



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

Posted June 13, 2025 9:45 AM

STEAMSHIP AUTHORITY

Tuesday, June 17, 2025 – 10:00 AM

**The Nantucket Hotel
Ballroom
77 Easton Street
Nantucket, MA 02554**

NOTE: This meeting will be open to the public; however, the public may participate virtually in the meeting, including Public Comment, by visiting <https://us02web.zoom.us/j/87417009198> or by going to zoom.us and using meeting ID 874 1700 9198. Participants can also use the same meeting ID and join telephonically by calling one of the following numbers: (669) 900-6833, (346) 248-7799, (929) 436-2866, (253) 215-8782, (301) 715-8592, or (312) 626-6799.

AGENDA

Item No. 1. Approval of Minutes

Minutes of the Authority's May 15, 2025, Joint Meeting in Public Session

Item No. 2. Port Council's Report on Their June 3, 2025, Meeting

Item No. 3. General Manager's Report

This report will be presented by the General Manager, Robert B. Davis, and will include the following:

- a) Updates on Current Projects including:**
 - i) M/V Monomoy Status**
 - ii) Woods Hole Terminal Reconstruction Project**
- b) SQMS Update**
- c) Training and Development Expo Update**

- d) Proposed License for Offshore Tug & Transportation LLC
- e) Memorandum of Understanding with the Falmouth Fire Department
- f) USCG and Steamship Authority Exercise Aboard the M/V Governor

Item No. 4. Treasurer/Comptroller's Report

This report will be presented by the Treasurer/Comptroller, Mark K. Rozum, and will include the following:

- a) Results of Operations – Business Summary for the Month of April 2025

Item No. 5. Procurement

- a) Request for Authorization to Award Contract No. 16-2024, "Reservation System Replacement"
- b) Request for Authorization to Purchase "Labor and Parts to Overhaul the Reduction Gear on the M/V Iyanough"
- c) Request for Authorization to Purchase "Lufkin Parts to Overhaul Two of the Reduction Gears on the M/V Sankaty"
- d) Request for Authorization to Purchase "CO2 Modifications for the M/V Monomoy"

Item No. 6. Old/New Business

Item No. 7. Public Comment

MEETING IN EXECUTIVE SESSION TO FOLLOW (See Next Page)

STEAMSHIP AUTHORITY
Tuesday, June 17, 2025 – 10:00 AM

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77 Easton Street
Nantucket, MA 02554

EXECUTIVE SESSION MEETING AGENDA

Item No. 1. Minutes

- a) Approval of the Minutes of the May 15, 2025, Meeting in Executive Session

Item No. 2. Real Estate

- a) Proposed Renewal of Lease at 9 Technology Drive Falmouth, MA with Falmouth Youth Hockey, Inc.

Item No. 3. Collective Bargaining Matters

- a) Discussion with respect to a tentative collective bargaining agreement with MEBA's District No. -1PCD governing the terms and conditions of employment for the Authority's Licensed Engineers

MEETING IN PUBLIC SESSION TO FOLLOW (See Next Page)

**STEAMSHIP AUTHORITY
Tuesday, June 17, 2025 – 10:00 AM**

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PUBLIC SESSION MEETING AGENDA - continued

After the conclusion of the Executive Session, the Members are expected to reconvene in Public Session to consider and potentially vote on the following matter:

Item No. 8. Personnel Matters

- a) Approval of the tentative collective bargaining agreement with MEBA's District No. -1PCD governing the terms and conditions of employment for the Authority's Licensed Engineers**
- b) Approval of Annual Salary Increases for Non-Union Personnel**

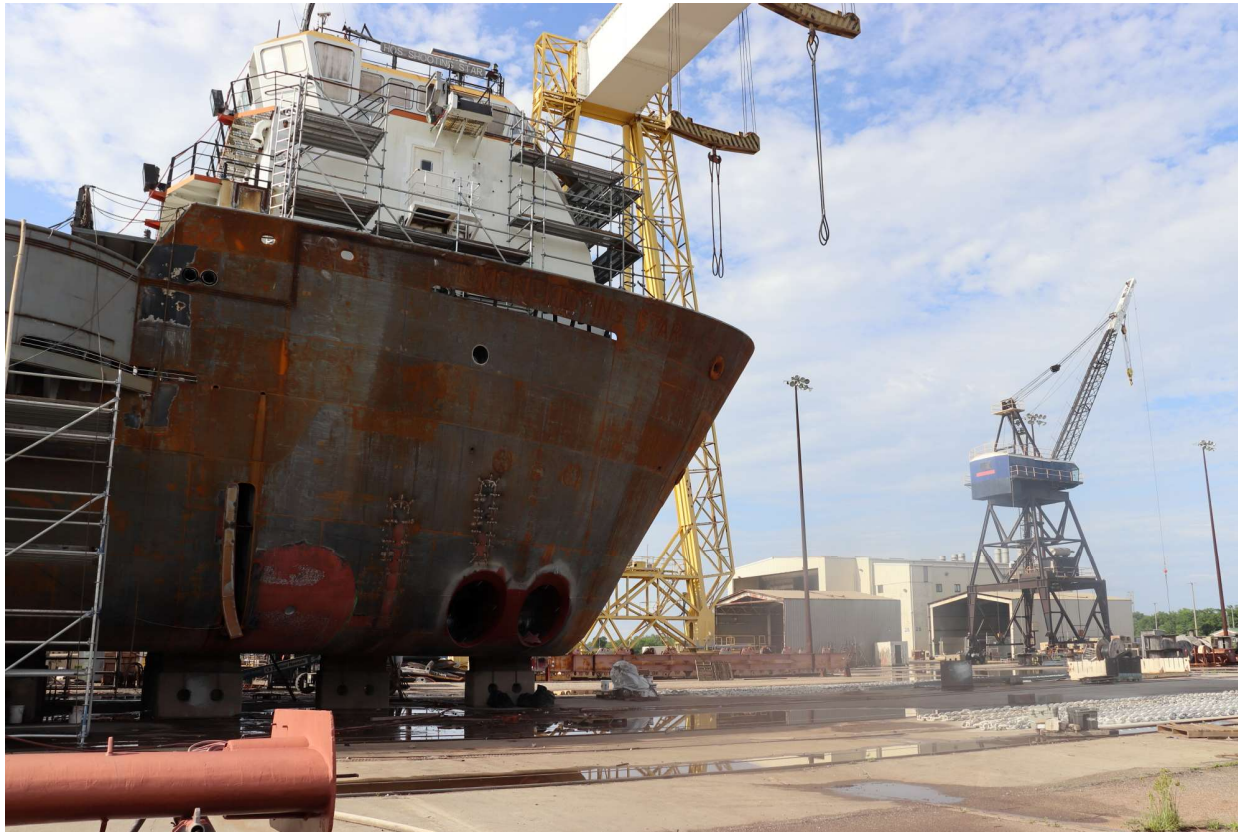
***M/V Monomoy* Conversion at Alabama Shipyard**

WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

Board Meeting June 17, 2025



MV Monomoy Hull Blasting

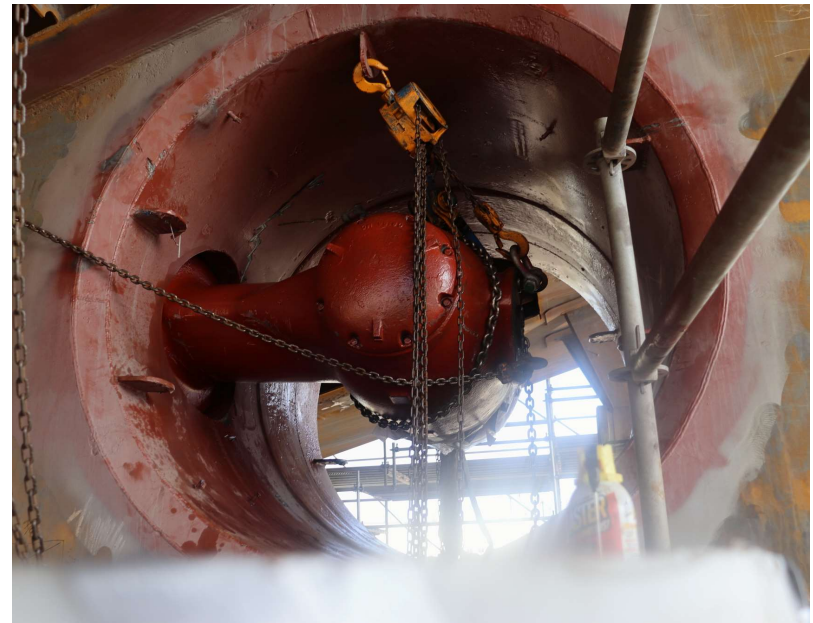


05/28/2025

MV Monomoy Tunnel Thrusters



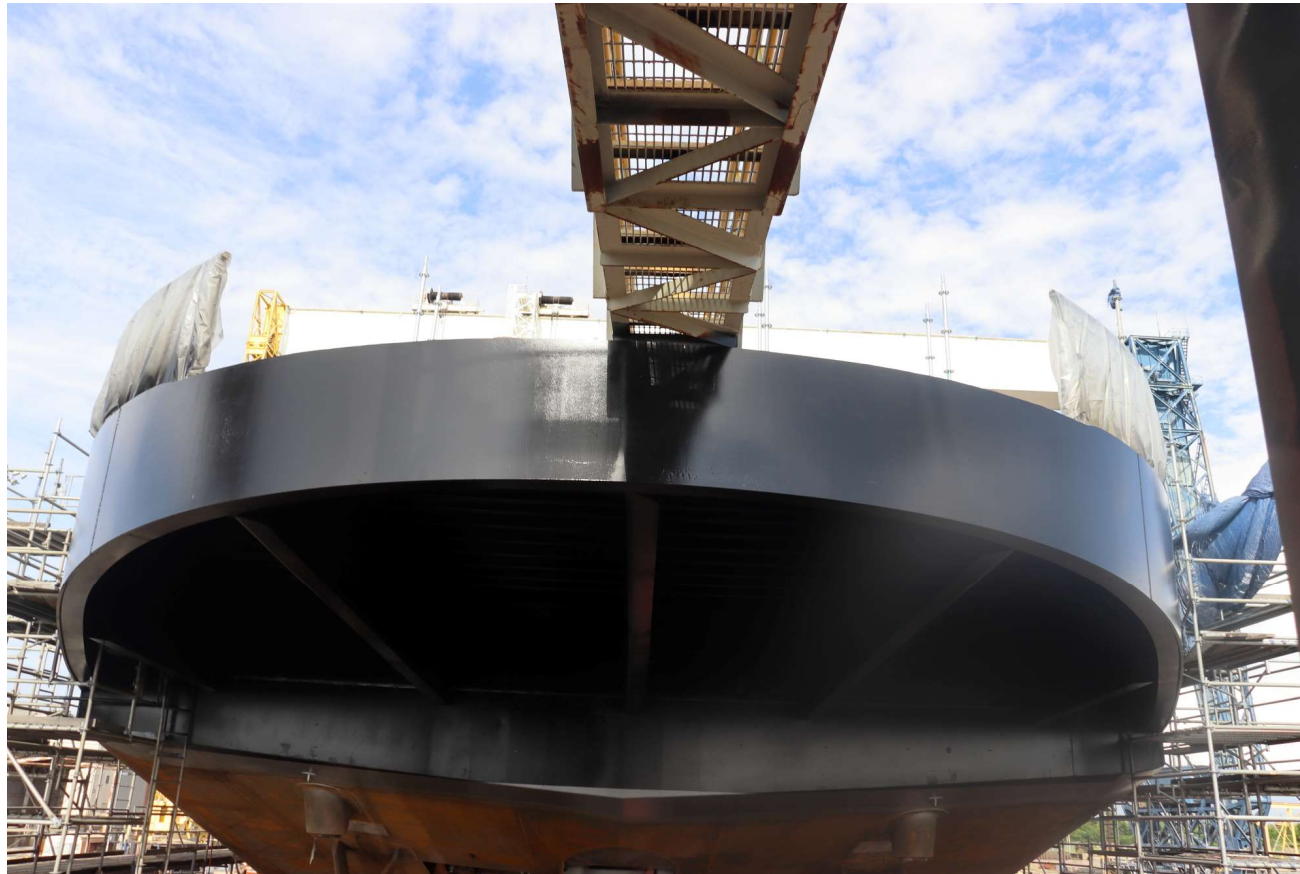
Forward Bow Thruster



Stern Thruster

05/28/2025

MV Monomoy Stern Ramp Installation



05/28/2025

MV Monomoy Steel Renewals and Skeg Extension



05/28/2025

MV Monomoy Skeg Extension Construction



06/06/2025



06/10/2025

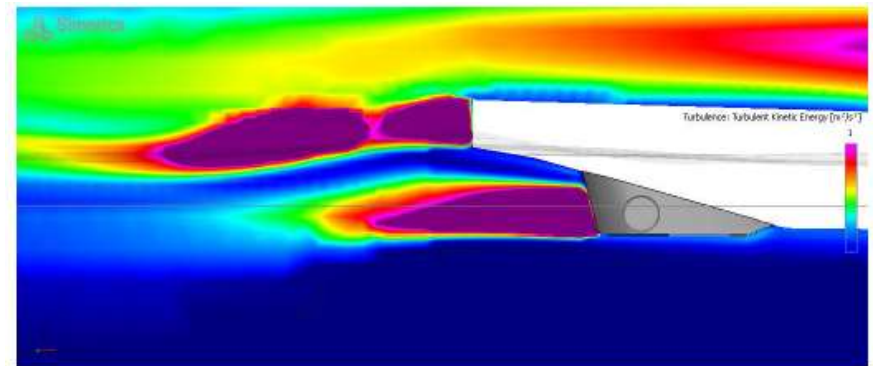
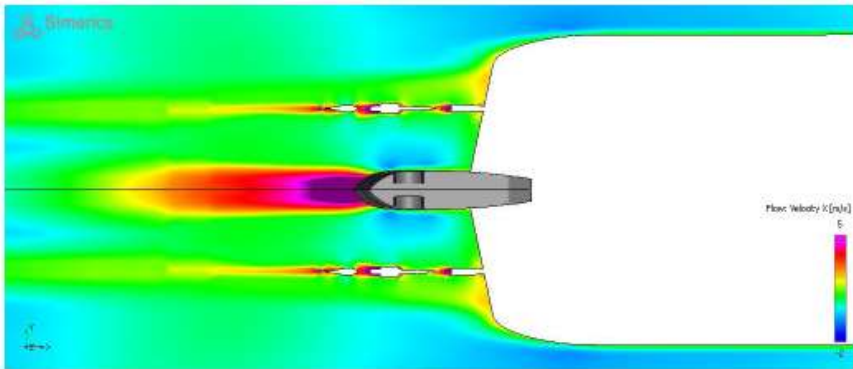
06/17/2025

WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

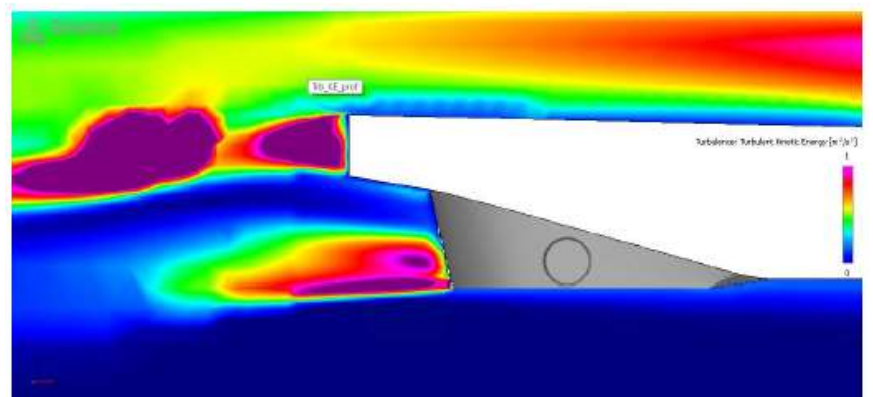
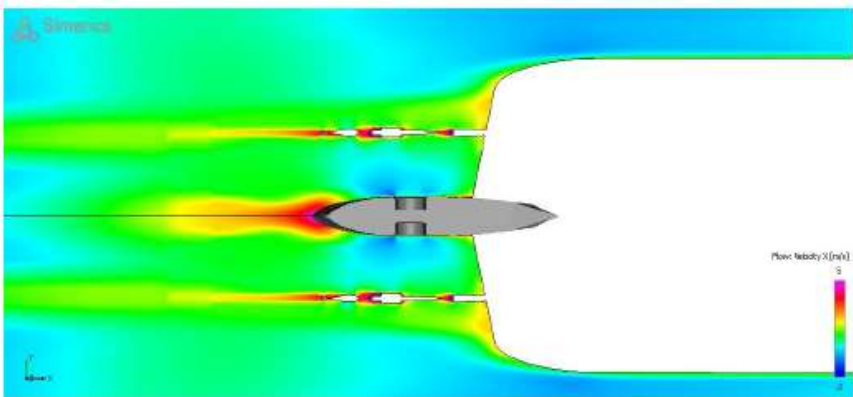
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Analysis of Skeg Extension of Flow and Turbulence

Before



After



MV Monomoy Bridge Console



05/28/2025

MV Monomoy Starboard Exhaust Stack



05/28/2025

MV Monomoy Milestones

- | | |
|----------------------|-----------|
| • New Bulwarks Stern | Complete |
| • Mid-body Removal | Complete |
| • Vessel Un-docking | 15 Aug 25 |
| • Stability Test | 20 Aug 25 |
| • Sea Trials | TBD |
- Note: Vessel Un-docking slipped to 15 Aug 25 due to un-docking schedule of Dredge Wheeler on the Alabama Dry dock

M/V Aquinnah, M/V Barnstable & M/V Monomoy Financial Snapshot

as of June 12, 2025					
Project: M/V Aquinnah, M/V Barnstable and M/V Monomoy					
	Budget	Payments Made to Date	Outstanding Commitments and Allowances	Current Estimate	Change from Budget
Vessel Acquisition	17,483,332	17,483,332	-	17,483,332	-
Design & Engineering	350,000	459,238	40,762	500,000	150,000
General Construction					
Original Contract - MV Aquinnah	13,705,158	13,705,158	-	13,705,158	-
Change Orders	-	4,585,142	-	4,585,142	4,585,142
Original Contract - MV Barnstable	13,705,158	13,705,158	-	13,705,158	-
Change Orders	-	3,913,320	-	3,913,320	3,913,320
Original Contract - MV Monomoy	17,000,000	11,219,645	5,780,355	17,000,000	-
Change Orders	-	-	2,768,138	2,768,138	2,768,138
Anticipated Additional Costs	-	-	-	-	-
Sub-Total	44,410,316	47,128,423	8,548,493	55,676,916	11,266,600
Owner Supplied Materials	4,500,000	5,025,504	1,421,659	7,525,504	3,025,504
SSA Personnel	1,550,000	2,191,528	213,483	2,941,528	1,391,528
Allowance for Contingencies	12,705,000	-	-	-	(12,705,000)
Total Amount	80,998,648	72,288,024	10,224,398	84,127,280	3,128,632



June 2025 Board Meeting Drone photo 6/3/2025

Presented by: Raeleen Bandini, ECC Project Manager 6/11/25

Tongue and groove roof
decking installation
completed Terminal
Building



Weatherproofing exterior
walls at the Terminal
Building in preparation
for stone siding
installation



Installation of rebar at
stairwell #2 wall and
footing at the Utility
Building



Install Durock
(moisture blocking
wall board) in
bathrooms on the
second floor of the
Utility Building



Mud and sand walls
throughout second floor of
the Utility Building in
preparation for primer
paint.



Prime paint
Mechanical Room and
Storeroom on second
floor of the Utility
Building.



Electricians pulling fire alarm wire to make connections to system.



Install window curtain framing and wind load brackets in preparation for installation of exterior window curtains.

These are special windows that control light and heat in a building and add aesthetic appeal.



Shaunessey Crane
delivering mechanical
equipment through
the second-floor
window at the Utility
Building



Room preparation and delivery of mechanical equipment in the Mechanical Room, second floor of the Utility Building.



Aligning mechanical and associated equipment prior to making electrical connections in the Mechanical Room on the second floor of the Utility Building.



CAPITAL EXPENDITURE STATUS REPORT
as of June 12, 2025

Project: Woods Hole Terminal Reconstruction - Utility & Terminal Buildings Construction

	<u>Budget</u>	<u>Payments Made to Date</u>	<u>Outstanding Commitments and Allowances</u>	<u>Current Estimate</u>	<u>Change from Budget</u>	
<u>Design & Engineering - Const Admin</u>	2,535,353	1,289,765	1,245,588	2,535,353	-	
<u>General Construction</u>						
Original Contract - Colantonio Inc.	32,134,531	13,610,890	18,523,641	32,134,531	-	42.40%
Change Orders	-	330,541	512,404	842,945	842,945	2.60%
Anticipated Additional Costs			-	-	-	
<u>General Construction</u>	<u>32,134,531</u>	<u>13,941,432</u>	<u>19,036,044</u>	<u>32,977,476</u>	<u>842,945</u>	
<u>Owner Supplied Materials</u>	-	411,978	(411,978)	-	-	
<u>SSA Personnel - 3 Years</u>	583,274	176,354	406,920	583,274	-	
<u>Allowance for Contingencies</u>	3,907,500	-	-	-	(3,907,500)	
<u>Total Amount</u>	<u>39,160,658</u>	<u>15,819,529</u>	<u>20,276,574</u>	<u>36,096,103</u>	<u>(3,064,555)</u>	



SQMS Update

WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

Board Meeting 06-17-2025

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Internal SQMS Audit

Locations Covered:

- Admin Departments
- Hyannis Terminal
- Hyannis Maintenance
- Nantucket Terminal
- Vineyard Haven Terminal

Vessels Covered:

- M/V Martha's Vineyard
- M/V Island Home
- M/V Iyanough
- M/V Barnstable
- M/V Sankaty
- M/V Eagle
- M/V Woods Hole



Internal Audit Summary of Findings

Major Nonconformities (2 total)

- Corrective Actions
- Training

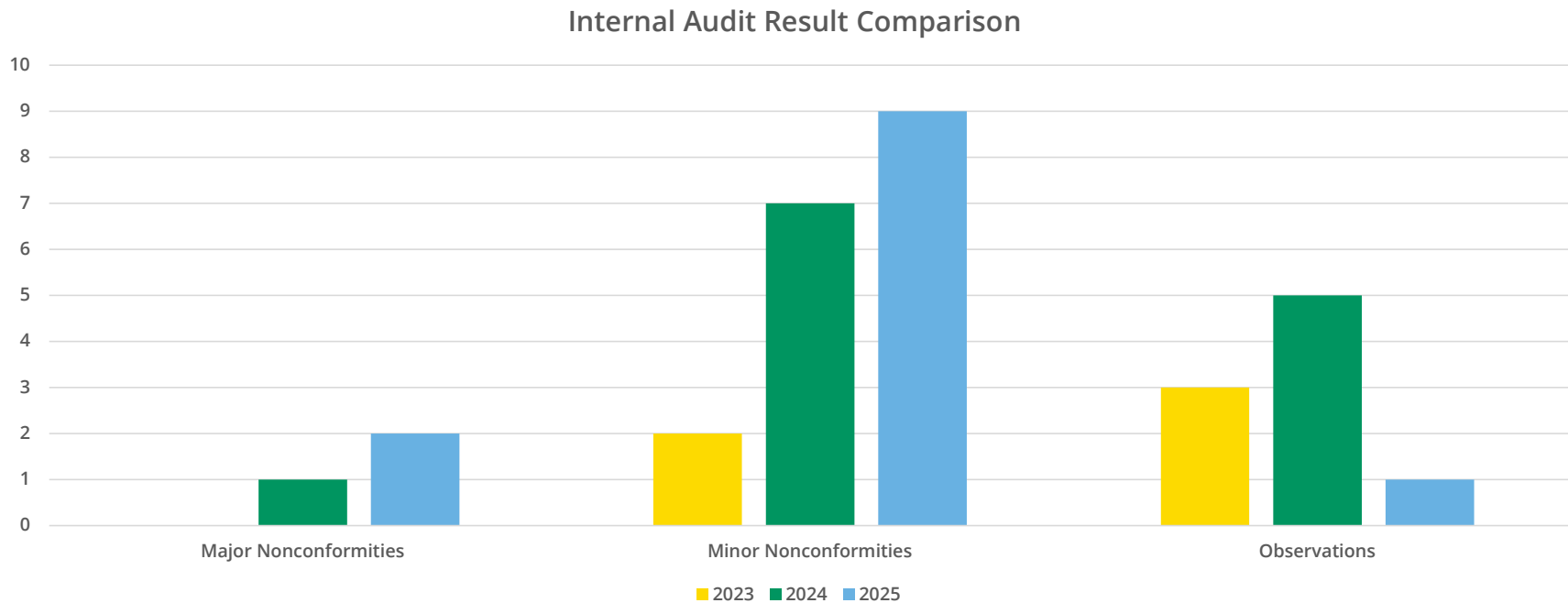
Observations (1 total)

- Radio Communications

Minor Nonconformities (9 total)

- Management Review
- Communications
- Process Deviations
- Process Documentation (2 total)
- Use of PPE
- Maintenance
- Corrective Actions
- Definitions for Positions

Internal Audit Year over Year



Upcoming RINA Audits

Member of CISQ Federation



RINA ISM Interim Audit

- Document of Compliance
 - 16 June 2025
 - Port Captain / DPA
- M/V Barnstable
 - Interim SMC Audit 17 June 25
 - Vessel's Crew
 - Port Captain



RINA ISO 9001:2015

- Tentative August 2025.
- Surveillance Audit.



Questions?



Training & Development EXPO

WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

Board Meeting 06-17-2025

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Training & Development EXPO

- ❑ 6th Semi-Annual EXPO!
- ❑ March 31st through April 11th, 2025
- ❑ 19 total training and development offerings. Largest Ever!
- ❑ Process Owner: Director of Human Resources
 - ❑ Supported by:
 - ❑ Communications and Marketing
 - ❑ Human Resources
 - ❑ Procurement
 - ❑ Operations
 - ❑ Legal, Security, & HSQE

**INVEST
EDUCATE
ELEVATE**



TRAINING + DEVELOPMENT EXPO

T&D EXPO Offerings

Human Resources	Legal, Security, HSQE	Operations	Procurement
HPI Benefits	Oil Spill	Cardiopulmonary Resuscitation (CPR)	Procurement and Accounts Payable
Mindfulness	OSHA 10		
Employee EAP	Fall Arrest	The Asset Guardian New Users (Work Order Basics)	
Supervisor EAP	Active Shooter		
Social Security	Corrective Action		
Customer Service	Personal Security Consideration	The Asset Guardian Existing Users	
Time Management	Bloodborne Pathogens		
Empower Retirement			

**INVEST
EDUCATE
ELEVATE**

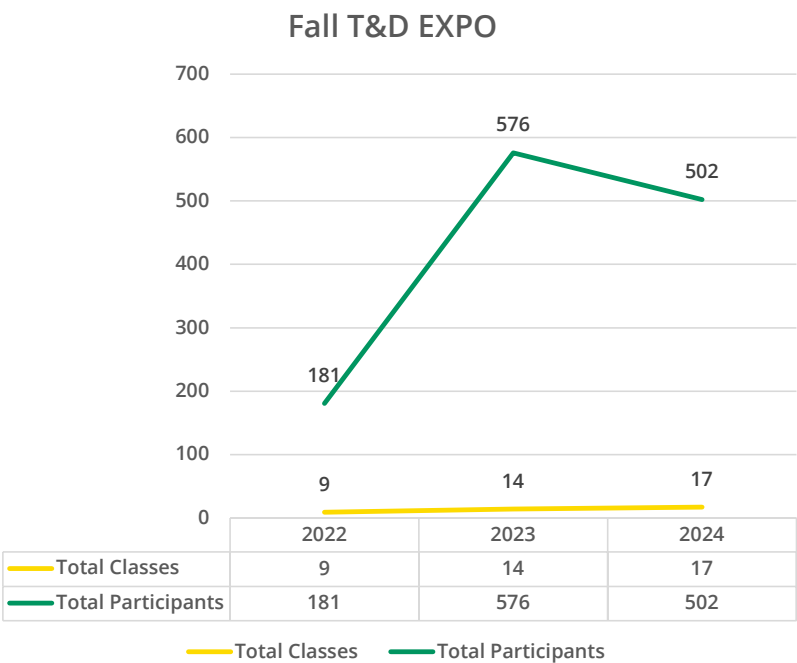
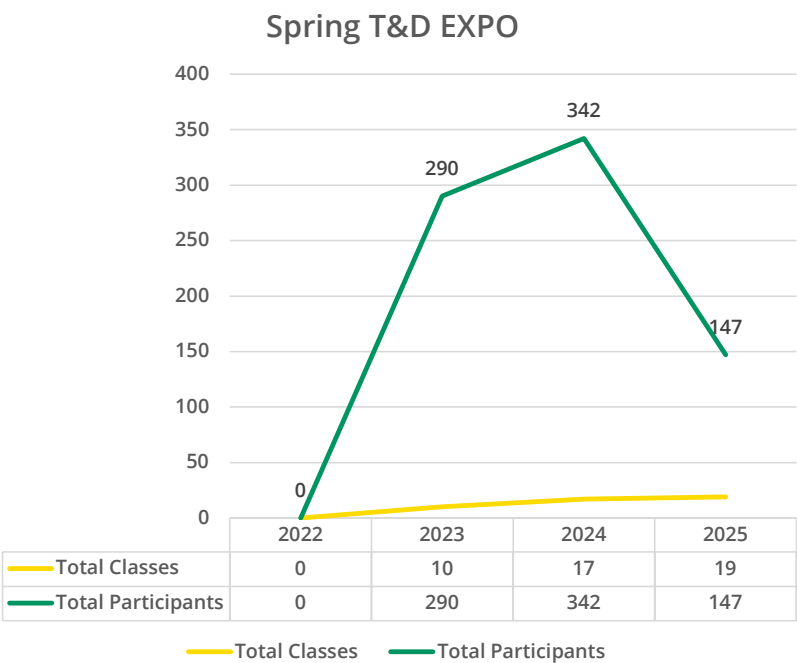


TRAINING + DEVELOPMENT EXPO



TRAINING + DEVELOPMENT EXPO

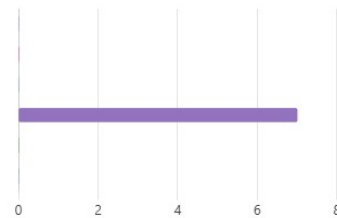
T&D EXPO Year over Year



Safety Training Focus Survey

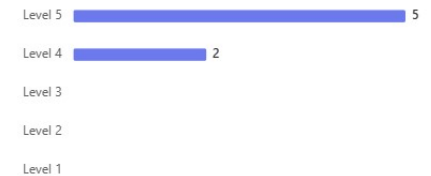
Please select your department

● Admin (ACCTG, HR, LEGAL, MIS/IT, OCC)	0
● Customer Service / Reservations	0
● Maintenance and Engineering	0
● Vessel (Unlicensed, LDO, & MEBA)	7
● Parking Lots	0
● Terminals	0



On a scale of 1 through 5, 5 being the highest, please rate your experience during the EXPO.

