Town of Harwich Mooring Servicing Agent Application Form								
Application Date:	10/31/23	New Renewal						
Business Name: Business Principal: Business Address: Mailing Address: (If different from all F.I.D. Number: Telephone Number	508-421-1221	Please select the areas of Harwich for which you are applying to become the Mooring Servicing Agent. Check all that apply: Round Cove Wychmere Outer Harbor Wychmere Inner Harbor Herring River Allen Harbor Pleasant Bay						
Pager Number: Mobile/Cell Numb Emergency Number (24 Hour)	Tag 100 21115							
Please answer the following questions pertaining to your qualifications to be a Mooring Servicing Agent, as required in the Town of Harwich Harbor Management Plan, Section 3.12. Please attach separate sheets for your answers, as needed. Also, please feel free to provide any plans, photographs, or other illustrative materials you may think are of benefit to this application.								
1.) Provide evidence of current, or ability to obtain, sufficient insurance as shown in attached.								
Note: Prior to any individual, corporation or other business entity commencing with the performance of duties as a Mooring Servicing Agent, an insurance policy must be in place and certificate of insurance for the same must be filed with the Town of Harwich.)								
2.) Do you cu	Do you currently carry Worker's Compensation Insurance?							
# VYe	s # No							
3.) Provide a Servicing	detailed description of all on-site equipment to Agent. See at fach to							

4.)	Describe plans to stock sufficient inventory to service moorings.								
5.)	Describe plans for the daily monitoring of the mooring field(s) assigned and reaction time to the mooring area from home or office.								
6.)	Provide a list of all staff names, years experience servicing moorings and related experience(s) which demonstrate your/their ability to perform the duties of Mooring Servicing Agent.								
7.)	Include a description of a plan for storm preparation and emergencies including, but not limited to, the hours that staff members will be available to perform duties.								
8.)	Provide a business plan to provide complete mooring services including, but not limited to, subcontracting of services when necessary. See at fached								
9.)	Provide a list of all clerical or support staff names and describe their ability regarding the processing of applications, performance of inspections and providing support for the issuance of stickers and mooring tags. See affact ell								
10.)	Does the company have access to a certified diver to perform repairs and/or retrieve lost tackle?								
	# Yes # No								
11.)	Are any mooring permits within the Town of Harwich currently held by the applicant? If so, please list.								
12. A)	Has the applicant served as a Mooring Servicing Agent in any other Town(s)?								
	# Yes # \(\sum_{No} \)								
	If yes, please list and provide reference contacts.								
12. B)) Has the applicant served as a Mooring Servicing Agent in Harwich?								
	If yes, please list dates. Yes See affach ell								
13.)	Describe what method of mooring storage you will provide and how it will be controlled.								
14.)	Provide a plan for placement of moorings with consideration for the draft and length of vessels, protection of channels and access to public/private docks and landings.								
15.)	If you are planning to use a Town landing as sole access for this service, describe how you intend to manage around other uses of that site.								
16.)	Provide a proposed <u>fee schedule</u> which includes, but is not limited to, fees for the following:								
	Mooring inspections (per anchor) Mooring installation (per pound) Mooring removal (per pound) Mooring storage Mooring maintenance (such as hawsers, chain, ground tackle, etc.) (per hour)								

Diving charges (per hour, minimum) Handling Helix moorings Pumping charges (per hour)

*The fee schedule is seen as an important value added customers and represents an important factor	r in rating bid applications.					
17.) Please provide a resume listing any other busin involved and for how long.	See attached iness ventures in which you have been See attached					
Under the penalties of perjury, I declare that the information I have provided is true to the best of my knowledge.						
Signed Down	10/31/23 Date					
Reviewed by Harwich Harbormaster	Date					
Reviewed by Waterways Committee	Date					
Reviewed by Board of Selectman	Date					

Harwich Port Boat Yard, Inc. Application

- 1. Provide evidence of current, or ability to obtain, sufficient marine insurance, specifically:
- A. A minimum of \$500,000 Marina Operators Legal Liability and Protection Indemnity

Yes-Copy Attached

2. Do you currently carry Worker's Compensation Insurance?

Yes-Copy Attached

3. Provide a detailed description of all on site equipment to accomplish the task of Mooring servicing Agent

16' x 10' Mooring Barge outfitted w/ crane and 5000 lb, winch powered by a Honda Engine w/ 85 watt alternator, 8 D 12 volt Battery. Barge powered by 25 HP outboard. Honda Powered Water Pump w/ 20 ft. / 2" hose.

