

# Request for Proposal for River Herring (Alewife) Harvesting Services

Town of Alna

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The Alna Select Board is accepting proposals from experienced commercial fishermen who may wish to contract with the Town of Alna for the right to harvest alewives from the Sheepscot River watershed for a five-year period (April 2023 – June 2028).

**Requirements for the taking of alewives shall be as follows and are subject to change, based on management objectives, actions by the Atlantic State Marine Fisheries Commission, the Department of Marine Resources, and the Town of Alna:**

- The harvester and any aides will possess a valid Pelagic License through the Maine Department of Marine Resources (DMR).
- There will be no minimum escapement of river herring required prior to opening the fishery to harvest.
- There shall be a continuous 72-hour weekly closed period on alewives – exact days of the week to be determined at the convenience of the harvester and by approval of DMR. Maine DMR personnel will oversee the harvest and escapement of river herring during open season, and DMR will supervise escapement during the 72-hour closed period.
- An accurate daily count of the crates of alewife harvested must be recorded and submitted to the Town daily via email at [alnaclerk@gmail.com](mailto:alnaclerk@gmail.com) during each harvest season.
- Migratory fish other than river herring (Alewife and Blueback Herring) shall be allowed to pass upriver. All other species will be returned to the river below the trap. Invasive species such as pike, white catfish, and European carp will be removed from the river and retained for inspection by DMR personnel.
- Fishing operations shall cease, and all fishing gear shall be removed from the fishing waters not later than June 5 each year, unless an extension of the harvest season is obtained by the Town in writing from DMR.
- Weekly and total landings in pounds or bushels and the unit of sale (*i.e.*, “crate,” “tote,” *etc.*) and the value of the catch shall be made available to the Maine DMR and/or National Marine Fisheries Service on request by these agencies.
- The Maine DMR reserves the right to close or modify the fishery at its sole discretion.
- The designated harvester will be required by Maine DMR and the Town to participate in the alewife scale collection program, with timely submission of the scales to DMR to determine and substantiate the sustainability of the run, as required by the Atlantic States Marine Fisheries Commission.
- The entrance to dipping pens or traps shall be covered by bars, slats, or spacers with a maximum width of two inches (2") between said bars, slats or spacers.
- Dipping of alewives shall be confined to the dipping pen or trap.
- The final harvest site and gear selection must be selected in a manner that avoids contact with Atlantic salmon. Any harvesting of alewives by weir shall take place in Coopers Mills (Whitefield) upstream of the Route 17 Bridge on the East Branch of the Sheepscot, above the former Dam Site. Both the harvest site and gear specification shall be described in the Harvest Plan and approved by MDMR.
- Either party may terminate the contract for the remaining year(s) of the contract during the period of September 1 to September 30 each year by written notice.

## **CONTRACT PROVISIONS:**

1. This contract will be dependent on the Department of Marine Resources (DMR) giving the Town permission to harvest alewives. The contractor will acknowledge annually that he is able to comply with the harvesting plan and net-opening size requirements described in the model alewife ordinance that is required to be approved by DMR before each harvest season. All State laws and rules concerning river herring (alewife) harvesting are to be followed.
2. The rate of payment to the Town of Alna for alewives harvested in Alna will be a portion or percentage of the selling price (but not less than 33%), as offered by the bidder and acceptance of the bidder's offer by the Alna Select Board. The Harvester is responsible to establish a customer sales market for his daily catch. Sale price for alewives is to be determined by the Harvester at the time of sale, based on what the current market price will allow and is determined by the Harvester to be the most financially beneficial to the Harvester and the Town.
3. Payment to the Town of Alna for the weekly catch shall be filed at the Alna Town Office before 4 pm of each Tuesday following the previous week of harvest. Included with the payment, the Harvester shall provide the Town with copies of sequentially numerically ordered sales slips for **all** of the bushels or crates of alewives harvested in Alna (or by weir at Coopers Mills in Whitefield) and sold to the Harvester's customer base. Each slip should show the date of the transaction, the buyer's name and address, the total number of bushels (or crates or totes) sold to that buyer, and the sale price.
4. This is a five (5) season contract, beginning April 1, 2023, and ending after the 2028 alewife harvest season, and is subject to renewal if agreed upon by both parties. Failure to meet the terms of this contract agreement and the fishing regulations listed above shall be considered a breach of contract, and subject to contract cancellation.

## **INDEPENDENT CONTRACTOR**

These duties named above shall be performed as an independent contractor providing his/her own equipment and transportation, and not as an employee of the Town of Alna.

The successful contractor must provide proof of liability insurance (min \$500,000/\$1,000,000 naming the town as additional named insured) upon receipt of bid award, plus proof of worker's compensation insurance (if applicable). The insurance coverage must be in effect for the duration of the contract. The contractor will be required to file with the State for a determination of independent contractor status if they plan to work alone without employees and do not carry Worker's Compensation Insurance. A form for this filing will be provided by the Town Office after award of the contract if the contractor has not already filed the form. The contractor will provide names and telephone numbers of three business references with bid submission.

Any proposal submitted pursuant to this request shall be in writing. All proposals shall be addressed to:

Attn: Alna Select Board  
Town of Alna  
1574 Alna Road  
Alna, Maine 04535

Proposals, including a list of river herring (alewife) harvesting experience, and three business references with contact number, must be received in a sealed envelope at the Alna Town Office, 1574 Alna Road, Alna, ME 04535 by noon Wednesday, March 8, 2023. Proposals will be opened and read publicly at the Select Board meeting beginning at 6PM. The award of the proposal will be made by the Select Board after they have been evaluated at a time and date yet to be determined. The Select Board reserves the right to accept any proposal or to reject any and all proposals. The Select Board also reserves the option to negotiate a contract renewal.

For any further information regarding this request for proposal, please contact the Alna Town Clerk via email at [alnaclerk@gmail.com](mailto:alnaclerk@gmail.com).

**Proposal for River Herring (Alewife) Harvesting Services  
Alna, Maine**

Company Name: \_\_\_\_\_  
Harvester's Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person (if different from Harvester): \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_

I have read the "Request for Proposal for River Herring (Alewife) Harvesting Services" specifications, and my company submits the following proposal to split the sales revenue:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- My company employs \_\_\_\_\_ people.
- My company has \_\_\_\_\_ years of experience in harvesting alewife.
- Complete one: I already have \_\_\_\_\_ I will have \_\_\_\_\_ a customer base established to sell the alewives to on the day of harvest.
- Attach separate sheet with three business or municipal references and contact information.

If my company is selected as the winning bidder, we can provide River Herring (alewife) Harvesting Services beginning on or about April 1, 2023. My company can provide written proof of liability and worker's compensation insurance (if applicable) to the Town before the start of work.

I agree to provide the work as specified with the following modifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Proposals must be submitted on this bid form along with three business references and their contact information. **Please return proposals to the Alna Town Office in a sealed envelope marked "Alewife Harvest Proposal" by noon Wednesday, March 8<sup>th</sup>.** Proposals will be opened and read publicly at the Select Board meeting scheduled to begin at 6PM that day. The winning proposal will be awarded later, after evaluation of all proposals. The mailing address for the Town Office is: Attn: Alna Select Board, Town of Alna, 1574 Alna Road, Alna, ME 04535. Proposals may be mailed or hand-delivered to during normal business hours, or left in the locked drop box after hours.