4.71
Average Rating
★★★★★



Questions?

OFFSHORE TUG AND TRANSPORTATION LLC

24 GREAT WESTERN ROAD

HARWICH, MA 02645

508-432-0530

January 31, 2025

Mr. Robert Davis
Woods Hole, Martha's Vineyard & Nantucket Steamship Authority
P.O. Box 284
Woods Hole, MA 02543

RE: Freight and Passenger Service – New Bedford, Mass. to Nantucket, Mass. & Martha's Vineyard, Mass.

Subject: Request for License Agreement

Dear Mr. Davis,

With great pleasure, Offshore Tug and Transportation, LLC submits the attached proposal in support of its request for a licensing agreement with the Woods Hole, Martha's Vineyard & Nantucket Steamship Authority's freight and passenger service between New Bedford, MA and Nantucket, MA and Martha's Vineyard.

We respectfully request, for this proposal be put before the Port Council at the meeting on February 4, 2025, and at the Steamship Authority Board meeting on February 19, 2025. We will be available to answer any questions at these times or anytime prior.

Respectfully,



Robert B. Our III
Member

CC: Elaine Mooney- Steamship Authority
Peggy Nickerson – Steamship Authority

OFFSHORE TUG AND TRANSPORTATION LLC

24 GREAT WESTERN ROAD

HARWICH, MA 02645

508-432-0530

1.0 Overview:

Offshore Tug & Transportation LLC is requesting a licensing agreement for the ability to dock and unload at the Steamship Authority's Facilities in Nantucket and Martha's Vineyard.

Offshore Tug & Transportation LLC plans to focus on freight transportation to and from Nantucket with Motor Vessel Tom Nevers (formerly the Gay Head) and Motor Vessel Tuckernuck (formerly the Katama) .

2.0 Service:

Offshore Tug & Transportation LLC proposes to offer freight services between New Bedford and the Islands – Nantucket & Martha's Vineyard. Offshore Tug & Transportation LLC will coordinate and schedule arrival and departure times on an as needed basis with the Steamship Authority Freight Coordinator – as we currently do for our tug & barge services.

3.0 Roles:

The Steamship Authority would serve as the arrival and departure. Offshore Tug & Transportation LLC will utilize the Steamship Authority dock space for securing the vessel while in port, during loading and offloading of the vessel, and for trucks arriving for loading and offloading. The Steamship Authority will facilitate and operate the transfer bridge.

Due to the limited space available at the Steamship Authority Terminal, the vehicles being loaded and unloaded onto Offshore Tug & Transportation LLC vessels will immediately be loaded or unloaded and will vacate the property as quickly as possible.

4.0 Route:

The Transit route between New Bedford and the Island (Nantucket & Martha's Vineyard) will include Buzzards Bay, Vineyard Sound and Nantucket Sound.

OFFSHORE TUG AND TRANSPORTATION LLC

24 GREAT WESTERN ROAD

HARWICH, MA 02645

508-432-0530

5.0 Arrival & Departure Times:

Offshore Tug & Transportation LLC will coordinate any arrival and departure times with the appropriate person at each facility (similarly to how we coordinate barge delivery and unloading requests). Offshore Tug & Transportation LLC will coordinate any arrival and departures from the islands so as not to prevent any impact to the Steamship Authority Activities.

6.0 Vessels:

Offshore Tug & Transportation LLC intends to use two vessels

1. M/V Tom Nevers (Formerly the Gay Head): 235' x 40' x 14.25'
2. M/V Tuckernuck (Formerly the Katama): 235' x 52' x 14.25'

With both vessels formerly owned and operated by the Steamship Authority, the vessels have a proven record of being equipped to use the steamship authority infrastructure.

7.0 Fee Structure:

Offshore Tug & Transportation LLC proposes a license fee structure similar to the license fee structure currently charged to non-Steamship Authority Vessels utilizing Steamship Authority facilities.

OFFSHORE TUG AND TRANSPORTATION LLC

24 GREAT WESTERN ROAD

HARWICH, MA 02645

508-432-0530

Hello Mr. Kenneally

Below please find the additional requested information.

1A. A description of the proposed service, including the ports that will be served and the carrier's anticipated schedule and tariffs.

Yes, we have had discussions with City officials in New Bedford regarding transportation off island of recyclables, C&D, Tires, Construction related debris, wood waste in addition to the materials we currently transport. The city officials had no issue moving the items described above through their port. They also noted that most items would be disposed of in New Bedford and its surrounding towns and the truck traffic coming from Hyannis and having to go over the bridges would be reduced.

1B. Identification of the vessel(s) by which the carrier intends to provide the service, together with copies of the United States Coast Guard certificates of such vessels

Yes, we will provide the SSA a copy of the vessel's latest COI when it is received.

1C: Identification of the shore facilities which will be used by the carrier to provide the service.

As outlined in the original submission, OTT will coordinate any arrival and departure times with the appropriate person at the facility to no interrupt the SSA schedule.

If we were to propose a schedule it would be 2-3 days a week with the following times.

6:30 AM Arrival - 7:30 AM Departure

9:30 AM Arrival – 11:00 AM Departure

3:30 PM Arrival – 4:30 PM Departure

OFFSHORE TUG AND TRANSPORTATION LLC

24 GREAT WESTERN ROAD

HARWICH, MA 02645

508-432-0530

1D: Identification of the individuals who have an ownership interest in the carrier and, if applicable, a copy of the carrier's articles of organization.

The Individuals with ownership interest in Offshore Tug & Transportation LLC are

Christopher Our, John Our, Hope Cleary, Robert B. Our III, Abigail Rose, Scott Our, Michael Hallam, Dan Lugosch, Ryan Lugosch and Peter Gulla.

1E: Copies of the carrier's financial statements for the three most recent fiscal years and a pro forma profit and loss statement for the service.

Attached please find the tax documents requested. Please keep the documents confidential.

1F: A description of the carrier's past business record and any further information which the carrier would like the Authority to consider when evaluating whether the carrier is fit, willing and able to provide the service.

Robert B. Our Company has successfully transported material, large equipment, problematic and odd shaped material and more for various purposes to the Island of Nantucket working in harmony with the SSA.

We are restructuring how we operate the transportation while trying to create efficiency within our company. We have decided it was time to have the transportation aspects of our company be a stand-alone company forming Offshore Tug & Transportation.

There is no change in our management, leadership and our proven record. We are just formalizing on our side. We believe based on our many years of experience we have proven we are fit, willing and able to continue to provide these services.

OFFSHORE TUG AND TRANSPORTATION LLC

24 GREAT WESTERN ROAD

HARWICH, MA 02645

508-432-0530

1G: The results of any market research engaged in by the carrier pertaining to the service; and We have not performed any formal market research. We have had conversations with other community members, companies located on island as well as the Town of Nantucket to gauge their needs to see if we can facilitate a mutually beneficial partnership. We have also internally calculated our current needs for the upcoming years to verify the need, efficiency, and benefit it would create for our business along with other businesses on Nantucket.

1H: Any information which the carrier would like the Authority to consider when evaluating whether public convenience and necessity require the proposed service, including but not limited to statements of support by public officials and community organizations.

We Strongly believe this will be beneficial partnership between OTT – SSA and our Island Partners to help facilitate the critical operation of the Town of Nantucket as well as several businesses.



Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

Notice of Public Hearing on a Proposal to Provide Freight Service between New Bedford and Nantucket

The Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("the Authority") will hold a public hearing on the application of Offshore Tug and Transportation, LLC ("OTT") to operate a licensed freight service between New Bedford and Nantucket. OTT proposes operating a freight service two (2) to three (3) days per week from New Bedford with the Authority's former freight vessels that OTT purchased in 2024.

The hearing will take place on Thursday, May 29, 2025 at 4:00 PM. The Authority's staff will be available and present at its Administrative Office's first floor meeting room, located at 228 Palmer Avenue, Falmouth, Massachusetts 02540. The public is encouraged and invited to attend and be heard virtually.

Pursuant to Section 20 of Chapter 20 of the Acts of 2021, the hearing will be held virtually. The public is requested to participate at the hearing via the Zoom conferencing application, by visiting zoom.us and using meeting ID 819 4263 2293. Participants may also use the same meeting ID and join telephonically by calling one of the following numbers: 669-900-6833, 346-248-7799, 929-436-2866, 253-215-8782, 301-715-8592, or 312-626-6799.

The Authority also encourages the public to submit written comments regarding OTT's application. All comments from the public must be received by the Authority's General Manager, Robert B. Davis, no later than the close of business on Tuesday, May 27, 2025, either at the following address: Steamship Authority, 228 Palmer Ave, Falmouth, MA 02540, or by email at rdavis@steamshipauthority.com.

Beginning on Monday, May 12, 2025, the public can view documents regarding OTT's application on the Authority's website, www.steamshipauthority.com, and selecting the ABOUT tab on the home page, followed by selecting the NEWS tab and then clicking on "Ferry License Requests." All the documents will also be available for inspection during regular business hours at the Authority's General Offices, located at 228 Palmer Avenue, Falmouth, Massachusetts 02540. For further information, you may contact the Authority's General Counsel, Terence G. Kenneally, at (508) 548-5011, ext. 301 or by email at tkenneally@steamshipauthority.com.

STAFF SUMMARY

Date: June 2, 2025

File#: SEC-2025-01



TO:		FOR:		FROM:
X	General Manager	X	Vote	Dept.: Security
				Author: Todd M. Falvey
X	Board Members		Information	Subject: MOU Between Steamship Authority and Falmouth Fire Department

PURPOSE:

To request authorization to enter into a Memorandum of Understanding (MOU) between the Woods Hole, Martha's Vineyard, and Nantucket Steamship Authority and the Falmouth Fire Department to set forth procedures and responsibilities regarding Maritime Firefighting.

BACKGROUND:

On January 6, 2025, the Authority requested the Falmouth Fire Department mutually enter into discussions to develop a Memorandum of Understanding to determine roles and responsibilities, authority, communication, and vessel familiarization to best address challenges of firefighting aboard a passenger vessel. On May 29, 2025, after several productive discussions, management from the Authority and Falmouth Fire Department agreed to the framework of the MOU.

Firefighting on a passenger vessel presents unique challenges for both Vessel crew members and local fire departments that are not normally found shoreside. One of the unique challenges is firefighting while the vessel is miles from shore and on the run in Nantucket Sound or Vineyard Sound. If a fire breaks out onboard, the crew is the "Fire Department" until the fire department arrives to assist the crew in firefighting duties. The other unique situation is determining search and rescue needs if passengers present a "man overboard" situation.

It is also important to note that passenger vessels are regulated and inspected by the United States Coast Guard (USCG) and are required to have fire-rated bulkheads, fire doors/watertight doors, and air dampers as well as fixed firefighting protection systems such as C02 and FM200 systems. With these and many other challenges in mind it is important for both parties to collaborate and share information resources with the goal of maintaining the safety of passengers, crews, and the vessels.

There are several decision makers involved in the event of a fire aboard a passenger vessel. The USCG Captain of the Port for Sector Southeastern New England, Steamship Authority Vessels Captains and Executive Management, Falmouth Fire Department Chief, and Massachusetts State Police and Falmouth Police are all key stakeholders which will form a Unified Command (UC). Within the UC a communication plan has been developed to utilize existing Public Safety Channels,

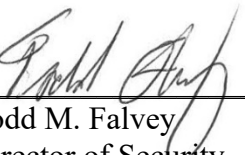
cells phones, Steamship Authority radio frequencies and sound powered phones, as well as predesignated semi-secured VHF channels.

Vessel Fire Plans will be provided to the Falmouth Fire in a predesignated location within the Woods Hole Terminal.

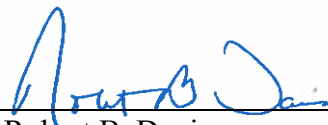
Vessel Familiarization tours will be scheduled on a regular basis to Falmouth Fire Department personnel or as needed.

RECOMMENDATION:

The Staff recommends that the Members vote to authorize the General Manager to execute the Memorandum of Understanding with the Falmouth Fire Department establishing procedures and responsibilities regarding Maritime Firefighting.



Todd M. Falvey
Director of Security

APPROVED: 

Robert B. Davis
General Manager

Attachments

Memorandum of Understanding between the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority and the Falmouth Fire Rescue Department Regarding Marine Firefighting

Parties: This Memorandum of Understanding (MOU) is between the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority (Steamship Authority) and the Falmouth Fire Rescue Department (FFRD).

Background: Firefighting on a passenger vessel presents unique challenges for both vessel crew members and local fire departments that are not normally found shoreside. One of those unique challenges is firefighting while the vessel is underway, possibly miles from shore. If a fire breaks out onboard, the crew shall handle all fire suppression operations until a fire department arrives on location to assist or relieve the crew in firefighting duties. The other unique aspect is determining search and rescue needs if passengers present a "man overboard" situation.

It is also important to note that passenger vessels are regulated and inspected by the United States Coast Guard (USCG) and are required to have fire-rated bulkheads, fire doors/watertight doors, air dampers as well as fixed firefighting protection systems such as CO2 or FM200 systems. With these and many other challenges in mind, both parties of this MOU must collaborate and share information resources to maintain the safety of passengers, crews, and vessels.

Authorities:

- USCG Captain of the Port (COTP) is charged with enforcing the safety and security of the ports within the Sector Southeastern New England (SENE) Area of Responsibility (AOR)
- Steamship Authority Vessel Captains and Port Captain, Executive Management
- Falmouth Fire Rescue Department, Chief
- Massachusetts State Police and Falmouth Police Department

Roles and Responsibilities:

- Formation of Unified Command (UC) determined by stakeholders to coordinate overall strategies and tactics.
- Steamship Authority crews are responsible for initial responses to fires or emergencies, including the operation of ships systems and fixed fire protection systems.

The use of appropriate and available fixed fire suppression systems must be communicated to the fire department. If deployed in engine spaces, premature ventilation of protected spaces should be avoided to prevent re-ignition.

