

**EXCAVATORS  
AND  
DOZERS**

**ON CALL EQUIPMENT RENTAL  
With an Operator**

**REGIONS 1, 2, 3, 4 & 5**

**2019**

**Updated 4/28/2017**

# **STATE PROJECT**

**MAINTENANCE & OPERATIONS**

## BIDDING INSTRUCTIONS

1. Use pen and ink to complete all paper Bids. Only paper bids will be accepted.
2. As a minimum, the following must be received prior to the time of Bid opening:
  - a) a copy of the Notice to Contractors
  - b) the completed Acknowledgement of Bid Amendments form
  - c) two copies of the completed and signed Private Equipment Rental Agreement including completed Appendix A
  - d) any other certifications or Bid requirements listed in the Bid Documents as due by Bid opening.
3. All Bid Packages which are mailed or sent express, shall be provided in double (one envelope inside the other) envelopes, for security and other reasons. The *Inner Envelope* shall have the following information provided on it:
  - Bid Enclosed - Do Not Open
  - Title: Equipment Rental – On Call Excavators and Dozers with An Operator
  - Location: Regions 1, 2, 3, 4 & 5
  - Date of Bid Opening:
  - Name of Contractor with mailing address and telephone number:

In Addition to the usual address information, the *Outer Envelope* should have written or typed on it:

- Double Envelope: Bid Enclosed
- Title: Equipment Rental – On Call Excavators and Dozers with An Operator
- Location: Regions 1, 2, 3, 4 & 5
- Date of Bid Opening:
- Name of Contractor:

If a paper Bid is to be sent express, “FedEx First Overnight” delivery is suggested as the package is delivered directly to the DOT Headquarters Building, Mailroom, in Augusta located at 24 Child Street in Augusta. Other means, such as U.S. Postal’s Service Express Mail has proven not to be reliable. If a paper bid is to be mailed, the mailing address is Maine Department of Transportation, 16 State House Station, Augusta, ME 04333-0016.

If a paper Bid is to be hand carried, deliver directly to the Reception Desk using the “Public Entrance” which is located on the Capitol Street side of the DOT Headquarters Building in Augusta. <http://www.maine.gov/mdot/mainedotdirections.htm>. Hand-carried Bids may be in one envelope, and should be marked with the following information:

- Bid Enclosed: Do Not Open
- Title: Equipment Rental – On Call Excavators and Dozers with An Operator
- Location: Regions 1, 2, 3, 4 & 5
- Date of Bid Opening:
- Name of Contractor:

*If you need further information regarding Bid preparation, call the DOT Contracts Section at (207) 624-3410.*

*For complete bidding requirements, refer to Section 102 of the Maine Department of Transportation, Standard Specifications, November 2014 Edition.*

# NOTICE

**The Maine Department of Transportation is attempting to improve the way Bid Amendments/Addendums are handled, and allow for an electronic downloading of bid packages from our website, while continuing to maintain an optional plan holders list.**

**Prospective bidders, subcontractors or suppliers who wish to download a copy of the bid package and receive a courtesy notification of project specific bid amendments must fill out the on-line plan holder registration form and provide an email address to the MDOT Contracts mailbox at: [MDOT.contracts@maine.gov](mailto:MDOT.contracts@maine.gov). Each bid package will require a separate request.**

**Additionally, interested parties will be responsible for reviewing and retrieving the Bid Amendments from our web site, and acknowledging receipt and incorporating those Bid Amendments in their bids using the Acknowledgement of Bid Amendment Form.**

# NOTICE

Bidders:

Please use the attached “Request for Information” form when submitting questions concerning specific Contracts that have been advertised for Bid, include additional numbered pages as required. RFI’s may be faxed to 207-624-3431, submitted electronically through the Departments web page of advertised projects by selecting the RFI tab on the project details page or via e-mail to [RFI-Contracts.MDOT@maine.gov](mailto:RFI-Contracts.MDOT@maine.gov).

These are the only allowable mechanisms for answering Project specific questions. Maine DOT will not be bound to any answers to Project specific questions received during the Bidding phase through other processes.

When submitting RFIs by Email please follow the same guidelines as stated on the “Request for Information” form and include the word “RFI” along with the Project name and Identification number in the subject line.

State of Maine  
Department of Transportation

RFI No: \_\_\_\_\_

REQUEST FOR INFORMATION

Date \_\_\_\_\_ Time \_\_\_\_\_

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Information Requested for:

WIN(S): \_\_\_\_\_ Town(s): \_\_\_\_\_ Bid Date: \_\_\_\_\_

Question(s): \_\_\_\_\_

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Request by:

Company Name: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

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**Complete this form and fax to 207-624-3431, Attn: Project Manager (name listed on the “Notice to Contractors”), or Email questions to [RFI-Contracts.MDOT@maine.gov](mailto:RFI-Contracts.MDOT@maine.gov), Please include the word “RFI” along with the Project Name and Identification Number in the Subject line, or electronically by using the RFI Tab located on the Individual Projects Detail page.**

### **Vendor Registration**

Prospective Bidders must register as a vendor with the Department of Administrative & Financial Services if the vendor is awarded a contract. Vendors will not be able to receive payment without first being registered. Vendors/Contractors will find information and register through the following link –

<http://www.maine.gov/purchases/venbid/index.shtml>

**STATE OF MAINE DEPARTMENT OF TRANSPORTATION  
NOTICE TO CONTRACTORS**

Sealed Bids addressed to the Maine Department of Transportation, Augusta, Maine 04333 and endorsed on the wrapper "Bids for **On Call EXCAVATORS and DOZERS – Equipment Rental with An Operator in Regions 1, 2, 3, 4 & 5**" will be received from contractors at the Reception Desk, Maine DOT Building, Capitol Street, Augusta, Maine, until 11:00 o'clock A.M. (prevailing time) on **March 20, 2019** and at that time and place publicly opened and read. Bids will be accepted from all bidders. All responsive bidders must demonstrate successful completion of projects of similar size and scope to be considered for the award of this contract.

Description: On Call Excavators and Dozers – Equipment Rental with An Operator

Location: In Regions 1, 2 ,3 ,4 & 5.

Basis of Award: The Department and each responsive, responsible bidder who meets the requirements and specifications of this proposal may enter into a Contract to provide equipment with operators for use on construction and maintenance work on an as needed basis. The Contractor with the lowest rate for the particular equipment in the equipment category with the appropriate attachments and capabilities for the Region will have first option to furnish the equipment.

