

**ELEVATOR SERVICE, REPAIR, AND
EMERGENCY SERVICE**

**PENOBSCOT NARROWS OBSERVATORY
PROSPECT**

PH20250430PNEL

2025

Updated 05/15/2020

STATE PROJECT

BIDDING INSTRUCTIONS

1. Use pen and ink to complete all paper Bids. Signatures shall be original. Stamped and copied signatures will not be accepted. Bids are not accepted by email or FAX.

NOTE: Electronic Bids will not be accepted for this bid.

2. As a minimum, the following should be received prior to the time of Bid opening:

For a Paper Bid:

a) a copy of the Notice to Contractors, b) the completed Acknowledgement of Bid Amendments form, c) the completed Schedule of Items in Appendix A, d) two copies of the completed and signed Contract Agreement, e) the completed Contractor Information Sheet, and f) any other certifications or Bid requirements listed in the Bid Documents as due by Bid opening.

As a minimum, the following should 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) the completed Schedule of Items or Schedule of Items in Appendix A, d) two copies of the completed and signed Contract Agreement form, e) the completed Contractor Information Sheet, and f) any other certifications or Bid requirements listed in the Bid Documents as due by Bid opening.

3. Include prices for all items in the Schedule of Items
4. 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: Elevator Service, Repair, and Emergency Service

Location: Penobscot Narrows Observatory

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: Elevator Service, Repair, and Emergency Service

Location: Penobscot Narrows Observatory

Date of Bid Opening:

Name of Contractor:

If a paper Bid is to be sent express, please take note that overnight services do not always arrive in time and that delivery may be affected by carrier volume, weather and other factors. Packages using express services should be sent directly to the DOT Headquarters Building, Maine Department of Transportation, 24 Child Street, Augusta. "FedEx First Overnight" delivery is suggested as the package is delivered directly to the DOT Headquarters Building, Mailroom, 24 Child Street, Augusta. Allow extra days for U.S. Postal Service Express Mail which has proven not to be reliable and sometimes does not deliver directly to the DOT Headquarters Building but instead delivers to the State of Maine Mail Distribution Center.

If a paper bid is to be mailed, the mailing address is Maine Department of Transportation, 16 State House Station, Augusta, ME 04333-0016. Allow additional working days for this mail to pass through the state mail system in addition to the US Postal Service as this mail is not delivered directly to the Department of Transportation.

If a paper Bid is to be hand carried, deliver directly to the "Public Entrance" which is located on the Capitol Street side of the DOT Headquarters Building in Augusta.

<http://www.maine.gov/mdot/contact>. Hand-carried Bids may be in one envelope, and should be marked with the following information:

Bid Enclosed: Do Not Open

Title: Elevator Service, Repair, and Emergency Service

Location: Penobscot Narrows Observatory

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, March 2020 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. 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.

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.

RFI No: _____

Date _____ Time _____

WIN(S): _____ **Town(s):** _____ **Bid Date:** _____

Question(s): _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Company Name: _____ **Phone: ()** _____

Email: _____ **Fax:** (____) _____

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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>

CONTRACTOR INFORMATION

Contractor Name: _____

Mailing Address: _____

Vendor Customer Number: _____

Contact Information (Primary Contact): _____

Phone: _____ **Cell Phone:** _____

Fax: _____

Email: _____

Mailing Address (if different from above): _____

The company has the following organizational structure:

☐ Sole Proprietorship

☐ Limited Liability Company

☐ Partnership

☐ Joint Venture

☐ Corporation

☐ Other: _____

(Date)

(Signature)

(Name and Title Printed)

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 **Elevator Service, Repair, and Emergency Service** at the **Penobscot Narrows Observatory in Prospect**" will be received from contractors at the Reception Desk, MaineDOT Building, Capitol Street, Augusta, Maine, until 11:00 o'clock A.M. (prevailing time) on **May 21, 2025** and at that time and place, publicly opened and read. Bids will be accepted from all bidders. The lowest responsive bidder must demonstrate successful completion of projects of similar size and scope to be considered for the award of this contract. **Electronic Bidding will not be available for this bid.**

Description: Elevator Service, Repair, and Emergency Service

Location: In Waldo County, project is at the Penobscot Narrows Observatory in Prospect.