- The FFRD will provide personnel and equipment that will be under the control of FFRD officers. All strategic and tactical objectives will be directed through an established Unified Command, guided by established mutual assistance agreements.
- Falmouth Firefighters and Steamship Authority Port Captain (or Equivalent Senior **Manager** or higher) would mutually determine courses of action for firefighting while a vessel is moored, underway, or anchored, to best maintain the safety of the passengers, crews, vessel, facility infrastructure, and to minimize environmental impacts.
- The Steamship Authority shall coordinate the evacuation of passengers with the understanding there are different strategies for vessels moored and at sea.
- Rally Point at predetermined Steamship Authority location(s).

Communications Plans:

- Utilization of established Public Safety Channels.
- Use of cellular devices and other available communication tools deployed by the Steamship Authority to maintain continuity of communications between first responders, passengers, crews, terminal staff, and the general public.
- BeSafe vessel plans provided to first responders in electronic form.
- Steamship Authority Radio Frequencies.
- Sound Powered Phones.
- Press Releases determined by UC and coordinated within the most reasonable extent possible.
- Vessel to Vessel predesignated and semi-secured VHF channel.
- Co-located UC Post to facilitate face-to-face communication with decision-makers.

Vessel Fire Plans:

- Upon entering the Woods Hole Terminal from Cowdry Road, the Steamship Authority will clear a path for emergency response vehicles to have clear access to the main Traffic Booth.
- Within the Traffic Booth, the Steamship Authority will have vessel fire plans affixed to the rear wall of the structure and will be readily accessible to the FFRD.
- A Fire Safety Checklist will be made available.

Vessel Familiarization Tours:

- The Steamship Authority will schedule and conduct familiarization tours of each of its vessels, regularly or as needed.
- Vessel tours shall provide access to deck & engine spaces, an opportunity to test FFRD adapters & fittings, and observation of embarkation/debarkation operations.

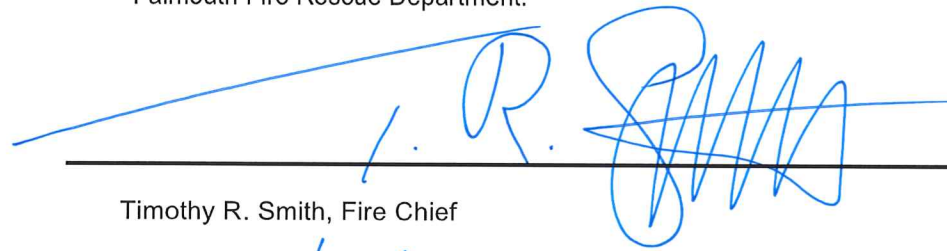
APPROVED BY:

Woods Hole, Martha's Vineyard, &
Nantucket Steamship Authority

Robert B. Davis
General Manager
Woods Hole, Martha's Vineyard, and
Nantucket Steamship Authority

Date:

Falmouth Fire Rescue Department:



Timothy R. Smith, Fire Chief

Date:

5/29/25

STAFF SUMMARY

Date: June 11, 2025

File#: SEC-2025-02



TO:		FOR:		FROM:
X	General Manager		Vote	Dept.: Security Author: Todd M. Falvey
X	Board Members	X	Information	Subject: USCG and SSA Active Shooter Exercise aboard the <i>MV Governor</i>

PURPOSE:

To document the ongoing cooperation between the Woods Hole, Martha's Vineyard, and Nantucket Steamship Authority, the United States Coast Guard, and other law enforcement partners commitment to providing security to the travelling public by preparing for respond in the event of an Active Threat Active Shooter.

BACKGROUND:

On January 17, 2025, the United States Coast Guard Sector Southeastern New England Enforcement Division and the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority began planning for a Maritime Active Threat Active Shooter Exercise aboard the *MV Governor*.

On April 24, 2025, the United States Coast Guard provided Maritime Active Threat Active Shooter training for Steamship Authority employees and United States Coast Guard personnel at the Administration Office in Falmouth, MA. The training was provided for crew members who were part of the exercise and for those who were not part of the *MV Governor* crew. The training covered Ferry Crew Response, Coast Guard Response, and Medical Response.

On May 1, 2025, the United States Coast Guard Sector Southeastern New England and Woods Hole, Martha's Vineyard and Nantucket Steamship Authority convened at Sector Headquarters located at 1 Little Harbor Road, Woods Hole, MA, at 0700 in the morning to commence the Active Threat Active Shooter Exercise. Participating agencies included the US Coast Guard's Enforcement and Safety Teams from East Providence, RI, Woods Hole, and Menemsha. The other participating agencies included the Upper Cape Cod Regional Special Response Team, United States Department of Transportation, Massachusetts State Police, Massachusetts Environmental Police, Falmouth Police and Fire, Barnstable Police, Edgartown Police, and Dukes County Sheriff's Office.

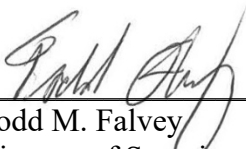
The Active Threat Active Shooter exercise aboard the *MV Governor* involved several trial runs to determine the most effective and safest method to board vessel, unassisted and while underway in Vineyard Sound. After several evolutions to determine the best and most efficient way to approach the vessel, a live Active Shooter drill was finally executed. The boarding teams conducted multiple boardings involving many threat scenarios, while familiarizing themselves with

the layout of the vessel and determining cover and concealment locations. While underway in Vineyard Sound, approaches were made from one 47-foot Coast Guard vessel and one 45-foot Coast Guard vessel and several SAFE boats from the various departments. A team of Coast Guard Enforcement officers approached from the stern, while SAFE boats were able to approach the MV Governor from the Starboard side of the vessel. Under a live Active Shooter event, the open freight deck presented unique challenges that varied from the traditional ferries. Ultimately, the law enforcement officers cleared the vessel and attempted to locate and neutralize the threat. They also identified the injured and casualties and practiced their communication throughout. They ran through this drill for several hours. This drill provided a realistic platform for the officers to familiarize themselves with our vessels and identify the multitude of spaces passengers or an Active Shooter could hide or evade law enforcement. It also enlightened them to the challenges four or less Coast Guard officers would have as the first responder to this type of event.

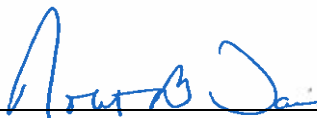
This was one of the many underway Active Shooter drills to be accomplished jointly between the Steamship Authority and the U.S. Coast Guard.

RECOMMENDATION:

The Staff recommends that the General Manager continue to foster these partnerships that enhance the safety and security for all customers and crew.



Todd M. Falvey
Director of Security

APPROVED: 

Robert B. Davis
General Manager

Attachments



COMMANDER
U.S. COAST GUARD
SECTOR SOUTHEASTERN NEW ENGLAND
WOODS HOLE, MASS. 02543

Mr. Robert Davis
General Manager
Steamship Authority
228 Palmer Ave.
Falmouth, MA 02540

Dear Mr. Davis,

On behalf of the United States Coast Guard, I extend my sincere appreciation for your company's invaluable support and participation in the Maritime Active Threat/Active Shooter drill conducted on May 1, 2025.

The availability and use of the M/V GOVERNOR played a pivotal role in the success of this exercise. Your contribution directly enabled Coast Guard personnel and participating state and local agencies to gain critical at-sea experience responding to a simulated incident aboard a vehicle/passenger ferry. The insights gained from this drill continue to strengthen our preparedness and response capabilities to real-world threats.

I would also like to recognize the outstanding coordination provided by Port Captain Paul Hennessy and Security Director Todd Falvey. Their dedication and professionalism ensured that the day's complex operations ran smoothly, and effectively.

Thank you once again for your commitment to maritime security and for helping make safety a top priority in Southeastern Massachusetts. We deeply value your partnership and look forward to continued collaboration.

With sincere gratitude,

A blue ink signature, appearing to read "T. MOON", written in a cursive style with a large loop.

T. MOON
Captain, U. S. Coast Guard
Commander, Sector Southeastern New England

Business Summary

April, 2025

WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP
AUTHORITY

Board Council Meeting – June 17, 2025

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Passengers Carried – April 2025 vs. 2024

		Monthly Variance	Montly % Difference			YTD Variance	YTD % Difference
Martha's Vineyard Route	▲	9,825	6.4%		▲	10,194	2.0%
Nantucket Regular Ferry	▼	-366	-2.0%		▲	3,278	5.9%
Nantucket Fast Ferry	▼	-1,700	-6.8%		▼	-2,124	-7.1%
Nantucket Route Subtotal	▼	-2,066	-4.8%		▲	1,154	1.4%
Total Passengers	▲	7,759	3.9%		▲	11,348	1.9%

Vehicles Less than 20 ft. Carried – April 2025 vs. 2024

		Monthly Variance vs. 2024	Monthly % Difference vs. 2024			YTD Variance vs. 2024	YTD % Difference vs. 2024
Martha's Vineyard Route							
Standard Fare Autos	▲	124	1.0%		▼	-1,329	-3.5%
Standard Fare Trucks	▲	388	9.9%		▲	53	0.4%
Excursion Fare Autos	▲	1,028	7.4%		▲	2,112	4.0%
Excursion Fare Trucks	▲	296	7.3%		▲	1,160	7.7%
Total – Martha's Vineyard	▲	1,836	5.3%		▲	1,996	1.7%
Nantucket Route							
Standard Fare Autos	▼	-49	-2.0%		▼	-418	-7.3%
Standard Fare Trucks	▲	3	0.3%		▼	-6	-0.2%
Excursion Fare Autos	▲	156	7.6%		▲	709	9.4%
Excursion Fare Trucks	▼	-21	-2.0%		▲	236	6.4%
Total – Nantucket	▲	89	1.4%		▲	521	2.6%
Total Vehicles Less Than 20'	▲	1,925	4.7%		▲	2,517	1.8%

Freight Trucks (Trucks 20 ft and over) Carried April 2025 vs. 2024

		Monthly Variance vs. 2024	Monthly % Difference vs. 2024			YTD Variance vs. 2024	YTD % Difference vs. 2024
Martha's Vineyard Route	▲	101	1.9%		▲	22	0.1%
Nantucket Route	▼	-55	-1.6%		▲	114	1.1%
Total Trucks	▲	46	0.5%		▲	136	0.5%

Cars Parked– April 2025 vs. 2024

		Monthly Variance vs. 2024	Monthly % Difference vs. 2024			Y-T-D Variance vs. 2024	Y-T-D % Difference vs. 2024
Martha's Vineyard Route	▲	190	2.3%		▼	-841	-3.4%
Nantucket Route	▲	48	2.2%		▲	15	0.4%
Total Cars Parked	▲	238	2.2%		▼	-826	-2.9%

Trip Summary Report – April 2025

	Scheduled		Cancelled for						
MV Route	Budgeted	Available	Mechanical	Weather	Traffic	Schedule	Crew	Unscheduled	Total
April	1,200	10	6	2	0	0	0	0	1,202
YTD	4,812	15	11	91	115	0	0	4	4,614
YTD %			0.23%	1.89%	2.38%	0.00%	0.00%		
NT Route	Budgeted	Available	Mechanical	Weather	Traffic	Schedule	Crew	Unscheduled	Total
April	772	0	8	18	6	0	6	0	734
YTD	1,914	0	18	61	56	0	6	22	1,795
YTD %			0.94%	3.19%	2.93%	0.00%	0.31%		
Total	Budgeted	Available	Mechanical	Weather	Traffic	Schedule	Crew	Unscheduled	Total
April	1,972	10	14	20	6	0	6	0	1,936
YTD	6,726	15	29	152	171	0	6	26	6,409
YTD %			0.43%	2.25%	2.54%	0.00%	0.09%		
2024			0.91%	4.75%	1.52%	0.00%	0.38%		

Financial Snapshot

	April	2025 Actual vs. Budget			YTD	2025 Actual vs. Budget	
Revenues & Income							
Operating Revenues	\$10,361,625	-\$363,203	▼		\$28,778,434	-\$1,083,162	▼
Other Income	1,847,201	633,173	▲		2,499,848	610,132	▲
Total Revenue	12,208,826	269,970	▲		31,278,282	-473,030	▼
Expenses & Deductions							
Operating Expenses	11,371,874	-232,559	▼		45,602,811	-2,611,961	▼
Income Deductions	150,926	-35,638	▼		688,426	-150,535	▼
Total Expenses	\$11,522,800	-\$268,197	▼		\$46,291,237	-\$2,762,496	▼
Net Operating Income/Loss							
	\$686,026	\$538,167	▲		-\$15,012,955	\$2,289,466	▼

Operating Revenues – April 2025 vs. Budget

		Monthly Variance vs. Budget	Monthly % Difference vs. Budget			YTD Variance vs. Budget	YTD % Difference vs. Budget
Waterline Revenues							
Automobile Revenue	▼	-\$94,420	-3.7%		▼	-\$494,240	-8.0%
Freight Revenue	▲	23,037	0.5%		▲	43,416	0.3%
Passenger Revenue	▼	-43,381	-1.7%		▼	-48,313	-0.7%
Misc. Voyage Revenue	▲	1,288	2.6%		▼	-3,482	-2.7%
Term. Oper. Revenue	▼	-59,461	-13.2%		▼	-3,562	-0.2%
Parking Revenue	▲	8,106	1.9%		▲	67,187	6.8%
Rent Revenue	▼	-198,372	-66.2%		▼	-644,168	-65.0%
Total Operating Revenue	▼	-\$363,203	-3.4%		▼	-\$1,083,162	-3.6%
Total Other Income	▲	\$633,173	52.2%		▲	\$610,132	32.3%
Total Operating & Other	▲	\$269,970	2.3%		▼	-\$473,030	-1.5%

Operating Expenses – April 2025 vs. Budget

		Monthly Variance vs. Budget	Monthly % Difference vs. Budget			YTD Variance vs. Budget	YTD % Difference vs. Budget
Operating Expenses							
Maintenance	▼	-\$230,242	-11.7%		▼	-\$2,255,759	-18.1%
Depreciation & Amortization	▼	-115,364	-8.5%		▼	-249,453	-4.8%
Vessel Operations	▼	-118,270	-3.9%		▼	-500,291	-4.8%
Terminal Operations	▼	-3,523	-0.3%		▲	405,195	9.1%
Traffic Expense	▲	69,888	28.8%		▼	-44,825	-5.2%
General Expense	▲	57,405	2.0%		▲	123,667	1.1%
Insurance	▲	76,161	14.4%		▼	-75,730	-3.6%
Rents Expense	▲	25,240	159.9%		▲	828	0.6%
Payroll Taxes	▲	6,146	1.6%		▼	-15,590	-1.3%
Total Operating Expenses	▼	-\$232,559	-2.0%		▼	-\$2,611,961	-5.4%
Total Other Expenses	▼	-\$35,638	-19.1%		▼	-\$150,535	-17.9%
Total Operating & Other	▼	-\$268,197	-2.3%		▼	-\$2,762,496	-5.6%

Passengers Carried – May 2025 vs. 2024

		Monthly Variance	Montly % Difference			YTD Variance	YTD % Difference
Martha's Vineyard Route	▼	-504	-0.2%		▲	9,690	1.3%
Nantucket Regular Ferry	▲	2,090	10.9%		▲	5,368	7.2%
Nantucket Fast Ferry	▼	-2,378	-7.0%		▼	-4,502	-7.1%
Nantucket Route Subtotal	▼	-288	-0.5%		▲	866	0.6%
Total Passengers	▼	-792	-0.3%		▲	10,556	1.2%

Vehicles Carried – May 2025 vs. 2024

		Monthly Variance vs. 2024	Monthly % Difference vs. 2024			YTD Variance vs. 2024	YTD % Difference vs. 2024
Martha's Vineyard Route							
Standard Fare Autos	▼	-873	-4.3%		▼	-2,202	-3.8%
Standard Fare Trucks	▲	8	0.2%		▲	61	0.4%
Excursion Fare Autos	▲	449	3.2%		▲	2,561	3.9%
Excursion Fare Trucks	▲	244	6.2%		▲	1,404	7.4%
20 Feet & Over Trucks	▼	-509	-7.9%		▼	-487	-2.0%
Total – Martha's Vineyard	▼	-681	-1.4%		▲	1,337	0.7%
Nantucket Route							
Standard Fare Autos	▲	29	0.8%		▼	-389	-4.1%
Standard Fare Trucks	▲	28	2.7%		▲	22	0.5%
Excursion Fare Autos	▲	302	18.4%		▲	1,011	11.0%
Excursion Fare Trucks	▲	130	15.1%		▲	366	8.0%
20 Feet & Over Trucks	▲	113	3.0%		▲	227	1.6%
Total – Nantucket	▲	602	5.4%		▲	1,237	3.0%
Total Vehicles	▼	-79	-0.1%		▲	2,574	1.1%

STAFF SUMMARY

Date: June 13, 2025

File# A-714



TO:		FOR:		FROM:
X	General Manager	X	Vote	Dept.: Accounting & Finance
				Authors: Mark K. Rozum
X	Board Members		Information	Subject: Contract 16- 2024 - Replacement of the Steamship Authority's Reservation System

PURPOSE: To request a vote of the Board to authorize the General Manager to award Contract No. 16-2024, Replacement of the Steamship Authority's Reservation System, to E-Dea Spa (E-Dea) of Napoli Italy, the responsible, responsive and eligible proponent who submitted the most advantageous response for the contract, for the total contract price of \$5,779,484.