For general information regarding Bidding and Contracting procedures, contact George Macdougall at (207) 624-3410. Our webpage at <http://www.maine.gov/mdot/contractors/> contains a copy of the Schedule of Items, Plan Holders List, written portions of bid amendments, bid results and an electronic form for RFI submittal. For Project-specific information fax all questions to **Gail Iler** at (207) 624-3431, use electronic RFI form or email questions to [RFI-Contracts.MDOT@maine.gov](mailto:RFI-Contracts.MDOT@maine.gov), project name and identification number should be in the subject line. Questions received after 12:00 noon of Friday prior to bid date will not be answered. Bidders shall not contact any other Departmental staff for clarification of Contract provisions, and the Department will not be responsible for any interpretations so obtained. TTY users call Maine Relay 711.

Bid Documents, specifications and bid forms can be viewed and obtained digitally at no cost at <http://www.maine.gov/mdot/contractors/>. They may be seen at the Maine DOT Building in Augusta, Maine and at the Department of Transportation's Regional Office in Augusta, Bangor, Wilton, Presque Isle and Scarborough. They can be obtained at no cost at the Department at 24 Child Street, Augusta, ME, between the hours of 8:00 a.m. to 4:30 p.m., may be requested by telephone at (207) 624-3536 between the hours of 8:00 a.m. to 4:30 p.m.

**There will be no bid bond, performance bond or payment bond required.**

Each Bid must be made upon blank forms provided by the Department.

This Contract is subject to all applicable State Laws.

All work shall be governed by "State of Maine, Department of Transportation, Standard Specifications, November 2014 Edition", price \$10 [\$15 by mail], and Standard Details, November 2014 Edition, price \$10 [\$15 by mail]. They also may be purchased by telephone at (207) 624-3536 between the hours of 8:00 a.m. to 4:30 p.m. Standard Detail updates can be found at <http://www.maine.gov/mdot/contractors/publications/>.

The right is hereby reserved to the Maine DOT to reject any or all bids.

Augusta, Maine  
February 27, 2019



BRIAN T. BURNE  
HIGHWAY MAINTENANCE ENGINEER  
BUREAU OF MAINTENANCE & OPERATIONS



**SPECIAL PROVISION 102.7.3**  
**ACKNOWLEDGMENT OF BID AMENDMENTS**

With this form, the Bidder acknowledges its responsibility to check for all Amendments to the Bid Package. For each Project under Advertisement, Amendments are located at <http://www.maine.gov/mdot/contractors/> . It is the responsibility of the Bidder to determine if there are Amendments to the Project, to download them, to incorporate them into their Bid Package, and to reference the Amendment number and the date on the form below. The Maine DOT will not post Bid Amendments any later than noon the day before Bid opening without individually notifying all the planholders.

Amendment Number	Date

The Contractor, for itself, its successors and assigns, hereby acknowledges that it has received all of the above referenced Amendments to the Bid Package.

**CONTRACTOR**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
(Name and Title Printed)

**SPECIAL PROVISIONS  
EQUIPMENT RENTAL  
ON CALL EXCAVATORS AND DOZERS WITH AN OPERATOR**

This work consists of furnishing and operating equipment when needed by the MaineDOT.

The Department and each responsive, responsible bidder who meets the requirements and specifications of this proposal may enter into a Contract to provide excavators and dozers with experienced operators to perform construction and maintenance work on an as needed basis. The Contractor with the lowest rate for the equipment in the equipment category with the appropriate attachments and capabilities will have first option to furnish the equipment.

Equipment The equipment specifications and terms are as follows:

Tracked Excavators – 15,000 – 25,000 (Regions 1, 2, 3 and 4)

- Excavators operating weight shall be not less than 15,000 pounds and not more than 25,000 pounds.
- Each excavator shall come with a digging bucket.
- Some excavators shall come with a digging bucket and a tilt swivel clean up bucket as requested by MaineDOT.
- Excavators shall have a strobe light.
- Excavators shall be equipped with street pads.
- Excavators shall come with an identified, manufacturer approved lifting point. If the lifting point is located on the bucket, both buckets must be equipped.
- Excavators furnished for Region 1 shall be no older than five years.

Tracked Excavators – 25,000 – 35,000 (Regions 1, 2, 3 and 4)

- Excavators operating weight shall be not less than 25,000 pounds and not more than 35,000 pounds.
- Each excavator shall come with a digging bucket.
- Some excavators shall come with a digging bucket and a tilt swivel clean up bucket as requested by MaineDOT.
- Excavators shall have a strobe light.
- Excavators shall be equipped with street pads.
- Excavators shall come with an identified, manufacturer approved lifting point. If the lifting point is located on the bucket, both buckets must be equipped.
- Excavators furnished for Region 1 shall be no older than five years.

Tracked Excavators – 35,000 – 46,300 (Regions 1, 2, 3 and 4)

- Excavators operating weight shall be not less than 35,000 pounds and not more than 46,300 pounds.
- Each excavator shall come with a digging bucket.
- Some excavators shall come with a digging bucket and a tilt swivel clean up bucket as requested by MaineDOT.

- Excavators shall have a strobe light.
- Excavators shall be equipped with street pads.
- Excavators shall come with an identified, manufacturer approved lifting point. If the lifting point is located on the bucket, both buckets must be equipped.
- Excavators furnished for Region 1 shall be no older than five years.

Tracked Excavators – 46,300 – 53,000 (Regions 1, 2, 3, 4 and 5)

- Excavators operating weight shall be not less than 46,300 pounds and not more than 53,000 pounds.
- Each excavator shall come with a digging bucket.
- Some excavators shall come with a digging bucket and a tilt swivel clean up bucket as requested by MaineDOT.
- Excavators shall have a strobe light.
- Excavators shall be equipped with street pads.
- Excavators shall come with an identified, manufacturer approved lifting point. If the lifting point is located on the bucket, both buckets must be equipped.
- Excavators furnished for Region 1 shall be no older than five years.

