus property shall be deemed advantageous.

Non-Advantageous (NA) – Proposals that offer the minimum \$50 bid shall be deemed non-advantageous.

Non Responsive (NR) – The proposal fails to meet the criterion.

VII. RULE FOR AWARD

The most advantageous proposal from a responsive and responsible proposer, taking into consideration all evaluation criteria set forth in the solicitation, will be selected.

The Town may accept or reject any or all proposals, either in whole or part, waive any portion or requirement of this RFP, cancel this RFP at any time, and/or take any action the Town, in its sole discretion, believes to be in its best interest.

ATTACHMENT "A"

REQUIRED FORMS AND DISCLOSURES

Certificate of Non-Collusion: The undersigned certifies under penalties of perjury pursuant to M.G.L. c.30B, S10, as amended that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any 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

Tax Attestation: The undersigned certifies under the penalties of perjury pursuant to M.G.L. c.62C, S49A, as amended that, to the best of my/their knowledge and believe that I am/we are in compliance with all of the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support

Certification of no outstanding amounts due the Town: The undersign certifies under the penalties of perjury, that hereby certify that the proposer is current on its real estate taxes, water, sewer, and/or any other obligations with the Town of Athol.

7. GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL. (NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual:

Name	Address	Zip Code
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify, under the penalties of perjury, that the information on this form is correct.

_____ Organization Name	_____ Address
_____ Authorized Representative Signature	_____ Address
_____ Print name	_____ Telephone
_____ Title	_____ Date

BID FORM / PRICE PROPOSAL

**SUBMIT THIS FORM TOGETHER WITH ANY SUPPORTING MATERIAL
IN A SEPARATE, SEALED ENVELOPE MARKED "PRICE PROPOSAL"**

The purchase price is for the surplus property identified below to be retrieved "as is, where is" with no express or implied warranties as to its condition or operational status.

One (1) 1985 GMC 6000 truck body with box / van chassis known as "the Bookmobile".
VIN #: 1GDJ6P1B7FV623618

Purchase price (minimum bid is \$50.00): \$ _____

The undersigned hereby certifies that he/she has the full authority to bind the proposer to the price proposal and response to the RFP:

Signature

Telephone

Print Name and Title

Email Address

Street Address

City, State, ZIP

Date