Outline of Work: Elevator service, repair, emergency service, and other incidental work.

A Mandatory pre-bid meeting and site walk through will be held on May 6, 2025 starting at 8:00 A.M. at the Penobscot Narrows Observatory in Prospect.

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, drawings, bid results and an electronic form for RFI submittal. For Project-specific information fax all questions to **John McDonough** at (207) 624-3431, use electronic RFI form or email questions to 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 obtained from the Maine Department of Transportation, Attn.: Mailroom, 24 Child Street, Augusta, Maine 04333-0016 or requested by telephone at (207) 624-3536.

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, March 2020 Edition*, price \$10 [\$15 by mail], and *Standard Details, March 2020 Edition*, price \$10 [\$15 by mail]. They also may be purchased by telephone at (207) 624-3536. *Standard Detail* updates can be found at <http://www.maine.gov/mdot/contractors/publications/>.

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

Augusta, Maine
April 30, 2025



KYLE A. HALL
DIRECTOR
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)

CTM: _____
TEDOCS# _____
CSN _____
PH Number PH20250430PNEL

MAINE DEPARTMENT OF TRANSPORTATION
CONTRACT AGREEMENT
TRANSPORTATION RELATED MAINTENANCE WORK

This CONTRACT is made on the date last signed below, by and between the State of Maine, acting through and by its Department of Transportation (“Department” or “MaineDOT”), an agency of state government with its principal administrative offices located at Child Street, Augusta, Maine, with a mailing address of 16 State House Station, Augusta, Maine 04333-0016, and _____ **(“Contractor”)** a corporation or other legal entity organized under the laws of the State of _____, with its principal place of business located at _____, with a mailing address of _____, and a telephone number of _____ .

The Vendor Customer Number of the Contractor is _____.

The following attachments are hereby incorporated into this Contract by reference:

Appendix A – Special Provision - Specifications of Work to be Performed

Appendix B – Special Provisions for State Funded Transportation Related Maintenance Work

The Department and the Contractor, in consideration of the mutual promises set forth in this Contract Agreement (hereinafter “Contract”) hereby agree as follows:

A. The Work.

The Contractor agrees to complete all work described in Appendix A – Special Provision - Specifications of Work to be Performed, and under the terms of the Contract for **Elevator Service, Repair, and Emergency Service at Penobscot Narrows Observatory, in Prospect**, Maine.

The Contractor shall be responsible for furnishing all supervision, labor, equipment, tools, supplies, facilities, permanent materials and temporary materials and services required to perform the Work including quality control, all required documentation at the conclusion of the project, warranting its work and performing all other work indicated in the Contract.

The Department shall have the right to alter the nature and extent of the Work as provided in the Contract; payment to be made as provided in the same.

B. Time.

This contract commences on the first of the month following contract execution and expires on April 30, 2026 unless extended under the terms of this contract. At the Department's discretion and upon mutual agreement with the Contractor, the Contract may be extended for time and money, under all the terms of this contract, at bid prices for agreed periods of time up to approximately four (4) additional years.

C. Price.

The quantities given in the Schedule of Items of the Bid Package will be used as the basis for determining the original Contract amount and that the amount of this offer is

\$_____.

The Maine DOT does not guarantee the use of any or all of the Contract amount.

D. Contract.

This Contract, which may be amended, modified, or supplemented in writing only, consists of the State of Maine, Department of Transportation, *Standard Specifications, March 2020 Edition* as updated through advertisement, Division 100 - General Conditions, Special Provisions, Contract Agreement and Appendices. It is agreed and understood that this Contract will be governed by the documents listed above.

E. Certifications.

By signing below, the Contractor hereby certifies that to the best of the Contractor's knowledge and belief:

1. All of the statements, representations, covenants, and certifications required or set forth in the Contract are still complete and accurate as of the date of this contract.
2. The Contractor knows of no legal, contractual, or financial impediment that prevents Contractor from entering into this Contract.
3. 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 the Contract.

