GUIDE TO BIDDING

December 3, 2012

MaineDOT's Bid Letting Web Site

December 2006

TABLE OF CONTENTS

MaineDOT Bid Letting Web Site		Page 3
Before Bidding Requirements	Business Registration	4 –
	Vendor Registration	5
	Prequalification	5
	Bid Bonds	5
	Bidding	6
	Debarment	7
	Disadvantaged Business Enterprise Program	7
	On the Job Training	7
	Labor Compliance	8
After Bidding		
	Bid Letting Results	9

Maine DOT's Bid Letting Web Site

http://www.maine.gov/mdot/contractors/

Check the Web site for information on highway, bridge, traffic, maintenance, environmental and multimodal construction projects advertised for bids. The Web site also has information on:

- Plans and plan holders list
- Standard Specifications and Standard & Supplemental Details
- Projects under Advertisement
- Bid results
- MDOT Flagger Training
- MDOT's Disadvantaged Business Enterprise Program
- Contractor Prequalification Information
- Proposed advertising schedule for the next 12 months
- Electronic Bidding
- Best Management Practices for Erosion & Sediment control
- Item Dictionary
- Registered Landscape contractors
- Subcontract Requirements

If you have any questions regarding this Web site, contact:
Diane Barnes at:
Diane.barnes@maine.gov
Phone: 624-3503

Contracts Section
Maine Department of Transportation
16 State House Station
Augusta, Maine 04333-0016

Before Bidding

Requirements
Maine DOT requires contractors to meet certain requirements to make sure that their bids are acceptable and legitimate.

Business Registration

Maine businesses must comply with the requirements of doing business in Maine as directed by the Office of the Secretary of State and Maine state laws. If you are a newly emerging business or are unsure of what may be necessary to start up or conduct business in Maine check out the Web site: http://www.maine.gov/portal/business/starting.html

Out-of-state businesses are considered to be a foreign authority and must register with the Office of the Secretary of State/Maine Bureau of Corporations to conduct business in Maine. The Web site is: http://www.maine.gov/sos/cec/corp/index.html

Office of the Secretary
Charles E Summers, Jr. Secretary of State
148 State House Station
Augusta, Maine 04333
Tel: 207-626-8400
Fax: 207-287-8598
Send an e-mail

Physical Location :
Nash School Building
103 Sewall St., 2nd Floor

Bureau of Corporation, Elections and Commissions
Julie Flynn, Deputy Secretary of State
101 State House Station
Augusta, Maine 04333
Tel: 207-624-7736
Fax: 207-287-5874

Physical Location :
Burton Cross Building
111 Sewall St., 4th Floor

Maine Tax ID #

All Contractors doing business in Maine must have a Maine tax identification number. Businesses must fill out an application for tax registration through the Maine Revenue Services and Department of Labor. To obtain an application, contact the Maine Revenue Service and/or obtain a copy online. The Web site is: http://www.maine.gov/revenue/

Maine Revenue Service
24 State House Station
Augusta, Maine 04333-0024
Tel: 207-287-2076
Fax: 207-624-9694

Maine Department of Labor
Central Registration Section
P.O. Box 1057
Augusta, Maine 04332-1057
Tel: 207-287-2338
Fax: 207-287-3733

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

Prequalification

Prospective Bidders must comply with the prequalification procedure adopted by the Department. The Contractor Prequalification procedure was first adopted by the Department in April 1998 and is administered through the Department's Contract section. The Contractor's Prequalification application form is submitted by the Contractor, which will be used to request prequalification and provide information that the Department will rely upon to determine the responsibility and qualifications of a Contractor. The form is available through the Departments Contract section and/or can be found on the web. The Web site is: http://www.maine.gov/mdot/contractors/prequal/

Maine Department of Transportation
Contracts Section
16 State House Station
Augusta, Maine 04333-0016
Tel: 207-624-3336
Fax: 207-624-3431

Ann Liburt
Contractor.prequal@maine.gov

Bid Bonds

If required in the Notice to Contractors, bids must be accompanied by a Bid Bond that complies with Maine DOT's Standard Specifications. Bids must be accompanied by a bid bond at 5% of the bid amount or the amount specified in the Notice to Contractors. It can be in the form of an official bank check, cashier's check, certified check, certificate of deposit, or United States postal money order payable to Treasurer, State of Maine as a Bid guarantee. A Contract Performance Surety Bond and a Contract Payment Surety Bond, each in the amount of 100 percent of the Contract price, will be required of the successful Bidder on most Contracts.

Please note: the Department will now additionally accept a facsimile of the bid bond (for either electronic or paper bids); however, the original bid bond must then be received at the MDOT Contract Section within 72 hours after the bid opening. Firms should fax their bid bonds to the Contracts Section at 624-3431.

Bidding

There are two forms of bidding with Maine DOT. Traditional Paper Bids and Electronic Bids.