Tracked Excavators – 53,000 – 65,000 (Regions 1, 2, 3, 4 and 5)

- Excavators operating weight shall be not less than 53,000 pounds and not more than 65,000 pounds.
- Each excavator shall come with a digging bucket.
- Some excavators shall come with a digging bucket and a tilt swivel clean up bucket as requested by MaineDOT.
- Excavators shall have a strobe light.
- Excavators shall be equipped with street pads.
- Excavators shall come with an identified, manufacturer approved lifting point. If the lifting point is located on the bucket, both buckets must be equipped.
- Excavators furnished for Region 1 shall be no older than five years.

Tracked Excavators – 65,000 – 90,000 (Regions 1, 2, 4 and 5)

- Excavators operating weight shall be not less than 65,000 pounds and not more than 90,000 pounds.
- Each excavator shall come with a digging bucket.
- Some excavators shall come with a digging bucket and a tilt swivel clean up bucket as requested by MaineDOT.
- Excavators shall have a strobe light.
- Excavators shall be equipped with street pads.
- Excavators shall come with an identified, manufacturer approved lifting point. If the lifting point is located on the bucket, both buckets must be equipped.
- Excavators furnished for Region 1 shall be no older than five years.

Tracked Excavators – 90,000 – 105,000 (Regions 1, 2, 4 and 5)

- Excavators operating weight shall be not less than 90,000 pounds and not more than 105,000 pounds.
- Each excavator shall come with a digging bucket.
- Excavators shall have a strobe light.
- Excavators shall be equipped with street pads.
- Excavators shall come with an identified, manufacturer approved lifting point. If the lifting point is located on the bucket, both buckets must be equipped.
- Excavators furnished for Region 1 shall be no older than five years.

Tracked Excavators with Hydraulic Hammer - 15,000 – 35,000 (Regions 1, 2, 3, 4 and 5)

- Excavators operating weight shall be not less than 15,000 pounds and not more than 35,000 pounds.
- Excavator shall come equipped with a hydraulic hammer with chisel point well matched for breaking ledge in roadside ditches and outcrops not less than 1,250 LB.
- Excavators shall have a strobe light.
- Excavators shall be equipped with street pads.
- Excavators shall come with an identified, manufacturer approved lifting point. If the lifting point is located on the bucket, both buckets must be equipped
- Excavators furnished for Region 1 shall be no older than five years.

Tracked Excavators with Hydraulic Hammer – 35,000 – 54,000 (Regions 1, 2, 3, 4 and 5)

- Excavators operating weight shall be not less than 35,000 pounds and not more than 54,000 pounds.
- Excavator shall come equipped with a hydraulic hammer with chisel point well matched for breaking ledge in roadside ditches and outcrops not less than 3,000 LB.
- Excavators shall have a strobe light.
- Excavators shall be equipped with street pads.
- Excavators shall come with an identified, manufacturer approved lifting point. If the lifting point is located on the bucket, both buckets must be equipped.

Rubber Tired Excavators with 360° rotary attachment – 35,000 – 45,000 (Regions 1, 2, 3, 4 and 5)

- Excavators operating weight shall be not less than 35,000 pounds and not more than 45,000 pounds.
- Each excavator shall come with a clean-up bucket and 360° rotary attachment between the stick and the clean-up bucket.
- Excavators shall have a strobe light.
- Excavators shall come with an identified, manufacturer approved lifting point. If the lifting point is located on the bucket, both buckets must be equipped.
- Excavators shall have valid registration and inspection sticker.
- Some excavators will have a rear dozer blade.

- Excavators furnished for Region 1 shall be no older than five years.

Rubber Tired Excavators – 35,000 – 45,000 (Regions 1, 2, 3, 4 and 5)

- Excavators operating weight shall be not less than 35,000 pounds and not more than 45,000 pounds.
- Each excavator shall come with tilt swivel clean up bucket.
- Excavators shall have a strobe light.
- Excavators shall come with an identified, manufacturer approved lifting point. If the lifting point is located on the bucket, both buckets must be equipped.
- Excavators shall have valid registration and inspection sticker.

Crawler Bulldozers – 15,000 – 25,000 (Region 1 only)

- Bulldozer operating weight shall be not less than 15,000 pounds and not more than 25,000 pounds and engine horsepower must be greater than 70 HP.

Crawler Bulldozers – 25,000 – 40,000 (Regions 1, 2, 3, 4 and 5)

- Bulldozer operating weight shall be not less than 25,000 pounds and not more than 40,000 pounds and engine horsepower must be greater than 120 HP.

Crawler Bulldozers – 40,000 – 70,000 (Regions 1, 2, 3, 4 and 5)

- Bulldozer operating weight shall be not less than 40,000 pounds and not more than 70,000 pounds.

Crawler Bulldozers – 70,000 – 90,000 (Regions 1, 2, 4 and 5)

- Bulldozer operating weight shall be not less than 70,000 pounds

Areas and Regions The Northern Region is broken into 3 geographic areas.

**Area 1** - Northern Aroostook Area- Include building assets assigned to crews in Fort Kent, Madawaska, Van Buren and all outlying towns in this area

**Area 2** – Central Aroostook Area – Include building assets assigned to crews in Caribou, Presque Isle, Ashland, Houlton and all outlying towns in this area.

**Area 3** - Southern Area- Include building assets assigned to crews in Topsfield, Medway, Oakfield and all outlying towns in this area.

Schedule. The Contactor shall provide and operate the equipment intermittently, as needed by the MaineDOT. The MaineDOT will usually notify the Contractor at least one week prior to scheduled contract work unless circumstances require a more immediate response.

Performance. The MaineDOT reserves the right, at the time of delivery, to inspect the equipment and reject because of condition, and the Contractor will have the option to replace the equipment with another acceptable, equivalent unit or the MaineDOT will assign the Work to another Contractor. Condition deficiencies may include, but are not limited to, equipment with more than 10,000 hours, equipment that

is not OSHA compliant or equipment with leaks that can get to the pavement, ground or into water bodies. In the case of repetitive breakdowns during operation or if a piece of equipment is unable to run, is unsafe to operate or should not be run as determined by the MaineDOT, the Contractor will have the option to repair the equipment, begin correcting the defect within 4 hours and complete the repairs in no more than 8 hours, unless waived by Maine DOT, or replace the equipment with another acceptable, equivalent unit or the MaineDOT will assign the Work to another Contractor.