16' Tow Boat powered by 20 HP Yamaha 4 stroke outboard.

17' Sail Fish power by 90HP Two Stroke Force Outboard

Catapillar Fork Truck w/ 30,00 lb negative lift capacity

2 Trucks w/ Hydraulic Trailers Capable of hauling boats up to 34' with draft of 5.5' and 14,000 lb. capacity

Hostar trailer capable of hauling power boat to 45', sailboats to 40' and 50,000 lb capacity

25' x 60' Mooring Storage Area – Lighted at Night Located at our Facility at 4 harbor Road Harwich MA.

Will also have off-site equipment from R.B. Our, Co. Generators, pumps, cranes, fork lifts etc...

4. Describe plans to stock sufficient inventory to service moorings.

HPBY maintains a stock of various sized shackles, thimbles, barrels of chain, rope, premade pennants etc. We have a contract with Marine Supplier for overnight delivery of any additional equipment needed.

5. Describe plans for the daily monitoring of the mooring field(s) assigned and reaction time to the mooring area from home or office

Workers monitor the mooring field daily ("Daily Harbor Patrol"). Each morning the mooring field will be "scanned" for Entanglements, Boats Hitting, Boats sitting low in the water, chafe gear, fuel leaks, etc.

Traveling from office, Workers can reach any Wychmere Inner or Wychemere Outer Harbor mooring in 5-10 minutes. Traveling from their homes, Workers can be on site, in 10-15 minutes. John Our could travel from his home, to the Mooring fields, in less then 5 minutes.

6. Provide a list of all staff names, years of experience servicing moorings and related experience(s) which demonstrate your/their ability to perform the duties of Mooring Servicing Agent.

John Our:

45 years boating experience

Several years at Marine Construction

Salvage from boat to aircraft

Dan Lowery:

36 years of Boat Yard Experience

31 years Mooring Experience at Wychmere Harbor

All aspects of Mooring Service

Certified Diver

John Molander:

35+ years mooring experience

Certified Diver CPR instructor

Mike Joy:

27 year of Boat Yard Experience

Hauling/Launching, Repair 8 years mooring experience

Ryan Our:

2 Years of Mooring experience.

7. Include a description of a plan for storm preparation and emergencies including, but not limited to, the hours that staff members will be available to perform duties.

Monitor weather for storm severity.

Ability to remove smaller boats with fork truck upon mooring permit holders' request.

Ability to remove other boat with 3 hydraulic trailers upon request Double up and/or lengthen mooring pennant line upon mooring permit holders' request.

Use of "Sea Anchors" when/where applicable

Use of pumps for Boats taking on water

Employees are considered "On Call" during storms; emergency numbers will be posted.

Upon mooring permit holders request, we will be able to utilize our ramp and the extra equipment to remove boats

8. Provide a business plan to provide complete mooring services including, but not limited to, subcontracting of services when necessary.

HPBY will offer a complete menu of Mooring Options.

Customers (Mooring Permit Holders) will have a variety of choices. From a "Complete Mooring Package", thru to an "Ala Carte" option, choosing only the service that they want. These options will be sent to all permit holders within the Wychmere Inner and Outer fields.

9. Provide a list of all clerical or support staff names and describe their ability regarding the processing of applications, performance of inspections and providing support for the issuance of stickers and mooring tags.

Barbara Our: Office Manager 14 year at HPBY

Assisted in the collection and sending application/inspection forms to the Town of Harwich.

Ryan Our: Vice President and Book Keeper, three years at HPBY

Completed previous, and current mooring service agent renewal permit applications for the Town of Harwich. The applications and checks were sent to HPBY and these were forwarded to the Harbormasters Office. Upon completion of Mooring Inspection by The Harbormasters Office the mooring stickers and tags were delivered to HPBY to be attached to the appropriate boat and Mooring. Except for sending out the original application, all other processes will be done in the same manner.

10. Does the company have access to a certified diver to perform repairs and /or retrieve lost tackle?

Dan Lowery - P.A.D.I Certified in 1988 John Molander - Certified

11. Are any mooring permits within the Town of Harwich currently held by the applicant? If so, please list.

Yes – Permits #1, #2, #17, #51, #62, #78, #201

12. Has the applicant served as a Mooring Servicing Agent in any other Town(s)?

A: No

B: Yes: Wychmere Inner Harbor 2008-2011, 2011-2014, 2014-2017, 2017-2020, 2020-2023

Wychmere Outer Harbor 2008-2011, 2011-2014, 2017-2020, 2020-2023

13. Describe what method of mooring storage you will provide and how it will be controlled.

Mooring storage is always available in a specified area of our yard. The yard has night lighting. Mooring will be tagged and monitored throughout the off-season.

