Go to the BGS Purchases Division website for RFP procurement of other types of services or commodities.

How do I procure the services I have in mind?



*Are you looking for design services or construction services?*

### Go to the next page…

Construction services.

**Design services.**

Surveying, Special Inspections, Roof Inspections, Geotechnical Engineering, Commissioning, Wetland Delineation, et cetera.

Go to the BGS Purchases website for RFP procurement.

Architectural, Civil engineering, Electrical engineering, Environmental engineering, Fire alarm system design, Landscape architectural, Mechanical Engineering, Sprinkler system design, and Structural engineering.

*Will the total of all fees for the whole project not exceed $25,000…or…*

*…will the total of fees on the project be $25,000 or greater?*

You may follow the protocol for a single source procurement using the BGS Professional Services Prequalification List.

You must use a Request for Qualifications (RFQ) procurement, interviewing firms with a Qualifications Based Selection process.

*Are you looking for an Architect, Engineer or Landscape Architect…or for…*

*…other professional services connected to public improvement (capital) projects?*

#### CONSTRUCTION

###### SERVICES

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*What is the estimated dollar value of the construction contract?*

More than $100,000.

Up to $100,000.

You must use an open, competitive bidding procurement, with a public bid solicitation and a public bid opening.

You may use an invited list of bidders – a minimum of three companies – who are capable and available to do the work.

### If the contract value is $125,000 or more, payment and performance bonds are required by statute.

### Use complete bidding documents!

BGS Purchases Division RFP procurement is for minor repair and maintenance projects.

Use the *BGS Small Construction Project Contract* for contract values under $50,000.

The *BGS Large Construction Project Contract* is used where the contract value is $50,000 or more.

The *BGS Project Procedures Manual* has the routines and best practices required by statute and rule, and BGS policy.

### If the contract value is $50,000 or more, you must get a wage determination from the Maine Department of Labor.