F. Contract Agreement.

The undersigned, having carefully examined the site of work, scope of work, State of Maine, Department of Transportation, *Standard Specifications, March 2020 Edition*, Division 100 - General Conditions, Special Provisions, Contract Agreement and Appendices contained herein, hereby agrees to supply all the services, materials, tools,

equipment and labor to complete the whole of the work in strict accordance with the terms and conditions of this Contract at the prices agreed to in Appendix A.

The Contractor agrees to perform the work required at the prices specified above in accordance with the terms of this Contract and to provide the appropriate insurance.

Contractor also agrees:

First: Contractor agrees to perform extra work, not described in Appendix A, which may be ordered by the Department, and to accept as full compensation the amount determined upon basis as provided in the contract documents.

Second: Contractor understands that Work may commence upon Contract Execution, unless provided elsewhere in this contract and that Work must be completed within the time limits given in this Contract.

Third: That this offer shall remain open for 30 calendar days after the date of opening of bids.

Fourth: The Contractor hereby certifies, to the best of its knowledge and belief that: the Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive bidding in connection with its bid, and its subsequent contract with the Department.

Fifth: Contractor further agrees to provide insurance as required by this Contract.

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

CONTRACTOR

Date

(Signature of Legally Authorized Representative
of the Contractor)

(Name and Title Printed)

G. Award.

Your offer is hereby accepted. This award consummates the Contract, and the documents referenced herein.

The original contract amount is: \$ _____
_____.

MAINE DEPARTMENT OF TRANSPORTATION

Date

By: Kyle A. Hall
Director
Bureau of Maintenance & Operations

CTM: _____
TEDOCS# _____
CSN _____
PH Number PH20250430PNEL

MAINE DEPARTMENT OF TRANSPORTATION
CONTRACT AGREEMENT
TRANSPORTATION RELATED MAINTENANCE WORK

This CONTRACT is made on the date last signed below, by and between the State of Maine, acting through and by its Department of Transportation (“Department” or “MaineDOT”), an agency of state government with its principal administrative offices located at Child Street, Augusta, Maine, with a mailing address of 16 State House Station, Augusta, Maine 04333-0016, and _____ (**“Contractor”**) a corporation or other legal entity organized under the laws of the State of _____, with its principal place of business located at _____, with a mailing address of _____, and a telephone number of _____ .

The Vendor Customer Number of the Contractor is _____.

The following attachments are hereby incorporated into this Contract by reference:

Appendix A – Special Provision - Specifications of Work to be Performed

Appendix B – Special Provisions for State Funded Transportation Related Maintenance Work

The Department and the Contractor, in consideration of the mutual promises set forth in this Contract Agreement (hereinafter “Contract”) hereby agree as follows:

A. The Work.

The Contractor agrees to complete all work described in Appendix A – Special Provision - Specifications of Work to be Performed, and under the terms of the Contract for **Elevator Service, Repair, and Emergency Service at Penobscot Narrows Observatory, in Prospect**, Maine.

The Contractor shall be responsible for furnishing all supervision, labor, equipment, tools, supplies, facilities, permanent materials and temporary materials and services required to perform the Work including quality control, all required documentation at the conclusion of the project, warranting its work and performing all other work indicated in the Contract.

The Department shall have the right to alter the nature and extent of the Work as provided in the Contract; payment to be made as provided in the same.

B. Time.

This contract commences on the first of the month following contract execution and expires on April 30, 2026 unless extended under the terms of this contract. At the Department's discretion and upon mutual agreement with the Contractor, the Contract may be extended for time and money, under all the terms of this contract, at bid prices for agreed periods of time up to approximately four (4) additional years.

C. Price.

The quantities given in the Schedule of Items of the Bid Package will be used as the basis for determining the original Contract amount and that the amount of this offer is

\$_____.

The Maine DOT does not guarantee the use of any or all of the Contract amount.

D. Contract.

This Contract, which may be amended, modified, or supplemented in writing only, consists of the State of Maine, Department of Transportation, *Standard Specifications, March 2020 Edition* as updated through advertisement, Division 100 - General Conditions, Special Provisions, Contract Agreement and Appendices. It is agreed and understood that this Contract will be governed by the documents listed above.