BACKGROUND: On December 10, 2024, the Authority issued a Request for Proposal ("RFP"), later amended to a Request for Responses (RFR) for the Replacement of the Steamship Authority's Reservation System. The RFR and all five (5) addenda issued were requested by and sent to twenty-six (26) firms. The Authority received nine (9) submittals from firms prior to the February 21, 2025, deadline.

Each proponent was required to submit a proposal which included Business Response, Functional Requirements and Technical and Performance Requirements, which would be evaluated by the Authority on the basis of criteria other than price, and a separate financial proposal, including a proposed cost for an ongoing service contract through 2030, which would not be opened by the Authority until after the proponents' technical proposals and demonstrations were evaluated.

The RFR contained nine (9) sections in the Business Response category, fourteen (14) sections in the Functional Requirements category and two (2) sections in the Technical and Performance Requirements category. The categories were as follows:

#	Requirement Category
1	Business Response (overall score)
A	Bidder's Profile
B	Experience & Past Performance
C	Qualifications & Key Personnel
D	Project Approach - Technology
E	Project Timeline
F	Communication and Collaboration Process
G	Training and Knowledge Transfer

H	Final Deliverables
I	Supporting Services / Maintenance
2	Functional Requirements (overall score)
A	User Interface
B	Customer Management
C	Vehicle Management
D	Trip Management
E	Customer Travel
F	Website
G	Commercial Customer Management (incl. Bulks)
H	Customer Service
I	Special Programs
J	Accounting/Billing
K	Administrative
L	Reporting
M	Parking Lots
N	Testing/Training
3	Technical and Performance Requirements (overall score)
O	Technical Requirements
P	Performance Standards

These categories contained almost 750 individual criteria and questions. The proponent responded to each question with an answer of Existing, Configuration, Customization, Planned or Not Available. The proponent could also submit additional comments and narrative to help clarify each response. Attached in the packet is a list of all the categories and questions that were included in the RFR. The categories and individual criteria were established by a collaboration between the Steamship Authority employees and Gibbous LLC. Gibbous, led by Tom Innis, is the consulting firm that conducted the Steamship Authority IT review. Gibbous has been consistently attending the monthly Port Council and Board Meetings and providing updates to both boards. Gibbous has been the Project Manager for this stage of the project. Gibbous conducted numerous meetings with stakeholders from the Operations Department, IT Department, and Accounting Department, as well as obtaining information during site visits and various public meetings. The criteria for the evaluation were developed over a 10-month period.

The evaluation team consisted of Mark Amundsen, Chief Operating Officer, James Ashley, Senior Network Administrator, Angela Campbell, Reservation and Customer Service Manager, Stephen Colman, Director of Information Technologies, Kelly Conrad, Financial and Data Analyst, Alison Fletcher, Director of Shoreside Operations and Mark Rozum, Treasurer/Comptroller. Each member of the evaluation team independently reviewed each of the nine submissions. The evaluation team then met as a group and reviewed the nine submissions during the period of March 25, 2025, to March 27, 2025. The process was overseen by Peggy Nickerson, the Authority's Procurement Officer, and facilitated by the staff from Gibbous. Ratings were done on a scale of Not Advantageous, Marginally Advantageous, Advantageous, More Advantageous and Highly

Advantageous. The evaluation team rated each individual category and then assigned an overall rating for each section of all the submitted responses. After the evaluation team's initial rankings, four (4) of the nine (9) vendors were ranked with an overall ranking of More Advantageous or Highly Advantageous. These four vendors were extended the opportunity to meet with the evaluation team and provide a demonstration of their solution and to participate in a question-and-answer session with the evaluation team, as well as Peggy Nickerson, the Authority's Procurement Officer, and the staff from Gibbous. These in-person demonstrations occurred during the period of April 29, 2025, to May 2, 2025. Also attending all four demonstrations was the Falmouth Board Member and Chair of the Executive IT Steering Committee, Peter Jeffrey. Mr. Jeffrey observed the in-person demonstrations but did not participate or ask any questions since he was not part of the evaluation group.

Members of the evaluation team and Gibbous conducted calls with the references provided by the vendors. Additionally, members of the evaluation team conducted follow up calls or emails with some of the vendors for questions and clarifications.

After the in-person demonstrations and reference calls, the evaluation team re-ranked the four vendors. The highest rated vendor was E-Dea with a ranking of Highly Advantageous, followed by Dotnet Mentor Holdings with a More Advantageous rating, then Carus who received an Advantageous rating and then Anchor who had also received an Advantageous rating.

The financial proposals were then reviewed for the four firms. The RFR included a provision for the vendors to submit a best and final offer after the demonstrations. This allowed the vendors to adjust their pricing based on the meetings with the project team. Three (3) of the vendors adjusted their financial proposals lower while one vendor left their pricing the same. The financial proposals for the implementation, software license and support through 2030 for the four vendors was as follows:

Carus:	\$3,057,979
Dotnet:	\$5,044,600
E-Dea:	\$5,779,484
Anchor:	\$7,920,000

The original estimated cost provided by Gibbous for this phase of the overall project was \$8,300,000.

After opening financial proposals, the members of the evaluation team identified E-Dea as their top choice.

E-Dea's original proposal included a partner, who would provide third party Project Management Services for this project. After discussions with E-Dea, removing the third-party portion of the proposal resulted in a decrease of \$548,000 for their proposal. The Steamship Authority will retain their own outside Project Management Office (PMO) for this project.

Some of E-Dea's current ferry clients using their software are BC Ferries of British Columbia Canada, Caledonian MacGrayne (CALMAC) of Scotland, and Color Line of Norway and Searoad Ferries of Australia. In 2024, Edea's

clients managed 49 million passengers and 18 million vehicles.

The contract would start in 2025 and go through 2030. The project would have an implementation phase starting in 2025, with phased in roll outs in 2026. The complete reservation software project is expected to be fully implemented in the fourth quarter of 2026.

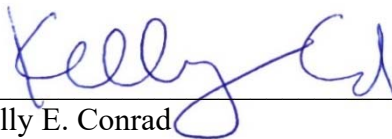
RECOMMENDATION: The Management Staff recommends that the Members vote to authorize the General Manager to award Contract 16-2024, Replacement of the Steamship Authority's Reservation System, to the most qualified bidder, E-Dea SPA, of Napoli Italy for a total contract price of \$5,779,484 through 2030.



Mark H. Amundsen
Chief Operating Officer



Angela C. Campbell
Reservation and Customer Service Manager

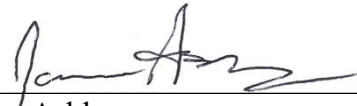


Kelly E. Conrad
Financial and Data Analyst



Mark K. Rozum
Treasurer/Comptroller

Attachments



James Ashley
Senior Network Administrator



Stephen M. Colman
Director of Information Technologies



Alison A. Fletcher
Director of Shoreside Operations.



APPROVED:

Robert B. Davis
General Manager

STAFF SUMMARY

Date: 13 June 2025

File# ENG-2025-05



TO:		FOR:		FROM:
X	General Manager	X	Vote	Dept.: Director of Engineering
				Author: Zachary Lawrence
X	Board Members		Information	Subject: Purchase Order PO0042339 Overhaul of ZF Reduction Gear Model ZF 4650 DBB

PURPOSE:

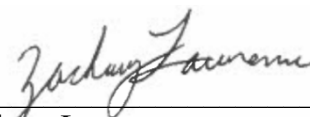
To request a vote of the Board to authorize the General Manager to execute purchase of parts and labor required for the overhaul of one ZF Reduction Gear Model ZF 4650 DBB for the *M/V Iyanough* per quotation SQ138631 / 3 to ZF Gears of Fort Lauderdale, FL for a Total Contract Price of \$158,397.38

BACKGROUND:

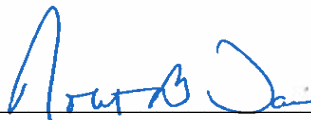
The Steamship Authority intends to purchase parts and labor suitable for the reduction gear overhaul of one ZF Reduction Gear Model ZF 4650 DBB for the *M/V Iyanough*. This reduction gear will be the shore-based spare for engines #1 and #3.

RECOMMENDATION:

To authorize the General Manager to execute the purchases of parts and labor to overhaul one ZF Reduction Gear Model ZF 4650 DBB for *M/V Iyanough* per quotation SQ138631 / 3 to ZF Gears of Fort Lauderdale, FL for a Total Contract Price of \$158,397.38



Zachary Lawrence
Director of Engineering



Robert B. Davis
General Manager

Attachments: ZF Sales Quote SQ138631 / 2
Sole Source Form PO0042339



ZF Marine Propulsion Systems Miramar, LLC 60197-5823 CAROL STREAM

The Steamship Authority
Stephen Clifford
PO Box 284
WOODS HOLE, MA 02543
United States

Department Contact Ft. Lauderdale Service
Jorge Cevallos
jorge.cevallos@zf.com
600015
Our ZF Partner No.
ZF Partner No.
Customer No. 224387
VAT Reg. No.
Ext. Doc. / Order Date ZF 4650 DBB / 6/13/2025
Process SQ138631

Sales Quote SQ138631 / 3
Original for Buyer

Document Date June 13, 2025 Page 1

Unless otherwise stated, Prices do not include taxes, tariffs, duties and other charges (taxes, tariffs, duties and other charges in the following called "Charges"). Should additional Charges arise, or existing Charges be increased between order confirmation and delivery, ZF shall be entitled to invoice these to the customer. This shall also apply to Charges incurred within ZF's supply chain regarding the product including components/raw materials required for the manufacture and charged to ZF.

No.	Description	Shipment	Qty. Unit	Price	Amount
	<p>VESSEL: STEAMSHIP AUTHORITY VESSEL Cust. Reference: LOCATION: MRM SHOP DATE: TBD MODEL: ZF 4650 DBB SERIAL #: 50041740 SPEC: 3085.071.002 - SCOPE OF WORK: BASIC A5 OVERHAUL EXWORKS SHIPPING NOT INCLUDED PAINTING NOT INCLUDED NEW QUOTE WILL BE PROVIDED IF ADDITIONAL PARTS ARE NEEDED UPON DISASSEMBLY R&R NOT INCLUDED ALL LEAD TIMES ARE SUBJECT TO CHANGE LEAD TIME ARE BASED OFF DATE OF QUOTE - INCLUDES: Only the parts and services listed. If additional parts or services are determined necessary, the quote will be revised and sent to the customer for approval.</p>				
6029199139 01	<p>PARTS: PLUG, NEUTRAL SWITCH Not available</p>	6/13/2025	1 Each	144.00	144.00
TARIFF	<p>6.4% Tariff Surcharge LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT SUBJECT TO CHANGE</p>	6/13/2025	1	9.22	9.22
3082301165 01	<p>GASKET Available</p>	6/13/2025	1 Each	33.00	33.00
TARIFF	<p>6.4% Tariff Surcharge</p>	6/13/2025	1	2.11	2.11
0634801250 01	<p>GASKET A38X44 DIN7603-CU</p>	6/13/2025	5 Each	10.00	50.00

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TAX Registration No. 20-1615449 DNB No. 008181153
www.zfmarinepropulsion.com

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Miramar, LLC**
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Phone 954-441-4040
ar.miramar@zf.com



Sales Quote SQ138631 / 3

Document Date

June 13, 2025

Page 2

No.	Description	Shipment	Qty. Unit	Price	Amount
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	5	0.64	3.20
3085301035 01	GASKET	6/13/2025	1 Each	101.12	101.12
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	6.47	6.47
0634316191 01	O-RING	6/13/2025	1 Each	5.10	5.10
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.33	0.33
0634801275 01	GASKET A52X60 DIN7603-CU	6/13/2025	1 Each	11.00	11.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.70	0.70
0634801098 01	GASKET A30X36 DIN7603-CU *	6/13/2025	1 Each	14.00	14.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.90	0.90
0634316217 01	O-RING 24X3	6/13/2025	1 Each	3.00	3.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.19	0.19
0634801063 01	GASKET A18X24 DIN7603-CU	6/13/2025	3 Each	7.00	21.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	3	0.45	1.34
0634305090 01	RING PISTON	6/13/2025	1 Each	65.00	65.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	4.16	4.16
0734317021 01	RING FLAT SEALING	6/13/2025	1 Each	54.00	54.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	3.46	3.46
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
0735355136 01	BEARING, SPHERICAL	6/13/2025	1 Each	2,549.00	2,549.00
	85x180x60				
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	163.14	163.14
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
0737502199 01	NUT, SLOTTED, 85x1.5	6/13/2025	1 Each	99.00	99.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	6.34	6.34
3083302037 01	BUSH	6/13/2025	1 Each	1,835.00	1,835.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	117.44	117.44
	LEAD TIME 2-3 MONTHS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
0501221891 01	INNER CLUTCH DISC	6/13/2025	10 Each	227.00	2,270.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	10	14.53	145.28
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
3085302047 01	DISK STEEL (9)	6/13/2025	9 Each	313.00	2,817.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	9	20.03	180.29
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
3085302036 01	WASHER THRUST	6/13/2025	1 Each	549.00	549.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	35.14	35.14
0501320674 01	WASHER THRUST	6/13/2025	1 Each	282.00	282.00

