

PROJECT MANUAL
INCLUDING CONTRACT and SPECIFICATIONS
for the
STRUCTURAL IMPROVEMENTS AND RE-ROOFING
at
CONNOR CONSOLIDATED SCHOOL
Connor Township, Maine

Prepared By:
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And

Independent Roof Services
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July 11, 2016

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<u>DRAWING NUMBER</u>	<u>DESCRIPTION</u>
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00 11 13
Notice to Contractors

Structural Improvements and Reroofing at Connor Consolidated School, Connor Township, Maine

Replacement of the shingled roof over the gymnasium with a standing seam metal roof, installation of structural roof reinforcement at the gymnasium and other localized repairs.

The cost of the work is approximately \$ 98,000.00. The work to be performed under this contract shall be completed on or before *30 November 2016*.

1. Sealed Contractor bids for the project noted above, in envelopes plainly marked "Bid for *Structural Improvements and Reroofing at Connor Consolidated School in Connor Township, Maine*" and addressed to:

*Valerie Chiang
Department of Education
5th Floor, Cross State Office Building, 111 Sewall Street
77 State House Station
Augusta, Maine 04333-0077*

will be opened and read aloud at *the address shown above* at **2:00 p.m.** on **July 29, 2016**. Bids submitted after the noted time will not be considered and will be returned unopened.

2. The bid shall be submitted on the Contractor Bid Form (section 00 41 13) provided in the Bid Documents. The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.
3. Bid security *is required* on this project.
The Bidder shall include a satisfactory Bid Bond (section 00 43 13) or a certified or cashier's check for 5% of the bid amount with the completed bid form submitted to the Owner.
4. Performance and Payment Bonds *are not required* on this project.
The selected Contractor shall furnish a 100% contract Performance Bond (section 00 61 13.13) and a 100% contract Payment Bond (section 00 61 13.16) in the contract amount to cover the execution of the Work.
5. Filed Sub-bids *are not required* on this project.
6. There *are no* Pre-qualified General Contractors on this project.
The Pre-qualified General Contractors are listed below.

00 11 13
Notice to Contractors

7. An on-site pre-bid conference *will* be conducted for this project. The pre-bid conference is *mandatory* for General Contractors and optional for Subcontractors and suppliers. Contractors who arrive late or leave the meeting early may be prohibited from participating in this meeting and bidding. *The pre-bid conference will convene on July 21, 2016 at 11:30 AM at Connor Consolidated School, 1581 Van Buren Road, Connor Township, Maine.*
8. Bid Documents - full sets only - will be available on or about *July 13, 2016* and may be purchased \$30.00 from:
Lincoln/Haney Engineering Associates, Inc.
6 Federal Street
Brunswick, Maine 04011
207-729-1061 mail@lincolnhaney.com
9. Bid Documents may be examined at:
- | | |
|--|--|
| <i>AGC Maine</i> | <i>Construction Summary</i> |
| <i>188 Whitten Road</i> | <i>734 Chestnut Street</i> |
| <i>Augusta, ME 04332</i> | <i>Manchester, NH 03104</i> |
| <i>Phone 207-622-4741 Fax 207-622-1625</i> | <i>Phone 603-627-8856 Fax 603-627-4524</i> |

00 21 13
Instructions to Bidders

1. Bidder Requirements

- 1.1 A bidder is a Contractor who is qualified, or has been specifically pre-qualified by the Bureau of General Services, to bid on the proposed project described in the Bid Documents.
- 1.2 Contractors and Subcontractors bidding on projects that utilize Filed Sub-bids shall follow the requirements outlined in these Bid Documents for such projects. See Section 00 22 13 for additional information.
- 1.3 Contractors are not eligible to bid on the project when their access to project design documents prior to the bid period distribution of documents creates an unfair bidding advantage. Prohibited access includes consultation with the Owner or with design professionals engaged by the Owner regarding cost estimating, constructability review, or project scheduling. This prohibition to bid applies to open, competitive bidding or pre-qualified contractor bidding or Filed Sub-bidding. The Bureau may require additional information to determine if the activities of a Contractor constitute an unfair bidding advantage.
- 1.4 Each bidder is responsible for becoming thoroughly familiar with the Bid Documents prior to submitting a bid. The failure of a bidder to review evident site conditions, to attend available pre-bid conferences, or to receive, examine, or act on addenda to the Bid Documents shall not relieve that bidder from any obligation with respect to their bid or the execution of the work as a Contractor.
- 1.5 Prior to the award of the contract, General Contractor bidders or Filed Sub-bidders may be required to provide documented evidence to the Owner or the Bureau showing compliance with the provisions of this section, their business experience, financial capability, or performance on previous projects.
- 1.6 The selected General Contractor bidder will be required to provide proof of insurance before a contract can be executed.
- 1.7 Contracts developed from this bid shall not be assigned, sublet or transferred without the written consent of the Owner.