E. Certifications.

By signing below, the Contractor hereby certifies that to the best of the Contractor's knowledge and belief:

1. All of the statements, representations, covenants, and certifications required or set forth in the Contract are still complete and accurate as of the date of this contract.
2. The Contractor knows of no legal, contractual, or financial impediment that prevents Contractor from entering into this Contract.
3. 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 the Contract.

F. Contract Agreement.

The undersigned, having carefully examined the site of work, scope of work, State of Maine, Department of Transportation, *Standard Specifications, March 2020 Edition*, Division 100 - General Conditions, Special Provisions, Contract Agreement and Appendices contained herein, hereby agrees to supply all the services, materials, tools,

equipment and labor to complete the whole of the work in strict accordance with the terms and conditions of this Contract at the prices agreed to in Appendix A.

The Contractor agrees to perform the work required at the prices specified above in accordance with the terms of this Contract and to provide the appropriate insurance.

Contractor also agrees:

First: Contractor agrees to perform extra work, not described in Appendix A, which may be ordered by the Department, and to accept as full compensation the amount determined upon basis as provided in the contract documents.

Second: Contractor understands that Work may commence upon Contract Execution, unless provided elsewhere in this contract and that Work must be completed within the time limits given in this Contract.

Third: That this offer shall remain open for 30 calendar days after the date of opening of bids.

Fourth: The Contractor hereby certifies, to the best of its knowledge and belief that: the Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive bidding in connection with its bid, and its subsequent contract with the Department.

Fifth: Contractor further agrees to provide insurance as required by this Contract.

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

CONTRACTOR

Date

(Signature of Legally Authorized Representative
of the Contractor)

(Name and Title Printed)

G. Award.

Your offer is hereby accepted. This award consummates the Contract, and the documents referenced herein.

The original contract amount is: \$ _____
_____.

MAINE DEPARTMENT OF TRANSPORTATION

Date

By: Kyle A. Hall
Director
Bureau of Maintenance & Operations

CTM: _____

TEDOCS# _____

CSN _____

MAINE DEPARTMENT OF TRANSPORTATION
CONTRACT AGREEMENT
TRANSPORTATION RELATED MAINTENANCE WORK

This CONTRACT is made on the date last signed below, by and between the State of Maine, acting through and by its Department of Transportation (“Department” or “MaineDOT”), an agency of state government with its principal administrative offices located at Child Street, Augusta, Maine, with a mailing address at 16 State House Station, Augusta, Maine 04333-0016, and **ABC COMPANY** (“Contractor”) a corporation or other legal entity organized under the laws of the State of **ME**, with its principal place of business located at **123 ANY STREET, TOWN, ST 000000**, with a mailing address of **PO BOX XXX, TOWN, ST 00000**, and a telephone number of **(123)456-7890**.

The Vendor Customer Number of the Contractor is **VC000000000**.

The following attachments are hereby incorporated into this Contract by reference:

Appendix A – Special Provision - Specifications of Work to be Performed

Appendix B – Special Provisions for State Funded Transportation Related
Maintenance Work

The Department and the Contractor, in consideration of the mutual promises set forth in this Contract Agreement (hereinafter “Contract”) hereby agree as follows:

A. The Work.

The Contractor agrees to complete all work described in Appendix A – Special Provision - Specifications of Work to be Performed, and under the terms of the Contract for **Heating Services**, in **Regions 2, 3 & 4**, Maine.

The Contractor shall be responsible for furnishing all supervision, labor, equipment, tools, supplies, facilities, permanent materials and temporary materials and services required to perform the Work including quality control, all required documentation at the conclusion of the project, warranting its work and performing all other work indicated in the Contract.

The Department shall have the right to alter the nature and extent of the Work as provided in the Contract; payment to be made as provided in the same.

B. Time.

This contract commences on December 15, 2018 or when executed, whichever is latest and expires on **December 15, 2019** unless extended under the terms of this contract. At the Department's discretion and upon mutual agreement with the Contractor, the Contract may be extended for time and money, under all the terms of this contract, at bid prices for agreed periods of time up to approximately four (4) additional years.