Operators shall be familiar with the work being performed and have sufficient skill and experience to perform the Contract Work properly. Operators determined by the MaineDOT to be below normal acceptable standards of production or workmanship will be replaced with another acceptable operator immediately or the MaineDOT will assign the Work to another Contractor. At the minimum, operators shall have more than one thousand hours and more than two years of experience within the last five years performing applicable work such as ditching, inslope, culvert replacement and grading and performing work in or adjacent to traffic, instream, or as otherwise required. Operators shall have sufficient general knowledge of the related laws, regulations, specifications and practices to make informed decisions regarding compliance. Contractors may be required to demonstrate to the Department's satisfaction that the operator meets the requirements set forth in this contract and is qualified to perform the work.

If, a Contractor furnishes unsatisfactory equipment or operators, the MaineDOT may issue a written warning. If the Contractor subsequently furnishes unsatisfactory equipment or operators, the MaineDOT reserves the right to immediately terminate the Contract by written Notice of Termination.

Measurement and Payment The MaineDOT will measure and pay for equipment rental at the units and rates determined in Appendix A of the "Private Equipment Rental Agreement". Time spent servicing and maintaining will not be measured for payment.

Time spent moving to and from the site, will not be measured and paid for as equipment rental, but will be paid as mobilization. The MaineDOT will pay for Mobilization by the hour at the hourly equipment rental rate bid for the time it takes to haul the equipment one way using the shortest legal route from the site where the equipment is picked up or the company facility nearest to the Maine DOT project site, whichever is closest, to the Maine DOT project site. The Department will estimate the cost of mobilization using the Contractor's facilities and include this when determining lowest rental rate.

Hourly measurements will be made to the nearest ½ hour. Hourly equipment rental will be measured for payment beginning no earlier than the show up time directed by the MaineDOT and end when equipment rental contract work is done for the day. If scheduled equipment rental contract work is not cancelled prior to 5 pm on the preceding day, the MaineDOT may pay the Contractor for 2 hours for showing up.

The MaineDOT will pay for accepted quantities of equipment at the contract unit price. There will be no limit on hours. There shall be no additional payment for overtime except when the Department requires the Contractor to perform work on Sundays and holidays as an emergency call out in which case the Contractor shall be paid a negotiated emergency callout rate in addition to the equipment rental rate bid.

Bidding As a minimum, the Bidder will submit a bid Package consisting of the following:

- (1) the completed Appendix A or a separate equipment and rate list that contains all of the information required to complete Appendix A, and
- (2) 2 copies of the completed and signed Private Equipment Rental Agreement –With an Operator form, and
- (3) any other Bid Requirements listed in the Bid Documents.

Award and Contracting After Bid Opening and as a condition for Award of a Contract, the MaineDOT may require an Apparent Successful Bidder to demonstrate to the MaineDOT's satisfaction that the Bidder is responsible and qualified to perform the Work and that the equipment is acceptable to the MaineDOT. The MaineDOT may supplement or change Bidder provided specification related information to improve accuracy when determining equipment classification and eligibility. Specification information found on manufacturer websites, brochures and at [www.ritchiespecs.com](http://www.ritchiespecs.com) will be considered generally accepted.

The properly completed and signed Private Equipment Rental Agreement – With an Operator form provided with the Bid constitutes the Bidder's offer. Once the MaineDOT has received any other pre-award items required, the MaineDOT may sign the Private Equipment Rental Agreement – With an Operator form and execute the Contract.

MAINE DEPARTMENT OF TRANSPORTATION  
ON CALL EXCAVATORS AND DOZERS  
Private Equipment Rental Agreement – With An Operator

Bid Rates

This Private Equipment Rental Agreement (hereinafter referred to as “**Contract**”) is entered into by and between the **MAINE DEPARTMENT OF TRANSPORTATION** (hereinafter referred to as “**MaineDOT**”), an agency of state government with its principal administrative offices located at Child Street, Augusta, Maine, and \_\_\_\_\_, a corporation or other legal entity (hereinafter referred to as “**Contractor**”). The following attachments are hereby incorporated into this Contract by reference:

**Appendix A –Rental Rates for Equipment with an Operator**

MaineDOT and the Contractor, hereby agree that the Contractor shall provide the equipment described in Appendix A and a licensed experienced operator to perform construction and maintenance services (hereinafter referred to as “**Contract Work**”) as requested and directed by MaineDOT and in accordance with the terms and conditions set forth below. This Contract is not a guarantee of work; Contractor shall be hired on an as needed basis during the term of this Contract.

1. **Work & Term.** The Contractor agrees to provide the equipment listed in Appendix A.

This Contract becomes effective on the date last signed by MaineDOT, and constitutes the earliest date for which work may commence. The term of the Contract will continue until **December 31, 2019**. MaineDOT does not guarantee the use of any of the equipment listed in Appendix A.

2. **Equipment.** Contractor shall be responsible for all fuel, grease, oil, maintenance, servicing, operation, protection required for their equipment, in addition to mobilization and all other incidentals. Contractor shall provide for the required vehicle insurance, registration and licensing of any equipment used to perform the services herein.

3. **Contact Information.** All correspondence and reports will be sent to the individual below.

**Contractor:** \_\_\_\_\_

**Attn:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Vendor Code:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Tel#:** \_\_\_\_\_ **Cell#:** \_\_\_\_\_ **FAX#:** \_\_\_\_\_



4. **Standard of Care and Correction of Errors.** Contractor hereby represents and warrants that the Contractor and its employees have the requisite skills, and expertise to perform all Contract Work using the accepted standards of care in the Contractor's profession or occupation. If MaineDOT finds either the equipment or the operator to be unsatisfactory, the Contractor shall provide an immediate replacement so as to avoid any impact on the project schedule. If Contractor is unable to provide a replacement in a timely manner, MaineDOT reserves the right to hire a new Contractor to complete the work.

5. **Insurance Requirements.**

**Contractor Procured Insurance.** Signed, valid, and enforceable Certificates of Insurance shall be provided to the MaineDOT upon execution of the Contract and whenever said policies are renewed thereafter during the period of the Contract. All insurance coverage must be provided by an insurance company or companies licensed or approved to do business in the State of Maine by the Maine Bureau of Insurance. Contractor shall pay all premiums and take all other actions necessary to keep required insurances in effect during such times as Contract obligations exist. Any requests for waivers, to the requirements below, shall be submitted to the MaineDOT.