14. Provide a plan for placement of mooring with consideration for the draft and length of vessels, protection of channels and access to public/private docks and landings.

Moorings will be placed as defined by our experience in vessel type, size, draft, swing rate, prevailing winds and currents while allowing passage thru navigable channels, access to Town and Private docks and piers.

15. If you are planning to use a Town landing as sole access for this service, describe how you intend to manage around other uses of that site.

HPBY has its own facilities for its mooring services and would not use the Town Landings for mooring activities.

16. Provide a proposed fee schedule which includes, but is not limited to, fees for the following:

Mooring inspections \$20.00 Out of water - On Site

Mooring installations – Inner Harbor \$.60 per lb.

-Outer Harbor \$.50 per lb.

Mooring removal - Inner Harbor \$.60 per lb.

-Outer Harbor \$.50 per lb.

Mooring Storage \$.40 per lb.

Mooring maintenance \$75.00 per hr. repair labor plus parts

Diving Charges \$150.00/Hr. - One hr. minimum

Handling Helix Moorings HPBY will construct tackle, and subcontract

installation as needed.

Dive for inspection – when necessary

Pumping charges \$1.00 per lb. Installation/removal Included in the

17. Please provide a resume listing any other business ventures in which you have been involved and for how long.

Vice President of Robert B. Our, Co. (started full time in 1976)

Vice President of Shorey Mfg. (1980)

Part Owner of Cape Cod Ready Mix (1999)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/6/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 1780862	CONTACT NAME:					
HUB International New England	PHONE (A/C, No, Ext): (781) 792-3200 FAX (A/C, No): (781)	792-3400				
600 Longwater Drive Norwell, MA 02061-9146	E-MAIL ADDRESS:					
	INSURER(S) AFFORDING COVERAGE	NAIC#				
	INSURER A: Hanover Insurance Company	22292				
INSURED	INSURER B : Allmerica Financial Benefit Insurance Company 41840					
Harwich Port Boat Yard, Inc.	INSURER C:					
P.O. Box 218	INSURER D:					
Harwich Port, MA 02646	INSURER E:					
	INSURER F:					

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s	
A	X	COMMERCIAL GENERAL LIABILITY	1000				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	EACH OCCURRENCE	\$	1,000,000
		CLAIMS-MADE X OCCUR	х		IHN J231846	11/15/2022	11/15/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	100,000
	X	Marine GL	^					MED EXP (Any one person)	\$	10,000
								PERSONAL & ADV INJURY	\$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$	2,000,000
	X POLICY PROT LOC							PRODUCTS - COMP/OP AGG	\$	2,000,000
		OTHER:						MOLL	\$	1,000,000
В								COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000
	ANY AUTO				AWN J186805	11/15/2022	11/15/2023	BODILY INJURY (Per person)	\$	
	OWNED AUTOS ONLY X SCHEDULED AUTOS							BODILY INJURY (Per accident)	\$	
	X	HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$	
									\$	
Α	X	UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	\$	5,000,000
		EXCESS LIAB CLAIMS-MADE	X		IHN J231886	11/15/2022	11/15/2023	AGGREGATE	\$	5,000,000
		DED X RETENTION\$							\$	
Α	WORKERS COMPENSATION AND EMPLOYERS LIABILITY							X PER OTH-		
	ANY PROPRIETOR/PARTNER/EXECUTIVE		N/A		WHNJ186831	11/15/2022	11/15/2023	E.L. EACH ACCIDENT	\$	1,000,000
	(Mandatory in NH)		N/A					E.L. DISEASE - EA EMPLOYEE	\$	1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	\$	1,000,000
A	A Protection&Indemnity				IHN J231846	11/15/2022	11/15/2023	Any One Acc or Occ		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Harwich is included as additional insured with respect to the general liability, when required by written contract. Bumbershoot/Excess policy follows form of the underlying.

CERTIFICATE HOLDER	CANCELLATION				
Town of Harwich PO Box 207 715 Main Street	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				
Harwich Port, MA 02646	AUTHORIZED REPRESENTATIVE JEGG THAT				

ACORD 25 (2016/03)

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