2. Authority of Owner

- 2.1 The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.
- 2.2 Subject to the Owner's stated right to accept or reject any or all bids, the Contractor shall be selected on the basis of the sum of the lowest acceptable bid plus any Alternate Bids the Owner elects to include.
- 2.3 The Owner is exempt from the payment of Federal Excise Taxes and Federal Transportation Tax on all shipments, as well as Maine State Sales and Use Taxes on items "...physically incorporated in real property ...". The bidder shall not include these taxes in their bid. See Section 00 72 13 for additional information.

00 21 13
Instructions to Bidders

3. Submitting Bids and Bid Requirements

- 3.1 Each bid shall be submitted on the forms provided in the Bid Documents.
- 3.2 Each bid shall be valid for a period of thirty calendar days following the Project bid opening date and time.
- 3.3 A bid that contains an escalation clause is considered invalid.
- 3.4 Bidders shall include a Bid Bond or other approved bid security with the bid form submitted to the Owner when the bid form indicates such bid security is required. The bond value shall be 5% of the bid amount. The form of bond is shown in section 00 43 13.
- 3.5 Bidders shall include the cost of Performance and Payment Bonds in the bid amount if the bid amount will result in a construction contract value over \$125,000, inclusive of alternate bids that may be awarded in the contract. Pursuant to 14 M.R.S.A., Section 871, Public Works Contractors' Surety Bond Law of 1971, subsection 3, the selected Contractor is required to provide these bonds before a contract can be executed. The form of bonds are shown in section 00 61 13.13 and 00 61 13.16.
- 3.6 Bidders may modify bids in writing prior to the bid closing time. Such written amendments shall not disclose the amount of the initial bid. If so disclosed, the entire bid is considered invalid.
- 3.7 Bidders shall acknowledge on the bid form all Addenda issued in a timely manner. The Architect shall not issue Addenda affecting bidders less than 72 hours prior to the bid closing time. Addenda shall be issued to all companies who are registered holders of Bid Documents.
- 3.8 A bid may be withdrawn without penalty if a written request by the bidder is presented to the Owner prior to the bid closing time. Such written withdrawal requests are subject to verification as required by the Bureau. After the bid closing time, such written withdrawal requests may be allowed in consideration of the bid bond or, without utilizing a bid bond, if the Contractor provides documented evidence to the satisfaction of the Bureau that factual errors had been made on the bid form.
- 3.9 Projects which require a State of Maine wage determination will include that schedule as part of the Bid Documents. See section 00 73 46, if such rates are required.
- 3.10 Projects which require compliance with the Davis-Bacon Act are subject to the regulations contained the Code for Federal Regulations and the federal wage determination which is made a part of the Bid Documents. See section 00 73 46, if such rates are required.

**00 41 13
Contractor Bid Form**

**Structural Improvements and Reroofing at Connor Consolidated School in Connor Township,
Maine**

To: *Valerie Chiang*
Department of Education
5th Floor, Cross State Office Building, 111 Sewall Street
77 State House Station
Augusta, Maine 04333-0077

The undersigned, or "Bidder", having carefully examined the form of contract, general conditions, specifications and drawings dated *July 11, 2016*, prepared by *Lincoln/Haney Engineering Associates, Inc. and Independent Roof Services* for *Structural Improvements and Reroofing at Connor Consolidated School in Connor Township, Maine*, as well as the premises and conditions relating to the work, proposes to furnish all labor, equipment and materials necessary for and reasonably incidental to the construction and completion of this project for the Base Bid amount of:

_____ Dollars
\$ _____

Allowances *are not included* on this project.

1. Alternate bids *are not included* on this project.

2. The Bidder acknowledges receipt of the following addenda to the specifications and drawings:

Addendum No. ____ Dated: _____
Addendum No. ____ Dated: _____

3. Bid security *is required* on this project.
The Bidder shall include a satisfactory Bid Bond (section 00 43 13) or a certified or cashier's check for 5% of the bid amount with this completed bid form submitted to the Owner.

