

00 11 13
Notice to Contractors

Southern Maine Community College, Horticulture Greenhouse, South Portland, ME
BGS# 3674

1. Sitework preparation includes removal of a tree, small pond and vegetation around the site in preparation for concrete foundation and slab. Storm drain will need to be moved and reconnected in accordance with MDEP Stormwater regulations. Trenching and installation of electrical service, water, propane gas tanks and internet fiber utilities.

2. Construction includes installation of pre-manufactured greenhouse comprised of an aluminum frame, polycarbonate wall and roof panels anchored to the concrete foundation. Systems installation includes water piping, electrical conduit and wire, interior and exterior lighting, mechanical equipment for heat to the building. Carpentry includes door installation.

The contract shall designate the Substantial Completion Date on or before 28 November 2025, and the Contract Final Completion Date on or before 19 December 2025.

1. Bids shall be submitted in sealed envelopes plainly marked "**Bid for Southern Maine Community College, Horticulture Greenhouse, South Portland, ME BGS #3674**" and addressed to:

*Kristen Haskell
Bureau of General Services
111 Sewall Street, Cross State Office Building, 4th Floor
77 State House Station
Augusta, Maine 04333-0077*

The envelope shall contain a completed Contractor Bid Form (section 00 41 13), provided in the Bid Documents, and include bid security when required. The bids shall be received no later than **2:00** on **15 August 2025**.

Bid submissions will be opened and read aloud at *Bureau of General Services Office* at the time and date noted above.

Any bid submitted after the noted time will not be considered a valid bid and will remain unopened. Any bid submitted by any other means will not be considered a valid bid. The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.

2. Questions and comments on the *bid opening process* shall be addressed to: Division of Planning, Design & Construction, Bureau of General Services, 77 State House Station, Augusta, Maine 04333-0077, BGS.Architect@Maine.gov.
3. Questions and comments regarding the *project* design specifications or drawings shall be directed in writing to the Consultant during the bid period prior to the question and comment deadline of 5:00 p.m. on 11 August 2025.

*Arcadia Designworks
Patric Santerre, Architect
patric@arcadiadesignworks.com*

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4. ☒ 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. The Bid Bond form is available on the BGS website.

or

- ☐ Bid security is not required on this project.

5. ☒ Performance and Payment Bonds are required on this project.

If noted above as required, or if any combination of Base Bid and Alternate Bids amounts selected in the award of the contract exceeds \$125,000.00, 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. Bond forms are available on the BGS website.

or

- ☐ Performance and Payment Bonds are not required on this project.

6. Filed Sub-bids *are not required* on this project.

7. ☐ Pre-qualified General Contractors are utilized on this project.

or

- ☒ Pre-qualified General Contractors are not utilized on this project.

8. ☒ An on-site pre-bid conference (☐ *mandatory* or ☒ *optional*) will be conducted for this project. The pre-bid conference is intended for General Contractors. Subcontractors and suppliers are welcome to attend. Contractors who arrive late or leave early for a mandatory meeting may be prohibited from participating in this meeting and bidding.

10:00 AM, 5 August 2025

SMCC Campus

31 Slocum Drive

South Portland, ME

or

- ☐ An on-site pre-bid conference will not be conducted for this project.

9. Bid Documents - full sets only - will be available on or about *25 July 2025* and may be obtained *at no cost* from:

Arcadia Designworks

199 Prospect Street, Suite 4

Portland, ME 04103

(207) 347-5252 ideate@arcadiadesignworks.com

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10. Bid Documents may be examined at:

AGC MAINE
188 Whitten Road, Augusta, ME 04330
207-622-4741

Construction Summary
734 Chestnut Street, Manchester, NH 03104
603-627-8856