**Commercial General Liability Insurance.** The Contractor and Sub-contractor(s) shall purchase and maintain a policy of Commercial General Liability or other coverage affording equal or greater protection as determined by the MaineDOT, in an amount not less than \$400,000 per occurrence and not less than \$2,000,000 in the aggregate. Such policy shall include products and completed operations as well as contractual liability coverage and must name MaineDOT as an additional insured.

**Automobile Liability Insurance.** The Contractor and Sub-contractor(s) shall carry Automobile Liability insurance covering the operation of all motor vehicles including any which are rented, leased, borrowed or otherwise used in connection with the project. The limit of liability under this section shall be no less than \$400,000 per occurrence and shall name MaineDOT as an additional insured.

**Workers' Compensation Insurance.** Contractor shall carry Workers' Compensation Insurance or shall qualify as a self-insurer in accordance with the requirements of the laws of the State of Maine.

6. **Rates.** Rates for equipment determined by bid will be paid for at the bid rates attached in Appendix A in accordance with the process in Section 7. "Assignments". Any rate so determined shall be considered to be unique and therefore, not a basis for making changes in the published "Private Equipment Rates" found at [www.maine.gov/mdot/csd/laborrates/](http://www.maine.gov/mdot/csd/laborrates/). Rates greater than published rates will only be paid when the rates are bid or suitable equipment and operators are not available at or below published rates. Mobilization to and from the jobsite will not be paid separately and will be considered incidental to the base rental rate, unless otherwise noted.

7. **Assignments.** For work paid at greater than the published rates, work will be assigned under these agreements according to the following process: The Contractor with the lowest bid for the particular Equipment with the appropriate attachments and capabilities for the Region (the "Assignment") will have first option to furnish the equipment. If this Contractor is unable to accept the Assignment, then the MaineDOT will contact the firm that submitted the next lowest bid to see if that Contractor will accept the Assignment and subsequent Contractors in ascending order of the amount of their bids, until a Contractor accepts the Assignment.

8. **Termination and Failure to Perform.** If, a Contractor accepts an assignment and then fails to furnish equipment when required or furnishes unsatisfactory equipment, or fails to meet other contractual requirements, the MaineDOT may issue a written warning. If the Contractor subsequently fails to furnish equipment when required or furnishes unsatisfactory equipment, or fails to meet other contractual requirements, the MaineDOT reserves the right to immediately terminate the Contract by written Notice of Termination. Any person employed by the Contractor, who, in the opinion of the MaineDOT, is intemperate or disorderly or jeopardizes safety of any person or the Project shall be

removed immediately by the Contractor. The employee shall not be employed again in any portion of the Contract Work without prior approval from the MaineDOT. All persons employed by or through the Contractor, shall have sufficient skill and experience to perform the Contract Work properly. The MaineDOT may terminate this Contract with or without cause upon 7 days written notice.

9. **Hold Harmless.** The Contractor agrees to indemnify, defend, and holds harmless the MaineDOT and its officers, agents and employees from and against any liabilities, expenses (including reasonable attorney's fees and court costs), claims and demands arising from:
- a. bodily injury, including death, and property damage (public or private) that in any way arises out of the acts or omissions of the Contractor, its Subcontractors, or employees, in connection with the performance of this Agreement;

The language in the Agreement shall not constitute a waiver of any defense, immunity or limitation of liability that may be afforded the MaineDOT, or its officers, agents or employees, under the Maine Tort Claims Act (Title 14 M.R.S.A. 8101 et. seq.), and shall not constitute a waiver of any other privileges or immunities that may be afforded to the MaineDOT. This provision shall survive termination or expiration of this Agreement.

10. **Project Records.** Records shall be available for review by the MaineDOT or its designee, for a period of three (3) years following final payment. The Contractor shall keep records in such form as may be easily audited.

**Contractor shall be required to complete a Daily Rental Report, and must attest to the accuracy of the quantity of equipment, and duration of use. This Report must be signed by a MaineDOT representative and remain on site. If no Report is completed, accepted quantities of equipment rental will be determined by the MaineDOT.**

11. **Representations.** By signing below, the Contractor hereby represents that to the best of the Contractor's knowledge and belief:
- a. The Contractor knows of no legal, contractual, or financial impediment to entering into this Contract.
  - b. The person signing below is legally authorized by the Contractor to sign this Contract on behalf of the Contractor and to legally bind the Contractor to the terms of this Contract.
12. **Dispute Resolution.** If, in the performance of this Agreement, there arises a dispute between the Contractor and MaineDOT that cannot be resolved by the parties to the Contract, the parties may agree to submit the dispute to non-binding Alternate Dispute Resolution. All disputes shall be governed by Maine law, and all actions shall be filed in the Kennebec Superior Court, in Augusta Maine.
13. **Governing Law.** This Contract shall be governed by the laws of the Federal Government and the State of Maine. Contractor shall comply with all applicable federal, state, and local laws, including all applicable OSHA laws and regulations.
14. **Entire Contract.** This Contract consists of the State of Maine, Department of Transportation, Standard Specifications, November 2014 Edition, Sections 101, 102, &103 and this agreement will be governed by the documents listed above. This document cannot be changed except through the execution of a written modification.

IN WITNESS WHEREOF, the Contractor, for itself, its successors and assigns, hereby execute this Contract and thereby binds itself to all covenants, terms, and obligations contained in the Contract Documents.

**CONTRACTOR**

\_\_\_\_\_  
(Signature of Legally Authorized Representative) Of the Contractor)

\_\_\_\_\_  
(Name and Title Printed)

\_\_\_\_\_  
(Date)

**Award:**

**Your offer is hereby accepted.**

Region 1   
Region 2   
Region 3   
Region 4

Region 5 (Area 1, 2 & 3)   
Region 5 Area 1   
Region 5 Area 2   
Region 5 Area 3

This award consummates the Contract and the documents referenced herein.

