**insert project name**

*Insert brief description of project*

The cost of the work (prime Contractor contract) is approximately $      . The work to be performed under this contract shall be completed on or beforethe Final Completion date of *31 January 2024*.

1. Sealed Contractor bids, in envelopes plainly marked "Bid for *insert project name*" and addressed to:

|  |
| --- |
| *insert name of Bid Administrator* |
| *Bureau of General Services* |
| *4th 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 ***insert date of bid opening***. Any bid submitted after the noted time will not be considered a valid bid and will remain unopened.

1. The bids shall be submitted on the Contractor Bid Form (section 00 41 13) and Subcontractor Bid Form (section 00 41 16) 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.
2. Bid security *is required* on this project.

The Bidder shall include a satisfactory Bid Bond (sections 00 43 13 and 00 43 16) or a certified or cashier's check for 5% of the bid amount with the completed bid form submitted to the Owner. The Bid Bond form is available on the BGS website.

1. Performance and Payment Bonds *are required* on this project.

The selected Contractor and Filed Sub-bid contractors shall furnish their respective 100% contract Performance Bonds (section 00 61 13.13 and 00 61 13.23) and 100% contract Payment Bonds (section 00 61 13.16 and 00 61 13.26) in their contract amounts to cover the execution of the Work. Bond forms are available on the BGS website.

1. Filed Sub-bids *are required* on this project.

The Bidder shall include in the bid all Filed Sub-bids identified in the Bid Documents and shown on the Contractor Bid Form (section 00 41 13). Filed Sub-bids are due at the Maine Construction Bid Depository at **3:00 p.m.** on ***insert date of Filed Sub-bid closing***. Bids submitted after the noted time will not be accepted.

1. There  Pre-qualified General Contractors on this project.

If Pre-qualified General Contractors are identified for this project, the name of each company, with their city and state, are listed below.

1. An on-site pre-bid conference be conducted for this project.

If a pre-bid conference is scheduled, it is for General Contractors and optional for Subcontractors and suppliers. Contractors who arrive late or leave early for a mandatory meeting may be prohibited from participating in this meeting and bidding. *insert details of time, date, location, et cetera, as needed*.

1. Bid Documents - full sets only - will be available on or about *insert date of availability* and may be obtained *type "at no cost" or "at a cost of $x"* from:

|  |
| --- |
| *Insert name of company* |
| *insert address* |
| *insert city, state, zip code* |
| *insert phone number and e-mail address* |

1. Bid Documents may be examined at:

|  |  |
| --- | --- |
| *AGC Maine* | *Construction Summary* |
| *188 Whitten Road* | *734 Chestnut Street* |
| *Augusta, ME 04330* | *Manchester, NH 03104* |
| *Phone 207-622-4741 Fax 207-622-1625* | *Phone 603-627-8856 Fax 603-627-4524* |