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Sales Quote SQ138631 / 3

Document Date

June 13, 2025

Page 3

No.	Description	Shipment	Qty. Unit	Price	Amount
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	18.05	18.05
0501320692 01	BUSHING	6/13/2025	1 Each	625.00	625.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	40.00	40.00
0501320691 01	BUSH	6/13/2025	1 Each	604.00	604.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	38.66	38.66
0501320674 01	WASHER THRUST	6/13/2025	1 Each	282.00	282.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	18.05	18.05
0750118119 01	RING ROLLER	6/13/2025	1 Each	1,905.00	1,905.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	121.92	121.92
3085302156 01	BEARING INNER RING (RACE)	6/13/2025	1 Each	2,258.00	2,258.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	144.51	144.51
0737502199 01	NUT, SLOTTED, 85x1.5	6/13/2025	1 Each	99.00	99.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	6.34	6.34
0634310200 01	RING	6/13/2025	1 Each	233.00	233.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	14.91	14.91
0634801050 01	SEALING RING	6/13/2025	1 Each	6.00	6.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.38	0.38
0634402098 01	RING PISTON	6/13/2025	2 Each	30.00	60.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	2	1.92	3.84
0634316047 01	O-RING ZF 2000	6/13/2025	1 Each	65.04	65.04
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	4.16	4.16
3085303034 01	SEAL	6/13/2025	1 Each	7.00	7.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.45	0.45
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
R0002	P/N 0634.801.015, SEALING RING	6/13/2025	1 Each	2.00	2.00
0634313321 01	O-RING	6/13/2025	2 Each	4.00	8.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	2	0.26	0.51
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
0634305090 01	RING PISTON	6/13/2025	1 Each	65.00	65.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	4.16	4.16
0734317021 01	RING FLAT SEALING	6/13/2025	1 Each	54.00	54.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	3.46	3.46
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
0735355136 01	BEARING, SPHERICAL	6/13/2025	1 Each	2,549.00	2,549.00
	85x180x60				
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	163.14	163.14
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				

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Sales Quote SQ138631 / 3

Document Date

June 13, 2025

Page 4

No.	Description	Shipment	Qty. Unit	Price	Amount
0737502199 01	SUBJECT TO CHANGE NUT, SLOTTED, 85x1.5 Available	6/13/2025	1 Each	99.00	99.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	6.34	6.34
0501221891 01	INNER CLUTCH DISC Not available	6/13/2025	10 Each	227.00	2,270.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	10	14.53	145.28
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT SUBJECT TO CHANGE				
3085302047 01	DISK STEEL (9) Not available	6/13/2025	10 Each	313.00	3,130.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	10	20.03	200.32
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT SUBJECT TO CHANGE				
3085302036 01	WASHER THRUST Not available	6/13/2025	1 Each	549.00	549.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	35.14	35.14
0501320674 01	WASHER THRUST Available	6/13/2025	1 Each	282.00	282.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	18.05	18.05
0501320692 01	BUSHING Available	6/13/2025	1 Each	625.00	625.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	40.00	40.00
0501320691 01	BUSH Available	6/13/2025	1 Each	604.00	604.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	38.66	38.66
0501320674 01	WASHER THRUST Available	6/13/2025	Each	282.00	
0750118119 01	RING ROLLER Not available	6/13/2025	1 Each	1,905.00	1,905.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	121.92	121.92
3085302156 01	BEARING INNER RING (RACE) Available	6/13/2025	1 Each	2,258.00	2,258.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	144.51	144.51
0737502199 01	NUT, SLOTTED, 85x1.5 Available	6/13/2025	1 Each	99.00	99.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	6.34	6.34
0634801251 01	COPPER SEALING RING A36X42 D Available	6/13/2025	1 Each	5.00	5.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.32	0.32
0634801050 01	SEALING RING Available	6/13/2025	1 Each	6.00	6.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.38	0.38
0634801152 01	RING COPPER SEALING A10X13 R Available	6/13/2025	1 Each	3.00	3.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.19	0.19
0634402098 01	RING PISTON Not available	6/13/2025	2 Each	30.00	60.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	2	1.92	3.84
0634306258 01	O-RING Available	6/13/2025	1 Each	29.00	29.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	1.86	1.86
0750118320 01	BEARING Available	6/13/2025	1 Each	4,755.00	4,755.00

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Sales Quote SQ138631 / 3

Document Date

June 13, 2025

Page 5

No.	Description	Shipment	Qty. Unit	Price	Amount
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	304.32	304.32
3085304120 01	BEARING BUSH	6/13/2025	1 Each	5,820.00	5,820.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	372.48	372.48
	LEAD TIME 6-8 MONTHS, SUBJECT TO CHANGE				
	VIA AIR FREIGHT				
3085304121 01	BUSH	6/13/2025	1 Each	1,318.00	1,318.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	84.35	84.35
4111305118 01	SLOTTED NUT	6/13/2025	1 Each	341.00	341.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	21.82	21.82
0750118873 01	BEARING, ROLLER TAPERED	6/13/2025	1 Each	3,209.00	3,209.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	205.38	205.38
0750120442 01	BEARING	6/13/2025	1 Each	1,160.00	1,160.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	74.24	74.24
0737502097 01	SLOTTED NUT	6/13/2025	1 Each	297.00	297.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	19.01	19.01
0734319434 01	SEAL SHAFT	6/13/2025	1 Each	710.00	710.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	45.44	45.44
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
0634314031 01	RING SEALING	6/13/2025	1 Each	54.00	54.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	3.46	3.46
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
0634303945 01	O-RING	6/13/2025	1 Each	18.00	18.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	1.15	1.15
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
3084206041 01	OIL PUMP	6/13/2025	1 Each	6,651.00	6,651.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	425.66	425.66
0631501119 01	KEY, FITTING, A8x17x20	6/13/2025	1 Each	31.00	31.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	1.98	1.98
3085307087 01	GASKET	6/13/2025	1 Each	10.00	10.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.64	0.64
0634801098 01	GASKET A30X36 DIN7603-CU *	6/13/2025	1 Each	14.00	14.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.90	0.90
0634801250 01	GASKET A38X44 DIN7603-CU	6/13/2025	1 Each	10.00	10.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.64	0.64
3085307087 01	GASKET	6/13/2025	2 Each	10.00	20.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	2	0.64	1.28
0750115518 01	NEEDLE SLEEVE BEARING	6/13/2025	1 Each	13.00	13.00
	18X24X16				

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Sales Quote SQ138631 / 3

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Page 6

No.	Description	Shipment	Qty. Unit	Price	Amount
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.83	0.83
0634313786 01	O-RING	6/13/2025	1 Each	25.53	25.53
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	1.63	1.63
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
0501214110 01	PUMP, TRAILING ZF 4540/4600/	6/13/2025	1 Each	4,482.00	4,482.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	286.85	286.85
0630050047 01	WASHER SEALING 3/4 BSP	6/13/2025	2 Each	195.00	390.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	2	12.48	24.96
0632100311 01	HOSE PIPE	6/13/2025	1 Each	136.97	136.97
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	8.77	8.77
	LEAD TIME 2-3 MONTHS, SUBJECT TO CHANGE				
	VIA AIR FREIGHT				
0630050044 01	RING, SEALING M18	6/13/2025	1 Each	21.00	21.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	1.34	1.34
0634313367 01	O-RING 20X2	6/13/2025	1 Each	5.00	5.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.32	0.32
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT				
	SUBJECT TO CHANGE				
0634801250 01	GASKET A38X44 DIN7603-CU	6/13/2025	1 Each	10.00	10.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.64	0.64
0634306233 01	O-RING 31X3	6/13/2025	2 Each	6.00	12.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	2	0.38	0.77
0501204231 01	OIL FILTER, BW 460 FAMILY	6/13/2025	1 Each	3,144.00	3,144.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	201.22	201.22
3085307111 01	GASKET	6/13/2025	1 Each	111.00	111.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	7.10	7.10
0634801098 01	GASKET A30X36 DIN7603-CU *	6/13/2025	1 Each	14.00	14.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.90	0.90
0630050050 01	WASHER SEALING	6/13/2025	2 Each	61.00	122.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	2	3.90	7.81
0634801050 01	SEALING RING	6/13/2025	19 Each	6.00	114.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	19	0.38	7.30
0634801215 01	GASKET	6/13/2025	3 Each	26.00	78.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	3	1.66	4.99
0634801088 01	RING COPPER	6/13/2025	2 Each	5.00	10.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	2	0.32	0.64
0634801074 01	CU SEALING RING A22X27 D	6/13/2025	3 Each	3.00	9.00
	Available				

Remit Payment Electronically to:
 Deutsche Bank (BBN) 00-463-590
 SWIFT Code BKTRUS33 Routing No. 021001033
 TAX Registration No. 20-1615449 DNB No. 008181153
www.zfmarinepropulsion.com

Remit Payment via Check to:

ZF Marine Propulsion Systems Miramar, LLC
 P.O. Box 5823 CAROL STREAM IL 60197-5823

Warranty Registration: <https://aftermarket.zf.com/us/en/aftermarket-portal/marine/marine-product-registration/>

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Sales Quote SQ138631 / 3

Document Date

June 13, 2025

Page 7

No.	Description	Shipment	Qty. Unit	Price	Amount
TARIFF	6.4% Tariff Surcharge	6/13/2025	3	0.19	0.58
0630050045 01	WASHER SEALING	6/13/2025	4 Each	43.00	172.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	4	2.75	11.01
0634801063 01	GASKET A18X24 DIN7603-CU	6/13/2025	3 Each	7.00	21.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	3	0.45	1.34
0501214112 01	OIL COOLER BW 465	6/13/2025	1 Each	46,761.00	46,761.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	2,992.70	2,992.70
0501306966 01	GASKET	6/13/2025	2 Each	110.00	220.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	2	7.04	14.08
	2-3 Weeks, Via Air Freight subject to change				
0501219856 01	NEUTRAL SAFETY SWITCH	6/13/2025	1 Each	90.00	90.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	5.76	5.76
0634316158 01	O-RING 25 X 25	6/13/2025	1 Each	30.00	30.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	1.92	1.92
0750115380 01	BEARING	6/13/2025	2 Each	29.64	59.28
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	2	1.90	3.79
3085308030 01	GASKET BW 460 FAMILY	6/13/2025	1 Each	35.00	35.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	2.24	2.24
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT SUBJECT TO CH				
0634313911 01	O-RING 17x3.5	6/13/2025	1 Each	26.00	26.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	1.66	1.66
0634801074 01	CU SEALING RING A22X27 D	6/13/2025	1 Each	3.00	3.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.19	0.19
0501314764 01	GASKET	6/13/2025	1 Each	117.00	117.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	7.49	7.49
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT SUBJECT TO CH				
0501324612 01	GASKET	6/13/2025	1 Each	279.00	279.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	17.86	17.86
	LEAD TIME 2-3 WEEKS, VIA AIR FREIGHT SUBJECT TO CH				
0634801088 01	RING COPPER	6/13/2025	1 Each	5.00	5.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.32	0.32
0634801205 01	RING COPPER SEALING 12x15.5	6/13/2025	1 Each	15.28	15.28
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.98	0.98
3082309061 01	GASKET CONTROL HEAD	6/13/2025	1 Each	10.00	10.00
	Not available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.64	0.64
R0002	P/N 0634.801.015, Sealing Ring	6/13/2025	2 Each	2.00	4.00
	ETA 2-3 WEEKS, SUBJECT TO CHANGE				
0501319200 01	VALVE 24v 2 POLIG (Gear	6/13/2025	3 Each	593.00	1,779.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	3	37.95	113.86

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Sales Quote SQ138631 / 3

Document Date

June 13, 2025

Page 8

No.	Description	Shipment	Qty. Unit	Price	Amount
3082208058 01	HARNESS WIRING Available	6/13/2025	1 Each	932.00	932.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	59.65	59.65
3082308166 01	GASKET Available	6/13/2025	1 Each	15.00	15.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.96	0.96
0634801050 01	SEALING RING Available	6/13/2025	1 Each	6.00	6.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.38	0.38
0501324612 01	GASKET Not available	6/13/2025	1 Each	279.00	279.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	17.86	17.86
0634801151 01	ETA 2-3 WEEKS, SUBJECT TO CHANGE GASKET A14X20 DIN7603-CU Available	6/13/2025	1 Each	4.00	4.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.26	0.26
0634801063 01	GASKET A18X24 DIN7603-CU Available	6/13/2025	1 Each	7.00	7.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.45	0.45
0634801063 01	GASKET A18X24 DIN7603-CU Available	6/13/2025	1 Each	7.00	7.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.45	0.45
0634801063 01	GASKET A18X24 DIN7603-CU Available	6/13/2025	1 Each	7.00	7.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.45	0.45
0634801063 01	GASKET A18X24 DIN7603-CU Available	6/13/2025	1 Each	7.00	7.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.45	0.45
0634801098 01	GASKET A30X36 DIN7603-CU * Available	6/13/2025	1 Each	14.00	14.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.90	0.90
0634801098 01	GASKET A30X36 DIN7603-CU * Available	6/13/2025	1 Each	14.00	14.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.90	0.90
0634801098 01	GASKET A30X36 DIN7603-CU * Available	6/13/2025	1 Each	14.00	14.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.90	0.90
0501203957 01	SWITCH PRESSURE Available	6/13/2025	1 Each	3,547.00	3,547.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	227.01	227.01
0634801060 01	RING SEALING 18x22 DIN7603 Not available	6/13/2025	1 Each	13.00	13.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.83	0.83
0501203957 01	SWITCH PRESSURE Available	6/13/2025	1 Each	3,547.00	3,547.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	227.01	227.01
0634801060 01	RING SEALING 18x22 DIN7603 Not available	6/13/2025	1 Each	13.00	13.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.83	0.83
0632100286 01	HOSE PIPE Not available	6/13/2025	1 Each	145.00	145.00
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	9.28	9.28
0634801151 01	LEAD TIME 2-3 MONTHS, VIA AIR FREIGHT SUBJECT TO CHANGE GASKET A14X20 DIN7603-CU	6/13/2025	1 Each	4.00	4.00

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Sales Quote SQ138631 / 3

Document Date

June 13, 2025

Page 9

No.	Description	Shipment	Qty. Unit	Price	Amount
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.26	0.26
0632100284 01	HOSE PIPE	6/13/2025	1 Each	162.00	162.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	10.37	10.37
0634801151 01	GASKET A14X20 DIN7603-CU	6/13/2025	1 Each	4.00	4.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.26	0.26
0634801227 01	RING COPPER SEALING 33x39	6/13/2025	1 Each	5.00	5.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.32	0.32
0634801227 01	RING COPPER SEALING 33x39	6/13/2025	1 Each	5.00	5.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.32	0.32
0634801227 01	RING COPPER SEALING 33x39	6/13/2025	1 Each	5.00	5.00
	Available				
TARIFF	6.4% Tariff Surcharge	6/13/2025	1	0.32	0.32
	LABOR				
R0001-001	MAR1 - Workshop Labor	6/13/2025	140 Hour	175.50	24,570.00
R0001-010	MAR1 - Environmental/ Waste	6/13/2025	1 Each	500.00	500.00
R0001-012	MAR1 - Supplies	6/13/2025	1 Each	1,300.00	1,300.00
R0001	AIR FREIGHT (PARTS NOT AVAILABLE) ESTIMATE	6/13/2025	1 Each	1,000.00	1,000.00

APPROVAL:

This ESTIMATE is VALID:

FOR 30 DAYS FOR PARTS IN STOCK INVENTORY.