C. Price.

The quantities given in the Schedule of Items of the Bid Package will be used as the basis for determining the original Contract amount and that the amount of this offer is **(Place bid here in alphabetical form such as One Hundred Two dollars)** **\$ (repeat bid here in numerical terms, such as \$102.00)** .

The Maine DOT does not guarantee the use of any or all of the Contract amount.

D. Contract.

This Contract, which may be amended, modified, or supplemented in writing only, consists of the State of Maine, Department of Transportation, *Standard Specifications, March 2020 Edition* as updated through advertisement, Division 100 - General Conditions, Special Provisions, Contract Agreement and Appendices. It is agreed and understood that this Contract will be governed by the documents listed above.

E. Certifications.

By signing below, the Contractor hereby certifies that to the best of the Contractor's knowledge and belief:

1. All of the statements, representations, covenants, and certifications required or set forth in the Contract are still complete and accurate as of the date of this contract.
2. The Contractor knows of no legal, contractual, or financial impediment that prevents Contractor from entering into this Contract.
3. 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 the Contract.

F. Contract Agreement.

The undersigned, having carefully examined the site of work, scope of work, State of Maine, Department of Transportation, *Standard Specifications, March 2020 Edition*, Division 100 - General Conditions, Special Provisions, Contract Agreement and Appendices contained herein, hereby agrees to supply all the services, materials, tools, equipment and labor to complete the whole of the work in strict accordance with the terms and conditions of this Contract at the prices agreed to in Appendix A.

The Contractor agrees to perform the work required at the prices specified above in accordance with the terms of this Contract and to provide the appropriate insurance.

Contractor also agrees:

First: Contractor agrees to perform extra work, not described in Appendix A, which may be ordered by the Department, and to accept as full compensation the amount determined upon basis as provided in the contract documents.

Second: Contractor understands that Work may commence upon Contract Execution, unless provided elsewhere in this contract and that Work must be completed within the time limits given in this Contract.

Third: That this offer shall remain open for 30 calendar days after the date of opening of bids.

Fourth: The Contractor hereby certifies, to the best of its knowledge and belief that: the Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive bidding in connection with its bid, and its subsequent contract with the Department.

Fifth: Contractor further agrees to provide insurance as required by this Contract.

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

CONTRACTOR

(Print Date here)
Date

(Sign Here)
(Signature of Legally Authorized Representative
of the Contractor)

(Print Name Here)
(Name and Title Printed)

G. Award.

Your offer is hereby accepted. This award consummates the Contract, and the documents referenced herein.

MAINE DEPARTMENT OF TRANSPORTATION

Date

By: Brian T. Burne
Highway Maintenance Engineer
Bureau of Maintenance & Operations

LOCATION MAP



The Maine Department of Transportation provides this publication for information only. Reliance upon this information is at user risk. It is subject to revision and may be incomplete depending upon changing conditions. The Department assumes no liability if injuries or damages result from this information. This map is not intended to support emergency dispatch.

0.1
Miles
1 inch = 0.14 miles

Date: 4/4/2025
Time: 4:29:49 PM
24

APPENDIX A
SPECIAL PROVISION
SPECIFICATIONS OF WORK TO BE PERFORMED

Contractor _____

SCHEDULE OF ITEMS

- The Bid must be Delivered to the precise location and by the precise time set forth in the Notice to Contractors or any applicable Bid Amendment.
- Required unit prices, lump sum prices and/or bid amounts must be provided and legible.
- Do not make handwritten changes to the bid documents.

Bidder is required to bid all Items.