**MAINE DEPARTMENT OF TRANSPORTATION**

(Region Manager, Superintendent or TOM only)

\_\_\_\_\_  
(Region)

\_\_\_\_\_  
(Approval Signature)

\_\_\_\_\_  
(Printed Signature & Title)

\_\_\_\_\_  
(Date)

**MAINE DEPARTMENT OF TRANSPORTATION**  
**Rental Rates for Equipment with An Operator**  
**On Call Excavators and Dozers**  
**Appendix A**

Contractor Name: \_\_\_\_\_

**Bidders may bid one or more Regions and may bid one or more equipment categories within the Region(s). Each Region/Equipment Category may or may not be awarded by The Department.**

**Contractors shall attach an Equipment & Rate List containing all of the required information or fill out the form below.**  
 Equipment & Rates Attached

**The Department will reject bids if any one of the following occurs:**

- a) the Bid is not Delivered to the precise location and by the precise time set forth in the Notice to Contractors or any applicable Bid Amendment,
- b) the Bid is not signed (signature line located on Page 4 of Rental Agreement)
- c) the unit price for any item is unreadable

**Fees must be included in Bid Price**  
**Do not make any handwritten changes to the Agreement/Appendix A.**

**The Bidder will have no opportunity to cure the above Non-curable Bid Defects. For clarification, questions, comments/recommendations use the "Request for Information" form as directed in the Bid Book instructions.**

MAKE	TYPE	MODEL	HP	WT./LBS.	REGION(S) OR AREA(S) AND REGIONS	HOURLY RENTAL RATE
Ex: Excavator	Ex: Rub Tracks	Ex: 2010 Linkbelt L-5080 30" Digging .5cy, 60" Tilt Bucket, Hydraulic Plate Compactor, Hammer	Ex: 100	Ex: 19,000	Ex: Reg 5, A 1	Ex: \$00

Contracts will be executed for equipment listed in these bid documents. Rates furnished for additional pieces of equipment will not be used by the Department.

\_\_\_\_\_  
*(Print Respondent's Name and Title)* *Signature*

**MAINE DEPARTMENT OF TRANSPORTATION  
ON CALL EXCAVATORS AND DOZERS  
Private Equipment Rental Agreement – With An Operator**

Bid Rates

This Private Equipment Rental Agreement (hereinafter referred to as “**Contract**”) is entered into by and between the **MAINE DEPARTMENT OF TRANSPORTATION** (hereinafter referred to as “**MaineDOT**”), an agency of state government with its principal administrative offices located at Child Street, Augusta, Maine, and \_\_\_\_\_, a corporation or other legal entity (hereinafter referred to as “**Contractor**”). The following attachments are hereby incorporated into this Contract by reference:

**Appendix A –Rental Rates for Equipment with an Operator**

MaineDOT and the Contractor, hereby agree that the Contractor shall provide the equipment described in Appendix A and a licensed experienced operator to perform construction and maintenance services (hereinafter referred to as “**Contract Work**”) as requested and directed by MaineDOT and in accordance with the terms and conditions set forth below. This Contract is not a guarantee of work; Contractor shall be hired on an as needed basis during the term of this Contract.

1. **Work & Term.** The Contractor agrees to provide the equipment listed in Appendix A.

This Contract becomes effective on the date last signed by MaineDOT, and constitutes the earliest date for which work may commence. The term of the Contract will continue until **December 31, 2019**. MaineDOT does not guarantee the use of any of the equipment listed in Appendix A.

2. **Equipment.** Contractor shall be responsible for all fuel, grease, oil, maintenance, servicing, operation, protection required for their equipment, in addition to mobilization and all other incidentals. Contractor shall provide for the required vehicle insurance, registration and licensing of any equipment used to perform the services herein.

3. **Contact Information.** All correspondence and reports will be sent to the individual below.

**Contractor:** \_\_\_\_\_

**Attn:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Vendor Code:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Tel#:** \_\_\_\_\_ **Cell#:** \_\_\_\_\_ **FAX#:** \_\_\_\_\_

4. **Standard of Care and Correction of Errors.** Contractor hereby represents and warrants that the Contractor and its employees have the requisite skills, and expertise to perform all Contract Work using the accepted standards of care in the Contractor's profession or occupation. If MaineDOT finds either the equipment or the operator to be unsatisfactory, the Contractor shall provide an immediate replacement so as to avoid any impact on the project schedule. If Contractor is unable to provide a replacement in a timely manner, MaineDOT reserves the right to hire a new Contractor to complete the work.

5. **Insurance Requirements.**

**Contractor Procured Insurance.** Signed, valid, and enforceable Certificates of Insurance shall be provided to the MaineDOT upon execution of the Contract and whenever said policies are renewed thereafter during the period of the Contract. All insurance coverage must be provided by an insurance company or companies licensed or approved to do business in the State of Maine by the Maine Bureau of Insurance. Contractor shall pay all premiums and take all other actions necessary to keep required insurances in effect during such times as Contract obligations exist. Any requests for waivers, to the requirements below, shall be submitted to the MaineDOT.

**Commercial General Liability Insurance.** The Contractor and Sub-contractor(s) shall purchase and maintain a policy of Commercial General Liability or other coverage affording equal or greater protection as determined by the MaineDOT, in an amount not less than \$400,000 per occurrence and not less than \$2,000,000 in the aggregate. Such policy shall include products and completed operations as well as contractual liability coverage and must name MaineDOT as an additional insured.

**Automobile Liability Insurance.** The Contractor and Sub-contractor(s) shall carry Automobile Liability insurance covering the operation of all motor vehicles including any which are rented, leased, borrowed or otherwise used in connection with the project. The limit of liability under this section shall be no less than \$400,000 per occurrence and shall name MaineDOT as an additional insured.

**Workers' Compensation Insurance.** Contractor shall carry Workers' Compensation Insurance or shall qualify as a self-insurer in accordance with the requirements of the laws of the State of Maine.

6. **Rates.** Rates for equipment determined by bid will be paid for at the bid rates attached in Appendix A in accordance with the process in Section 7. "Assignments". Any rate so determined shall be considered to be unique and therefore, not a basis for making changes in the published "Private Equipment Rates" found at [www.maine.gov/mdot/csd/laborrates/](http://www.maine.gov/mdot/csd/laborrates/). Rates greater than published rates will only be paid when the rates are bid or suitable equipment and operators are not available at or below published rates. Mobilization to and from the jobsite will not be paid separately and will be considered incidental to the base rental rate, unless otherwise noted.

7. **Assignments.** For work paid at greater than the published rates, work will be assigned under these agreements according to the following process: The Contractor with the lowest bid for the particular Equipment with the appropriate attachments and capabilities for the Region (the "Assignment") will have first option to furnish the equipment. If this Contractor is unable to accept the Assignment, then the MaineDOT will contact the firm that submitted the next lowest bid to see if that Contractor will accept the Assignment and subsequent Contractors in ascending order of the amount of their bids, until a Contractor accepts the Assignment.