PARTS ORDERED FROM FACTORIES MAY REQUIRE

PRICING CONFIRMATION PRIOR TO PROCESSING ORDER

Includes only the items and services listed.

Lead time on parts to be confirmed with factory
once firm order has been received.

Prices are EXW factory or ZF Marine location.

If necessary freight and expedited charges
will be quoted to customer for approval.

FOR COD CUSTOMERS.

In USA:

50% DEPOSIT TO START.

BALANCE DUE PRIOR TO COMPLETION.

SPECIAL ORDER PARTS:

PREPAID IN FULL, NO RETURNS

No return on electrical parts.

INTERNATIONAL: PREPAYMENT

Please sign and return with secured payment
information if you approve and would
like to proceed with the repairs.

* Only ZF International Terms and Conditions apply
to all transactions.

Remit Payment Electronically to:

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Sales Quote SQ138631 / 3

Document Date

June 13, 2025

Page 10

No.	Description	Shipment	Qty.	Unit	Price	Amount
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Cust. Reference
or P.O.#: _____

Print Name: _____

Date: _____

Sign: _____

For Information on this please include the
document number indicated.

Total USD 158,397.38

Payment Terms NET DUE 30 DAYS FROM INVOICE DATE Payment Method Immediate cash/credicard/check
Shipment Method ZF Marine Delivery Shipping Agent Delivery by ZF Marine Shipping Condition ZF MARINE

Prices quoted are F.O.B. Miramar FL. US. East, West or Gulf Coast port of entry (dependent upon material availability) duty and sea freight paid, and are valid for 30 Days. Standard terms are net 30 Days, without deductions from date of invoice. ZF Marine LLC standard policy is to invoice units at prices in effect at time of shipment.

EXTENDED WARRANTY AVAILABLE UPON REQUEST ZF Marine standard limited warranty applies. SHIPMENT IS APPROXIMATELY: 5-6 MONTHS FROM ITALY FOR ZF 12M UP TO ZF 665 models standard version 6-7 MONTHS FROM GERMANY FOR ZF 2000 & 3000 models standard version PLUS 6-8 WEEKS TRANSIT VIA OCEAN FREIGHT ONCE SHIPPED FROM FACTORY upon receipt of a firm noncancelable purchase order and finalization of the engineering bill of material. ***ALL OTHER MODELS PLEASE CHECK WITH YOUR ACCOUNT MANAGER****

The responsibility of ensuring torsional compatibility rests with the assembler of the drive and driven equipment. ZF can accept no liability for gearbox noise or damage caused by this kind of vibration. THE ZF QUOTE OR ORDER NUMBER IS REQUIRED TO PROCESS ANY INQUIRIES OR ORDERS

Ship-to Address

Customer No. 224387
The Steamship Authority
228 PALMER AVENUE
FALMOUTH, MA 02540

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Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

SOLE SOURCE REQUIREMENTS

Subject to the provisions of Chapter II, Part A, Section 5, of the Authority's Procurement Policy, a procurement officer may award a contract for a supply or service in an amount greater than \$50,000 without competition when, after reasonable investigation, the procurement officer determines in writing that only one practicable source for the required supply exists. The procurement officer shall procure a proprietary item by competition if more than one potential bidder for that item exists.

The procurement officer shall record the following information with respect to all sole source procurements.

Contractor's Name: **ZF MARINE PROPULSION SYSTEMS MIRAMAR, LLC**

Amount of Contract: **\$150516.32**

Purchase Order Number: **PO0042339**

Type of Item(s): **MV IYANOUGH ZF GEAR OVERHAUL**

Basis of Sole Source Determination: **Authorized Vendor for the area of Original Equipment Manufacturer (OEM) Parts and Service.**

Date: **MAY 29 2025**

Name: **Robert Gratzer**

(Printed)

Dept: **Engine**

Signature: 

STAFF SUMMARY

Date: 13 June 2025

File# ENG-2025-06



TO:		FOR:		FROM:
X	General Manager	X	Vote	Dept.: Director of Engineering Author: Zachary Lawrence
X	Board Members		Information	Subject: Purchase Order 0042595 Overhaul Parts for Lufkin Gears RHS2100-LST for the <i>MV Sankaty</i>

PURPOSE:


To request a vote of the Board to authorize the General Manager to execute purchases of parts required for the overhaul of the two Lufkin Reduction Gears onboard the *M/V Sankaty* per quotation #5000005603 to Lufkin Gears of Lufkin, Texas for a Total Contract Price of \$221,200.00.

BACKGROUND:

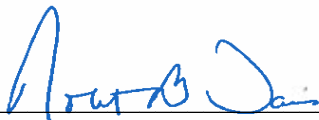
The Steamship Authority intends to purchase Lufkin Gear parts suitable for the reduction gear overhauls to be conducted during the 2025 dry docking of the *M/V Sankaty*. The parts will be for the overhaul of two (2) Reduction Gears (Port & Starboard) Model RHS2100-LST. (See attached quotation from Lufkin Gears proposal quotation #5000005603 dated 21-May-25).

RECOMMENDATION:

To authorize the General Manager to execute purchases of reduction gear overhaul parts for the *M/V Sankaty* for the overhaul of two (2) Reduction Gears (Port & Starboard) Model RHS2100-LST to Lufkin Gears of Lufkin, Texas for a Total Contract Price of \$221,200.00.



Zachary Lawrence
Director of Engineering



Robert B. Davis
General Manager

Attachments:

Lufkin Gears proposal quotation #5000005603

STAFF SUMMARY

Date: 13 June 2025

File# ENG-2025-07



TO:		FOR:		FROM:
X	General Manager	X	Vote	Dept.: Director of Engineering
				Author: Zachary Lawrence
X	Board Members		Information	Subject: Authorization of Change Order CCO-97 MV Monomoy

PURPOSE:

To request the Members to authorize the General Manager to approve Change Order CCO-097 under Contract 19-2022-C, "Motor Vessel Conversion, Freight Deck Extensions, Associated Machinery Modifications, Drydocking and Overhaul services for the *M/V Monomoy*" to Alabama Shipyard LLC of Mobile, AL for a total price of \$183,425.00.

BACKGROUND:

During the current conversion of the *M/V Monomoy* at Alabama Shipyard, the Steamship Authority was required to modify the existing CO2 Fire suppression system as a result of adding Subdivision Bulkhead at frame 62. During the modification, it was discovered in plan review that the piping systems including piping and valves were out of compliance and required replacement. In addition, various release valves were found defective and require replacement.

The total cost of the parts, equipment and labor required to convert the CO2 fire suppression system to be compliant with USCG requirements is \$183,425.00.

RECOMMENDATION:

To authorize the General Manager to approve change order CCO-097 under Contract No. 19-2022C for the *M/V Monomoy* for a Total Cost of \$183,425.00.

Zachary Lawrence
Director of Engineering

Robert B. Davis General Manager

Attachments:

SSA Change Order CCO-97, ASY Change Order CCO-97

STEAMSHIP AUTHORITY CHANGE ORDER NOTIFICATION/ AUTHORIZATION FORM

Distributed To:

- ☒ Director of Marine Operations
☒ Treasurer
☒ General Manager
☒ File



☒ APPROVED

☐ DENIED

PROJECT: MV Monomoy
(Name, Address)

CHANGE ORDER NO: CCO-097
Vendor Change Request #: CCO-097
DATE: May 12, 2025

CONTRACTOR: Alabama Shipyard
(Name, Address)

CONTRACT NO: 19-2022-C
Related Contract Item #: 024
CONTRACT DATE: July 18, 2024

The contract is proposed to be changed as follows:

#	DESCRIPTION	COST
CCO-097	CO2 System Retrofit	\$183,425.00
Change Order Total:		\$183,425.00

NOT VALID UNTIL SIGNED BY AUTHORIZED MANAGERS

☒ Final

☐ Estimate

Is this change order request DIRECTLY related to approved contract work?
If no, explain why the work is requested to be performed at this time?

☒ Yes

☐ No

Does the Change Order Request exceed **\$1,000?** ☒ Yes ☐ No

If yes, authorization by Director of Marine Operations and Treasurer is required.

Does the Change Order Request exceed **\$5,000?** ☒ Yes ☐ No

If yes, authorization by Director of Marine Operations, General Manager and Treasurer is required.

Does the Change Order Request exceed **\$100,000?** ☒ Yes ☐ No

If yes, authorization by Director of Marine Operations, General Manager, Treasurer and Members is required.

The original Contract Sum was \$17,000,000.00

The Contract Sum will be increased by this Change Order in the amount of \$183,425.00

The Contract Time will be changed by (+/-) days 0

The date of Final Completion as of the date of this Change Order will be August 15 2025

Svein Kruse

SSA Project Manager Name

Treasurer Signature / Date

SSA Project Manager Signature / Date


General Manager Signature / Date

☐ Yes

☐ No

Director of Engineering and Maintenance

Approved by Members? / Board Meeting Date

To:	Zachary Lawrence, SSA Director of Engineering & Maintenance		Date:	5/12/2025	
From:	Ryan Schnoor, Sr Project Manager				
Vessel:	M/V Monomoy - Contract 19-2022-C				
CCO	097	CFR	081	Work Item:	WI030L (CO2 Piping Systems)
Title: Additional CO2 Piping & Siren Valves					
Structural					
Pipe					
Fire Watch					
Machinists					
Electricians					
Rigging					
Scaffold					
Carpenter					
Insulator					
Painter					
QA/QC					
Competent Person					
NDT					
Temporary Services					
	0	Total Labor Hours			
Qty	Unit	Prime Contractor Equipment		Price	Extended
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
Qty	Unit	Prime Contractor Materials		Price	Extended
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
Qty	Unit	Subcontractor Labor & Materials		Price	Extended
1	LOT	FPS Quote dated 4/25/25		\$159,500.00	\$159,500.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
Cost Summary					
Man Hours	0	@ \$60.00/hour		\$0.00	
Prime Contractor Equipment				\$0.00	
Prime Contractor Materials				\$0.00	
Subcontractor Labor & Materials				\$159,500.00	
G&A Profit		Markup 15%		Total Sub & Materials	\$159,500.00
		\$23,925.00		Total Burden	\$23,925.00
Notes:		Total Proposal \$183,425			
1. All additional work required by FPS is being consolidated into CCO-097. CCO-098 will be cancelled in its entirety.					
2.					
3.					
4.					
5.					
Ryan Schnoor, Sr Project Manager			Zachary Lawrence, SSA Director of Engineering & Maintenance		
 5/12/2025					

Where Quality Meets Safety**Since 1952****Alabama Shipyard
660 Dunlap Dr
Mobile, AL 36602****April 25, 2025****Re: Monomoy – CO2 System Retrofit – Change Order Request**

See below breakdown of additional charges for extra items not covered in original quote or scope of work.

Additional ¾" pipe work in the engine room – \$6,500.00 total – 4 days total @ \$1,500.- each per original quote, 2 days 2 techs = \$6,000.- + materials 26 ft. ¾" pipe, 2 tee ¾", 7 elbow ¾" 90 degree & 4 elbow ¾" 45 degree - \$500.- lot.

Additional 2" pipe work discharge piping in cargo area below deck 7 brackets, 32 welds & 3 penetrations – \$21,750.00 total – 14 days total @ \$1,500.00 each per original quote, 7 days 2 techs = \$21,000. - + materials 16 ft. 2" pipe, 2 tee 2", 2 elbow 45 degree 2", 3 penetrations 2", 7 brackets - \$750.- lot

Weld 3/8" siren lines pipe & pipe fittings run through accommodations – \$9,000.00 – 6 days total @ \$1,500 each per original quote, 3 days, 2 techs.

CO2 room changes 1/4" tubing siren lines to 3/8" pipe & fittings + plus welding - \$9,000.00 – 6 days total @ \$1,500.- per each per original quote, 3 days, 2 techs.

Replace siren lines from 1/4" tubing original installed incorrect per OEM Ansul USCG manual to correct 3/8" pipe & fittings - \$18,000.00 – 12 days total @ \$1,500.- each per original quote, 6 days, 2 techs.

Weld out all brackets for all 3/8" pipe & all 3/4" pipe installed - \$6,000.00 – 4 days total @ \$1,500.- each per original quote, 2 days, 2 techs.

Replace actuation 1/4" tubing & fittings missing and torn out - \$6,000.00 – 4 days total @ \$1,500.- each per original quote, 2 days, 2 techs.

Rework piping and tubing in way of new Bow Thruster Vestibule - \$6,000.00 – 4 days total @ \$1,500.- each per original quote, 2 days, 2 techs.

Install pipe to atmosphere for CO2 Safeties – \$4,500.00 - 1 day, 3 guys

Replace and retest Time Delay – \$9,000.00 – 2 days, 3 guys.

All materials 600' of 1/4" SS tubing, Misc. 1/4" SS fittings, 600' of 3/8" pipe, misc. materials (welding materials and bracket materials), 3/8" fittings consisting of the below items:

- 25 ea. 3/8" 90 deg threaded elbow
- 20 ea. 3/8" 45 deg threaded elbow
- 20 ea. 3/8" threaded coupling
- 5 ea. 3/8" threaded union
- 10 ea. 3/8" socket weld 90 deg elbow
- 10 ea. 3/8" socket weld 45 deg elbow
- 10 ea. 3/8" socket weld coupling
- \$7,500.00 – lot.

Subtotal for above Section: \$103,250.00

Headquarters

PO Box 5218

Houston, TX 77262

Phone: 713/924-9600

Fax: 713/923-6272

FPSsm-Corpus Christi4221 Beacon St. Corpus Christi, TX 78405
PH: 361/289-9102 FX: 361/289-1421CCSALES@FPS-USA.COM**FPSsm-Houston**8050 Harrisburg Blvd. Houston 77012
PH: 713/924-9600 FX: 713/923-6272SALES@FPS-USA.COM**FPSsm-New Orleans**821 Industry Rd. Kenner, LA 70062
PH: 504/466-8003 FX: 504/469-9922NOLASALES@FPS-USA.COM

Where Quality Meets Safety • Since 1952

New siren valves replacements for leaking valves in CO2 room.

Qty. 5 each 1" LC selector valve assemblies - \$4,700.- each = \$23,500.-

Qty. 5 each 1/2" SS ball valve w/lock - \$325.- each = \$1,625.-

Qty. 5 each stackable actuator assemblies - \$275. each = \$1,375.-

Qty. 5 each LC selector valve lever actuator - \$475.- each = \$2,375.-

Qty. 5 each vent plug assemblies - \$125.- = \$625.-

Qty. 5 each marine 1/2" header safety assemblies - \$100.- each = \$500.-

Qty. 5 each actuation hose assemblies swivel stainless braided 24" x 1/4" female - \$75.- each = \$375.-

Qty. 5 each adaptor male straight 7/16" JIC x 1/4" NPT - \$5.- each = \$25.-

1 lot install 4 days x 2 techs = 8 total days @ \$1,500.- each per original quote = \$12,000.-

Qty. 1 each Ansul Pneumatic Time Delay 68 Second - \$3,400.00 ea.