Paper Bids
Bid books and plan sets may be purchased in Maine DOT's stockroom. Bid books may also be downloaded free from the Web site. Any Bid Amendments are posted in the same location on our website.
The Web site is, http://www.maine.gov/mdot/contractors/ ***Paper Bids must be hand delivered to the reception desk in the Augusta Transportation building before bid opening.***

Electronic Bids
Maine DOT posts electronic bidding Packages and all Bid Amendments at a Web site called Bidx. Contractors can sign up with Bidx. For more information check out the Web site at http://www.bidx.com/.

Bid openings occur at 11:00 a. m. each Wednesday at the Maine DOT Child Street location or as stated in the individual Notice to Contractors. Any questions about submitting bids may be directed to MDOT's Contract section.

Bidding Tips
Following these guidelines will help you avoid rejection of your hard copy bid. For specific guidance please see MDOT's Standard Specification 102.7 Delivery of Bids. For an electronic copy of our Standard Specifications please visit our Web site at:
http://www.maine.gov/mdot/contractors/publications/

1. Acknowledge each bid amendment on the form in the Bid package per Special Provision 102.7.3 – Acknowledgement of Bid Amendments.
2. Submit a complete package with your bid.
3. Enter unit price (in figures) for each pay item.
   You must bid on, and agree to perform work for, each item. Do not leave any blank.
   Only bid on items shown in the schedule of prices or added by amendment.
   Unit prices must be written in ink or type written.
4. Authorized officers must sign the Contractor Agreement, Offer and Award form in ink.
5. Include a Bid Guarantee if required.
6. See Standard Specification 102.11 for a list of non-curable bid defects.

Debarment

By signing and submitting a bid package, the prospective primary participant is certifying compliance regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion that is set forth in the contract per the FHWA 1273 requirements. For more information on these requirements check out the Web site at:
http://www.fhwa.dot.gov/programadmin/contracts/1273.cfm

NOTICE
Businesses debarred under Part 29, Title 49 Code of Federal Regulations are ineligible to bid on, subcontract for, or supply materials or services for any state, county, maintenance, or municipal project. Check the Web site at: https://www.sam.gov/portal/public/SAM/

Civil Rights Program

Disadvantaged Business Enterprise Program (DBE)

In accordance with USDOT regulation 49 CFR Part 26, Maine DOT has established a DBE Program for disadvantaged business participation in the federal-aid construction program; Maine DOT contracts covered by the program include consulting, construction, supplies, manufacturing, and service contracts.

Federal-aid construction projects have DBE goals and some project specific goals that will be stated in the plans and bid package. The DBE program ensures that small businesses owned by socially and economically disadvantaged individuals have equal opportunity to participate on contracts and project work administered by Maine DOT.

DBE Goals and certified DBE firms can be found on the MaineDOT website at
http://www.maine.gov/mdot/disadvantaged-business-enterprises/dbe-home.php

On-the-Job Training (OJT)

On the Job Training (23 CFR Part 230) – authorized under 23 U.S.C. 140(a) requires State Departments of Transportation to establish apprenticeship and training programs targeted to move women, minorities, and disadvantaged persons into journey level positions to ensure that a competent workforce is available to meet highway construction hiring needs, and to address the historical under-representation of members of these groups in highway construction skilled crafts.

For more information on Maine DOT's OJT program please visit the Civil Rights web site at
http://www.maine.gov/mdot/disadvantaged-business-enterprises/dbe-home.php

or contact the Civil Rights Office.

More information on Federal requirements for the OJT program can be found at:
http://www.fhwa.dot.gov/civilrights/programs/ojt.cfm

Maine Department of Transportation
Civil Rights Office
16 SHS
Augusta, Maine 04333-0016
Tel: (207)624-3066
Fax (207)624-3401
TTY(207)287-3392

Labor Compliance/Davis-Bacon

Contracts let by the Maine DOT are subject to prevailing wage rates and state and federal laws. Contracts that are solely funded with State funds are governed by Maine State laws and state prevailing wage rates. For more information visit the Maine Bureau of Labor Standards web site at, http://www.maine.gov/labor/labor_laws/wagehour.html

Federal or Federally assisted construction contracts are subject to the 1931 Davis-Bacon Act, which requires the payment of Prevailing wage rates to all laborers and mechanics. For more information visit the USDOL web site at,
http://www.dol.gov/compliance/laws/comp-dbra.htm or visit the FHWA web site at,
http://www.fhwa.dot.gov/construction/cqit/dbacon.cfm or
http://www.fhwa.dot.gov/programadmin/contracts/1273.cfm

Apparent low bidders will receive a contractor's packet which will contain MDOT's Wage-Hour requirements and an EEO data sheet.

For guidance or Labor Compliance questions contact the Maine DOT, Office of Civil Rights or visit their web site.

After Bidding

Bid Letting Results

1. Bid Tabulation totals are posted on www.Bidx.com following bid opening at Maine DOT
2. Bid results are also available on the Bid Letting web site at:
http://www.maine.gov/mdot/contractors/bidopenings/
3. "As read" bid results are also available at the Bid opening by calling the bid line @ 1-207-624-3536

Results are posted on the same business day of the letting.

Successful low bids are approved/awarded in compliance with Maine DOT's Standard Specification under Section 103 – AWARD AND CONTRACTING