8. **Termination and Failure to Perform.** If, a Contractor accepts an assignment and then fails to furnish equipment when required or furnishes unsatisfactory equipment, or fails to meet other contractual requirements, the MaineDOT may issue a written warning. If the Contractor subsequently fails to furnish equipment when required or furnishes unsatisfactory equipment, or fails to meet other contractual requirements, the MaineDOT reserves the right to immediately terminate the Contract by written Notice of Termination. Any person employed by the Contractor, who, in the opinion of the MaineDOT, is intemperate or disorderly or jeopardizes safety of any person or the Project shall be

removed immediately by the Contractor. The employee shall not be employed again in any portion of the Contract Work without prior approval from the MaineDOT. All persons employed by or through the Contractor, shall have sufficient skill and experience to perform the Contract Work properly. The MaineDOT may terminate this Contract with or without cause upon 7 days written notice.

9. **Hold Harmless.** The Contractor agrees to indemnify, defend, and holds harmless the MaineDOT and its officers, agents and employees from and against any liabilities, expenses (including reasonable attorney's fees and court costs), claims and demands arising from:
- a. bodily injury, including death, and property damage (public or private) that in any way arises out of the acts or omissions of the Contractor, its Subcontractors, or employees, in connection with the performance of this Agreement;

The language in the Agreement shall not constitute a waiver of any defense, immunity or limitation of liability that may be afforded the MaineDOT, or its officers, agents or employees, under the Maine Tort Claims Act (Title 14 M.R.S.A. 8101 et. seq.), and shall not constitute a waiver of any other privileges or immunities that may be afforded to the MaineDOT. This provision shall survive termination or expiration of this Agreement.

10. **Project Records.** Records shall be available for review by the MaineDOT or its designee, for a period of three (3) years following final payment. The Contractor shall keep records in such form as may be easily audited.

**Contractor shall be required to complete a Daily Rental Report, and must attest to the accuracy of the quantity of equipment, and duration of use. This Report must be signed by a MaineDOT representative and remain on site. If no Report is completed, accepted quantities of equipment rental will be determined by the MaineDOT.**

11. **Representations.** By signing below, the Contractor hereby represents that to the best of the Contractor's knowledge and belief:
- a. The Contractor knows of no legal, contractual, or financial impediment to entering into this Contract.
  - b. The person signing below is legally authorized by the Contractor to sign this Contract on behalf of the Contractor and to legally bind the Contractor to the terms of this Contract.
12. **Dispute Resolution.** If, in the performance of this Agreement, there arises a dispute between the Contractor and MaineDOT that cannot be resolved by the parties to the Contract, the parties may agree to submit the dispute to non-binding Alternate Dispute Resolution. All disputes shall be governed by Maine law, and all actions shall be filed in the Kennebec Superior Court, in Augusta Maine.
13. **Governing Law.** This Contract shall be governed by the laws of the Federal Government and the State of Maine. Contractor shall comply with all applicable federal, state, and local laws, including all applicable OSHA laws and regulations.
14. **Entire Contract.** This Contract consists of the State of Maine, Department of Transportation, Standard Specifications, November 2014 Edition, Sections 101, 102, &103 and this agreement will be governed by the documents listed above. This document cannot be changed except through the execution of a written modification.

IN WITNESS WHEREOF, the Contractor, for itself, its successors and assigns, hereby execute this Contract and thereby binds itself to all covenants, terms, and obligations contained in the Contract Documents.

**CONTRACTOR**

\_\_\_\_\_  
(Signature of Legally Authorized Representative) Of the Contractor)

\_\_\_\_\_  
(Name and Title Printed)

\_\_\_\_\_  
(Date)

**Award:**

**Your offer is hereby accepted.**

Region 1   
Region 2   
Region 3   
Region 4

Region 5 (Area 1, 2 & 3)   
Region 5 Area 1   
Region 5 Area 2   
Region 5 Area 3

This award consummates the Contract and the documents referenced herein.

**MAINE DEPARTMENT OF TRANSPORTATION**

(Region Manager, Superintendent or TOM only)

\_\_\_\_\_  
(Region)

\_\_\_\_\_  
(Approval Signature)

\_\_\_\_\_  
(Printed Signature & Title)

\_\_\_\_\_  
(Date)



**MAINE DEPARTMENT OF TRANSPORTATION**  
**Rental Rates for Equipment with An Operator**  
**On Call Excavators and Dozers**  
**Appendix A**

Contractor Name: \_\_\_\_\_

**Bidders may bid one or more Regions and may bid one or more equipment categories within the Region(s). Each Region/Equipment Category may or may not be awarded by The Department.**

**Contractors shall attach an Equipment & Rate List containing all of the required information or fill out the form below.**  
 Equipment & Rates Attached

**The Department will reject bids if any one of the following occurs:**

- a) the Bid is not Delivered to the precise location and by the precise time set forth in the Notice to Contractors or any applicable Bid Amendment,
- b) the Bid is not signed (signature line located on Page 4 of Rental Agreement)
- c) the unit price for any item is unreadable

**Fees must be included in Bid Price**  
**Do not make any handwritten changes to the Agreement/Appendix A.**

**The Bidder will have no opportunity to cure the above Non-curable Bid Defects. For clarification, questions, comments/recommendations use the "Request for Information" form as directed in the Bid Book instructions.**

MAKE	TYPE	MODEL	HP	WT./LBS.	REGION(S) OR AREA(S) AND REGIONS	HOURLY RENTAL RATE
Ex: Excavator	Ex: Rub Tracks	Ex: 2010 Linkbelt L-5080 30" Digging .5cy, 60" Tilt Bucket, Hydraulic Plate Compactor, Hammer	Ex: 100	Ex: 19,000	Ex: Reg 5, A 1	Ex: \$00

Contracts will be executed for equipment listed in these bid documents. Rates furnished for additional pieces of equipment will not be used by the Department.

\_\_\_\_\_  
*(Print Respondent's Name and Title)* *Signature*

SPECIAL PROVISIONS  
ADDITIONS AND REVISIONS TO STANDARD SPECIFICATIONS

SPECIAL PROVISION SECTION 101  
CONTRACT INTERPRETATION

101.2 Definitions. Add the following:

“MaineDOT The Department of Transportation of the State of Maine, as established by 23 MRSA §4205 et seq. for the administration of Highway, Bridge, and other public Works; acting through the Commissioner and his/her duly authorized representatives.”