Qty. 3 each Ansul Cartridge N2 for Time Delay - \$150.00 ea. - \$450.00 total.

Qty. 2 each Ansul 2" Check Valve - \$3,500.00 ea. - \$7,000.00 total

Drawing revision for new valves to replace leaking - \$3,000.- lot.

Subtotal for above Section: \$56,250.00

Total: \$159,500.00

Fire Protection Service, Inc. General Terms and Conditions

1. All prices are FOB: **Alabama Shipyard, Mobile, Al.**
2. Payment terms are 100% upon PO receipt for all changes.

Gary Sims | Fire Protection Service, Inc.Main: 504-466-8003 | Email: Direct: gsims@FPS-USA.com | Operations: NOLASales@FPS-USA.com

25 - Alabama Shipyard - Monomoy - CO2 - Change Order - Rev. -.doc

Headquarters • PO Box 5218 • Houston, TX 77262 • Phone: 713/924-960 • Fax: 713/923-6272

FPS_{sm}-Corpus Christi4221 Beacon St. Corpus Christi, TX 78405
PH: 361/289-9102 FX: 361/289-1421CCSALES@FPS-USA.COM**FPS_{sm}-Houston**8050 Harrisburg Blvd. Houston 77012
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PH: 504/466-8003 FX: 504/469-9922NOLASALES@FPS-USA.COM



Alabama Shipyard
Main Gate, 660 Dunlap Dr
Mobile, AL 36602

SHIP/HULL: M/V Monomoy

CFR#: 081

INSPECTION DATE: April 25, 2025

Sub
CFR#:

DATE SUBMITTED: April 28, 2025

JOB: S133

ORIGINATING
DEPT: Fire Protection Services

AS
ITEM: WI030L

EFFECTED DEPTS: Fire Protection Services

CONT.
No.: 19-2022-C

ITEM/TITLE: CFR081 WI030L CO2 Piping Systems – Additional Work

PAGE 1 OF 3

TYPE OF REPORT:	<input checked="checked" type="checkbox"/>	CONDITION	<input type="checkbox"/>	REQUIRED	<input type="checkbox"/>	PROCEDURE	<input type="checkbox"/>	INFO ONLY	<input type="checkbox"/>	OTHER
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AS Findings:

Fire Protection Services providing CFR w/ pricing for all of the additional work that was performed on the Barnstable & Aquinnah over and above their initial SoW / quote.

AS Recommendations:

SSA to confirm their wish to have this same work performed on the Monomoy and CCO will be issued based on the attached quote.

ORIGINATOR: Gary Sims (FPS)

FOREMAN:

SUPT: Tim Sims

DATE: April 28,
2025

CUSTOMER DIRECTION:

Yes, we are going to do the same work as for the other two vessels, however we like clarifications the quote. Clearly portion of the Quote from FPS is for upgrading and replacement of faulty components it also seems that portions of the quote may refer to Monomoy contract item 30L, SSA request a meeting with ASY and FPS to understand what portion of the quote falls on what party.

CUSTOMER SIGNATURE:

DATE 05/01/2025



PROJECT SUPERINTENDENT DIRECTION:

STAFF SUMMARY

Date: June 16, 2025

File# HR-2025-01



TO:		FOR:		FROM:
X	General Manager	X	Vote	Dept.: Human Resources
X	Board Members		Information	Author: Janice Kennefick
				Subject: Proposed 2025 Annual Salary Increases for Non-Union Personnel

PURPOSE:

To request that the Members approve the proposed 2025 wage and salary program for the Authority's non-union employees consisting of approximately 100 employees.

BACKGROUND:

Wage and salary adjustments for our non-union staff typically become effective on July 1st each year, contingent upon the outcomes of their annual performance evaluations. To ensure competitiveness, we annually review market data with *Willis Towers Watson*, a prominent global advisory firm specializing in employee compensation and benefits. Based on their recent analysis, recommendations for this year's wage and salary structure are as follows:

- Salary Structure Adjustment: 2.9%
- Total Overall Merit Increase: 3.5%

In 2024, the Cape Cod Commission issued its attached ninety-eight paged report "Housing Cape Cod: The Regional Strategy." (hereinafter the "Report"). The purpose of the report is for regional planning. As a part of the Authority's Strategic Planning, management staff reviewed the Report as a management tool while it evaluated its current non-union wage scales with a goal of understanding the impacts that the region's housing market has on its employees. One of the "guiding principles" of the report is "[to] support the year-round population" by promoting "a vibrant year-round community relieving housing challenges for year-round residents."

Within the Report, management sought data and insights into how the Authority could be a part of the effort to promote the goal of a "vibrant year-round community relieving housing challenges" for its employees who work diligently to support the Authority's service to the Islands, which operates three hundred sixty-five (365) days per year. By supporting all employees, the Authority becomes an economic engine for the region and the port community municipalities in which it operates and where its employees predominantly reside.

The Report's fundamental premise is "Cape Cod has a housing problem." The Report unequivocally states, "[I]ow wages, high costs, a lack of choice and mobility within the market, limited supply of both homeownership units and year-round rentals, and increasing demand for seasonal and retiree housing have led to a housing crisis that severely impacts the ability of the region to create and maintain thriving year-round communities." The Report also includes "key findings" including (1) a household must earn \$210,000 annually to be able to affordably purchase a median-priced single-family home and (2) median single family home sales prices have increased (60%) at a rate that "far exceeds" median household income (7.5%) from 2019 to 2022.

Fortunately, the Authority's current non-union wage scales do offer relatively competitive salaries. However, the average wage increases for non-union employees between 2020 to 2023 (2.6%) didn't keep pace with the average annual price a median-priced single-family home on Cape Cod (5.5%) over that same four-year period. The average annual price for a median-priced single-family home is analyzed in a second ninety-eight paged report (the "Second Report") prepared for the Housing Assistance Corporation of Cape Cod entitled "Housing Market Overview and Economic and Fiscal Benefits of Housing Development in Barnstable County, MA." See **Table 1** below and copy of the Second Report attached hereto.

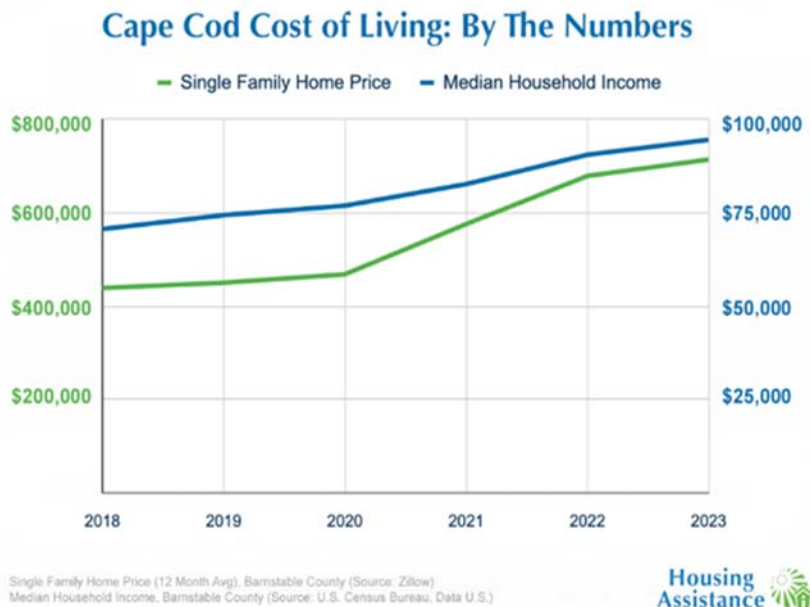


Table 1

In June 2024, the Members voted to provide a five percent (5%) annual salary increase for the Authority's nonunion personnel. In August 2024, the Members voted to provide an additional five percent (5%) annual salary increase for its nonunion personnel, but the vote excluded some employees from this cost-of-living increase. Accordingly, the average wage increases for non-union employees between 2020 to 2024 increased from 2.6% to 4.1% for some nonunion personnel and from 2.6% to 3.1% for some other non-union personnel.

To that end, providing merit increases for non-union staff not only acknowledges their hard work and commitment, but also reinforces our position as a leading employer in the region. By investing in our team, we strengthen employee morale, reduce turnover, and continue to deliver the high-quality service our passengers and communities expect and deserve.

In light of (1) the housing and cost of living challenges that all Cape Cod and the Islands residents currently face daily; (2) the essential nature of the support and managerial services that the Authority's non-union personnel provide to the Authority; and (3) its statutorily mandated year-round operations, management staff seeks a salary structure adjustment of three percent (3%) and a total overall merit increase of four percent (4%) for a total seven percent (7%) annual salary increase for the Authority's nonunion personnel. In addition, for those non-union personnel who did not receive the cost-of-living adjustment in 2024 that a similar adjustment be considered.

RECOMMENDATION:

That the Members vote to approve the 2025 Non-Union performance wage and salary increase program as proposed.

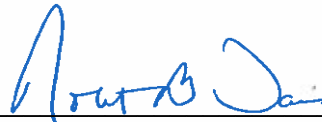


Janice Kennefick
Director of Human Resources



Terence G. Kenneally
General Counsel

APPROVED:



Robert B. Davis
General Manager



PRIVATE and CONFIDENTIAL

April 24, 2025

Ms. Janice Kennefick
Director, Human Resources
Woods Hole, Martha's Vineyard and Nantucket Steamship Authority
228 Palmer Avenue
Falmouth, MA 02540

RE: SALARY INCREASE MARKET ANALYSIS FOR WOODS HOLE, MARTHA'S VINEYARD AND NANTUCKET STEAMSHIP AUTHORITY

Dear Ms. Kennefick:

As requested, this letter provides a summary of the most recent salary increase market analysis we have conducted for the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority. The primary sources of data are the *WorldatWork's 50th Annual Salary Budget Survey for 2024 – 2025*, and the *2024 WTW General Industry Salary Budget Survey Report*. The remainder of this letter discusses the methodology and findings of our analysis.

Competitive data for the analysis was extracted from the *WorldatWork's 50th Annual Salary Budget Survey for 2024 – 2025*, which was published in July 2024, (collected in May/June 2024), and the *WTW General Industry Salary Budget Survey Report* published in December 2024, (collected in October/November 2024). These surveys reflect the most recent comprehensive survey data available. Consistent with the review we completed previously in 2024, we are providing you with actual 2024 salary increases and projected 2025 increases. **Table 1** below contains data from the *WorldatWork* Survey, and **Table 2** summarizes the *WTW* data.

We note here that while the data represents the most recently available comprehensive information on current, and anticipated practices, it does reflect the perspective of survey respondents in the latter part of 2024, not actual increases provided in early 2025. In WTW's December Global report more than 37% of organizations worldwide report that their salary adjustments for 2024 were lower than anticipated during their 2023 compensation cycle. From September to October 2024, when the survey was fielded, 43% of participants reported that their salary budget increases were aligned with their 2023 projections. Among organizations that reported higher 2024 actual salary budgets versus original projections indicated that this

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was a result of inflationary pressures, concerns related to cost management and anticipated recession, or weaker financial results. According to the findings of WTW's Global Salary Budget Planning Survey – December edition, the average actual salary increase in 2024 was 3.8%, the projections for 2025 show this remaining relatively stable with an expected average salary increase of 3.7%.

TABLE 1

WORLDATWORK'S ANNUAL SALARY BUDGET SURVEY FOR 2024 - 2025						
	2024 Actual			2025 Projected		
	(Average, All Companies)			(Average, All Companies)		
	Merit Increase Budget	Total Salary Increase Budget ¹	Structure Adjustments	Merit Increase Budget	Total Salary Increase Budget ¹	Structure Adjustments
Officers/Executives	3.6%	4.0%	3.1%	3.6%	3.9%	2.8%
Exempt (Salaried)	3.6%	4.0%	3.1%	3.5%	3.9%	2.9%
Non-Exempt (Salaried)	3.6%	4.1%	3.2%	3.5%	3.9%	2.9%
Non-Exempt (Hourly-Non-Union)	3.5%	4.0%	3.2%	3.5%	3.9%	2.9%

¹ Includes any companies freezing salary budgets in 2024 or projected to freeze budgets in 2025. Total Salary Increase Budget includes merit and statutory increases, promotions, and cost of living adjustments.

TABLE 2

WTW SALARY BUDGET SURVEY REPORT FOR 2024 - 2025						
	2024 Actual			2025 Projected		
	(Average, All Companies)			(Average, All Companies)		
	Merit Increase Budget	Total Salary Increase Budget ¹	Structure Adjustments	Merit Increase Budget	Total Salary Increase Budget ¹	Structure Adjustments
Executive	3.4%	3.7%	2.5%	3.3%	3.6%	2.4%
Middle Management and Professional	3.5%	3.9%	2.7%	3.4%	3.7%	2.6%
Support Staff	3.4%	3.9%	2.7%	3.4%	3.7%	2.6%
Production and Manual Labor	3.2%	3.6%	2.6%	3.2%	3.6%	2.6%

¹ Includes any companies freezing salary budgets in 2024 or projected to freeze budgets in 2025. Total Salary Increase Budget includes merit and statutory increases, promotions, and cost of living adjustments.

In summary, data collected in mid/late 2024 has been indicating that merit increases were forecasted to remain relatively stable in 2025 and in-line with 2024. 18.6% of organizations reported that the budget for the current cycle is higher compared to the prior year compensation planning cycle, and 45.7% of organizations reported no change for the budget in the current cycle from the prior budgeted projections. The most prevalent factors influencing any year over year changes in salary increase budgets are generally consistent with the prior year, continuing to see modestly reduced inflationary pressures and tight labor markets across many, but not all sectors of the economy. Other factors include anticipated financial results, employee expectations, and

concerns related to pay equity. At the time of publication, WTW reported that overall salary budgets in the U.S. are showing average salary budget 2024 actuals and 2025 projections of 3.8% and 3.7%, respectively (with more than 1,000 companies reporting data).

Actual merit levels for 2025 may vary from those projected by our survey data in late 2024. However, the changes elicited by the new Administration, as well as ongoing economic uncertainty may well cast a somewhat dampening impact on pay increases, even though overall labor market pressures remain relatively high. This will especially be true for organizations with merit processes in mid-to-late 2025, as well as those in select sectors in the economy most impacted by the current environment (e.g., higher education, select manufacturing, etc.).

As we have indicated in previous reviews of this topic, the other continued "market norm" is focused on how organizations approach the retention of key high performers or individuals in "hot" or difficult to recruit positions beyond just the regular merit adjustment or salary structure adjustment process. Typically, organizations are actively allocating more significant adjustments to critical individuals or staff in critical functions. These "targeted" dollars are most typically kept in a separate pool and provided to a small percentage (10 - 20% or less) of staff in addition to increase dollars from the general merit pool. These special pools often have the impact of moving the total increase budget for companies a few tenths of a percent; and in 2025, this incremental increase may be up to .5%. So, an organization may have a 3.5% merit pool, but they then add a .4% "special pool" that is only available to a small group of positions/individuals/functions such that the total merit pool is actually 3.9%.

We hope you find this information helpful while making salary adjustment decisions. Please let us know if you have any questions in regard to the analysis.

Sincerely,



Amy Grogan
Director, Work & Rewards

cc: J Adams

JAA:AG