4. Filed Sub-bids *are not required* on this project.
The bid amount includes the following Filed Sub-bids which were submitted to the Bidder and to the Maine Construction Bid Depository.

**00 41 13
Contractor Bid Form**

**Structural Improvements and Reroofing at Connor Consolidated School in Connor Township,
Maine**

5. The Bidder agrees, if this bid is accepted by the Owner, to sign the designated Owner-Contractor contract and deliver it, with any and all bonds and affidavits of insurance specified in the Bid Documents, within twelve calendar days after the date of notification of such acceptance, except if the twelfth day falls on a State of Maine government holiday or other closure day, a Saturday, or a Sunday, in which case the aforementioned documents must be received before 12:00 noon on the day following the holiday or other closure day, Saturday or Sunday.

As a guarantee thereof, the Bidder submits, together with this bid, a bid bond or other acceptable instrument as and if required by the Bid Documents.

6. This bid is hereby submitted by:

Signature: _____

Printed name and
title: _____

Company name: _____

Mailing address: _____

City, state, zip code: _____

Phone number: _____

Email address: _____

State of
incorporation,
if a corporation: _____

List of all partners,
if a partnership: _____

STATE OF MAINE
Bureau of General Services
CONSTRUCTION CONTRACT

THIS AGREEMENT made the date day of month in the year 2016 by and between the State of Maine through the Department name hereinafter called the *Owner* and Contractor company name hereinafter called the *Contractor*.

BGS Project No.: 2673

Other Project No.: _____

The *Owner* and the *Contractor* for the consideration hereinafter named agree as follows:

ARTICLE 1 SCOPE OF WORK

§ 1.1 The *Contractor* shall furnish all of the materials and perform all the work described in the specifications and shown on the drawings for the project entitled: *Structural Improvements and Reroofing at Connor Consolidated School in Connor Township, Maine.*

§ 1.2 The specifications and the drawings have been prepared by *Lincoln/Haney Engineering Associates, Inc. and Independent Roof Services,* acting as Designer and named in the documents as the Architect or Engineer. This firm has responsibilities for defining the scope of work governed by their agreement with the *Owner*, the specifications and the drawings, and the General Conditions and Special Provisions of the contract.

ARTICLE 2 COMPLETION DATE

§ 2.1 The work to be performed under this contract shall be completed on or before *November 30, 2016.* For each calendar day the project remains uncompleted *\$200.00* shall be charged as liquidated damages.

ARTICLE 3 CONTRACT SUM

§ 3.1 The *Owner* shall pay the *Contractor* for the performance of the contract, subject to additions and deductions provided by approved Change Orders in current funds as follows: *amount in words* dollars and *00*cents, *\$0.00*

ARTICLE 4 CONTRACT BONDS

§ 4.1 Contract bonds are not required if the contract amount is less than \$125,000 unless bonds are specifically mandated by the contract documents.

§ 4.2 On this project, the *Contractor* *shall not* furnish the *Owner* the appropriate contract bonds in the amount of 100% of the contract amount.

ARTICLE 5 PROGRESS PAYMENTS

§ 5.1 The *Owner* shall make payments on account of the contract as provided therein as follows: Each month 95% of the value, based on contract prices of labor and materials incorporated in the work and of materials suitably stored at the site thereof up to the first day of that month, as certified by the Architect or Engineer.

§ 5.2 The *Owner* may cause the *Contractor* to be paid such portion of the amount retained hereunder as he deems advisable.

ARTICLE 6 FINAL PAYMENT

§ 6.1 Final payment shall be due 30 days after completion and acceptance of the work, provided the *Contractor* has submitted evidence satisfactory to the *Owner* that all payrolls, material bills and other indebtedness connected with the work has been paid.

ARTICLE 7 CONTRACT DOCUMENTS

§ 7.1 The General Conditions of the contract, instructions to bidders, bid form, Special Provisions, the written specifications and the drawings, and any Addenda, together with this agreement, form the contract; they are as fully a part of the contract as if hereto attached or herein repeated.

§ 7.2 Specifications: *date of issuance*

§ 7.3 Drawings: *each sheet number and title*

§ 7.4 Addenda: *each addenda number and date, or "none"*

ARTICLE 8 OTHER PROVISIONS

§ 8.1 *There are no other provisions*