101.2 Definitions Apparent Successful Bidder Delete the section in its entirety and replace with the following:

“All Bidders with the responsive responsible Bids as determined by the Department. A responsive responsible Bidder that is Awarded the Contract. The Department may not execute the Contract with the Apparent Successful Bidders if a) the Apparent Successful Bidder fails to comply with all applicable pre-Award conditions or other pre-execution requirements of the Contract or b) if the Department chooses not to Award a Contract.”

101.2 Definitions Contract Completion Date. Delete the entire section and replace with the following:

“The required completion date of all Work pursuant to the Contract, except warranty work. The Contract Completion Date is usually on the Contract form.”

101.2 Definitions Contract Execution Delete the entire section and replace with the following:

“Execution of the Contract by the Commissioner or their authorized agent by signing the Contract form which action, upon written notification to the Contractor, forms a Contract as provided in Section 103.8 - Execution of Contract by Department.”

101.2 Definitions Contractor Delete the entire section and replace with the following:

“After the Department has executed the Contract by cosigning the Contract form provided in the Bid Documents, previously signed by the successful bidder, the Successful Bidder becomes the Contractor. The Contractor will be the single point of responsibility for all Contract obligations to the Department. The Contractor shall be an independent Contractor with respect to the Department and shall not be an employee, agent, or representative of the Department. Alternatively, “Contractor,” with a lower case “c,” may mean a firm engaged in construction Work.”

101.2 Definitions Successful Bidder Delete the section in its entirety and replace with the following:

“All responsive, responsible bidders to whom the Department intends to award the Contract. This status is evidenced by a “Notice of Intent to Award” Letter sent to the Successful Bidders.”

SPECIAL PROVISION SECTION 102  
BIDDING

102.6 Bid Guaranty Delete the entire section 102.6.

102.7.1 Location and Time Delete the entire section and replace with the following:

“The Bidder must Deliver its Bid in a sealed envelope to the exact location and before the precise time (as determined by the Department) specified in the Notice to Contractors or any applicable Bid Amendment. The sealed envelope must be labeled with the Bidder's name, the Location, Title, and the words “Bid Enclosed”. As a minimum, the Bidder will submit a Bid Package consisting of the Notice to Contractors, the completed Acknowledgement of Bid Amendments form, the completed Appendix A and/or Rate List, 2 copies of the completed Contract form, and any other Certifications or Bid Requirements listed in the Bid Book. For a related provision, see Section 102.11 - Bid Responsiveness.”

102.9 Bid Opening Delete the section in its entirety and replace with the following:

“Bids will be opened and publicly read at the time and place specified in the Notice to Contractors or any applicable Bid Amendments. The Department will read only the names of the Bidders. No other information will be made available prior to evaluation and award notification. Unit and lump sum prices are available for inspection by the Bidders immediately after Award. All Bids shall be sequestered until notification of award by the contracting agency after which time they become public record.

If, after the scheduled opening, the Department determines that there is not sufficient coverage of On-Call Services of the entire area being bid on, the Department may schedule a second bid opening date which extends the advertisement period of this Contract. Contractors will be notified of the new opening date by the normal Bid Amendment process. If the Bid Opening date is extended, any Bidders that have previously submitted Bids may choose **to** revise or **not to** revise their Bids. If the Bidder chooses to revise their Bid, they must resubmit a complete Bid Package which shall include a Bid and all other documents required in the Bid Documents and the original Bid will be returned to the Bidder. The Bid Package with the latest (newest) date shall replace all previously submitted packages.

The public reading of a Bid does not constitute a determination by the Department of whether the Bid is responsive or of whether the Bidder is responsible, though the Department may refuse to read Bids that are obviously non-responsive. Accordingly, the Department may reject a Bid as non-

responsive and/or determine a Bidder is not responsible or ineligible to Bid even if that Bidder's Bid is read at Bid Opening."

102.11.1 Non-curable Bid Defects E. Delete the entire section 102.11.1 E and replace with the following:

"The unit price is illegible as determined by the Department."

102.11.2 Curable Bid Defects A. Change "Contract Agreement Offer and Award forms" to "Contract form".

102.11.2 Curable Bid Defects Add the following after 102.11.2 E:

"F. If a submitted bid contains any additional conditions or alternate bidding language, the Bidder may cure the defect by removing all conditions and alternate language or the Department will reject the bid as non-responsive.

G. When no specific region(s) are indicated by the bidder, the unit bid price shall be used for all regions included in the bid solicitation."

2.11.2 Curable Bid Defects A. Delete the section and replace with the following:

"The Bidder only signs one of the Contract forms or the Bidder does not sign the Contract form but does sign the Schedule of Items."

SPECIAL PROVISION SECTION 103  
AWARD AND CONTRACTING

103.4 Notice of Award Delete the section in its entirety and replace with the following:

"The Department has 30 Days following Bid Opening to Deliver a written Notice of Intent to Award and request insurance special certifications, and other information from the Apparent Successful Bidders. Once these pre-execution conditions are met, the Department will execute the Contract and notify the Contractor of the award with a written Notice of Award. If a Notice of Award is not sent within 30 days of receipt of the proper insurance and other pre-award requirements, an Apparent Successful Bidder may withdraw its Bid without forfeiture of its Bidding eligibility. The Notice of Intent to Award will set forth and/or reference the conditions that the Bidder must fulfill before Contract Execution. If the Department and an Apparent Successful Bidder agree, an extension beyond the 30 days of the Bid and Bid prices may occur and the Bid remains viable. For a related provision, see Section 103.5."

103.5 Award Conditions Replace the first paragraph with the following:

“The Apparent Successful Bidder must provide and/or perform all of the items listed in this Section 103.5 within 14 Days of Receipt of the Notice of Intent to Award. Unless indicated otherwise, all items must be Delivered to the Department’s Bureau of Maintenance & Operations.”

103.5.1 Performance and Payment Bonds Delete the entire section 103.5.1.

103.5.4 Execution of Contract By Bidder Delete the entire section and replace with the following:

“The properly completed and signed Contract form provided with the Bid constitutes the Bidder’s offer. Once the Department has received the insurance (if applicable), and any other pre-award items required, the Department will sign and execute the Contract. The point of Contract execution is when the Contractor receives written notice that the contract has been signed by the Department and executed.”