Item Description	Estimated Quantities & Units	Unit Price	Total Bid Amount \$/Per Line Item
Monthly inspection, maintenance, and lubrication, April 1 – November 30	8 Months	\$	\$
Elevator Mechanic	24 Hours	\$	\$
Elevator Journeyman/Helper	24 Hours	\$	\$
Emergency Service (Less than 90 minute response time)	8 Hours	\$	\$
Parts allowance			\$10,000.00
TOTAL BID for all Items			\$

Penobscot Narrows Observatory
018523.25
Elevator Service, Repair, and Emergency Service
April 14, 2025

By signing below, the Bidder (1) represents that the Bidder has examined the Contract Agreement contained in the Bid Documents, the Contract, all documents referenced in said Contract, and the site and scope of work, (2) does hereby bid and offer to enter into this contract to construct and/or perform the Work in strict accordance with the terms and conditions of this Contract at the unit prices bid in the attached "Schedule of Items", (3) represents that the Bidder has given the Department notice of any errors or ambiguities related to the documents or the work that have been discovered by the Bidder, (4) represents that the above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract and, (5) represents that the undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

Bidder acknowledges that the properly completed and signed Schedule of Items provided with the Bid constitutes the Bidder's offer and that this offer shall remain open for 30 calendar days after the date of opening of bids.

The Bidder hereby certifies, to the best of its knowledge and belief that: the Bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive bidding in connection with its bid, and its subsequent contract with the Department.

Use pen and ink to complete paper bids. Signatures shall be original. Stamped and copied signatures will not be accepted.

_____ <i>Signature</i>	_____ <i>Date</i>
_____ <i>(Print Bidder's Name and Title)</i>	

Bids are not accepted by email or FAX. If a paper Bid is to be sent express, please take note that overnight services do not always arrive in time. Packages using express services should be sent to Maine Department of Transportation, 24 Child Street, Augusta, Maine.

**Electronic bidding will NOT
be available
for this bid.**

**Bids will NOT be accepted
by email or fax.**

**SIGNED PAPER BIDS ARE
REQUIRED
and may be
mailed, sent express or hand delivered.**

For further information, see “BIDDING INSTRUCTIONS”
which are located near the front of the bid book.

MANDATORY PRE-BID MEETING

A mandatory pre-bid meeting will be held at the Penobscot Narrows Observatory in Prospect, Maine at the time stated in the Notice to Contractors. Only Contractors that attend the meeting and sign in will be allowed to bid. Following the pre-bid meeting, the sign in sheet for the meeting will be included with a written bid amendment available at <http://www.maine.gov/mdot/contractors/>.

Bidders shall direct all technical or engineering questions, including requests for explanations or interpretation, in writing to the Bid Contact Person noted in the Notice to Contractors using the “Request for Information” form. 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 or submitted to the Department at the pre-bid meeting in accordance with the Notice to Contractors and the RFI Instructions contained in these documents. Bidders may attach separate sheets with questions to the “Request for Information” form.

The Department is not bound by any oral, written or other representations, including information exchanged verbally at pre-Bid meetings. The Department will issue a written Bid Amendment in response to questions from Bidders when the answers: (A) relate to ambiguous, incorrect, or missing information in the Bid Documents; (B) are not apparent to Contractors experienced in the type of Work covered by the potential Contract; and (C) could have a significant impact on the cost, quality, conformity or timeliness of the Work.

Contract Administrator

The Contract Administrator for this contract will be:

Austin Coleman, Assistant Transportation Engineer
Maine Department of Transportation
16 State House Station
Augusta, ME 04333
Austin.Coleman@maine.gov

The Contractor shall contact the Contract Administrator, in order to coordinate the work. The Contractor shall submit invoices to the Contract Administrator as described in this contract. The Department may assign a designated alternate to the Contract Administrator. The Contractor will be notified of any such change.

Contractor Requirements

Licensing All work under the awarded contract shall be performed by skilled, competent, elevator mechanics that are familiar with the equipment and employed by the Contractor. Employees for the service and maintenance of equipment must be State of Maine licensed elevator mechanics capable of working on units described in this Contract. Copies of licenses for employees who are available and might be assigned to service the equipment must be provided upon Contract award.

Elevator mechanic journeymen/helpers may be used provided they are under the direct supervision of a licensed elevator mechanic. Sufficient personnel shall be assigned to the work to complete all emergency, bi-weekly, monthly, quarterly, semi-annual, annual and other maintenance and testing requirements of the awarded contract in a timely manner.

Any permits and licenses, excluding annual unit licensing fees, necessary for the execution of the work shall be secured and paid for by the Contractor.

Emergencies The Contractor must be able to be notified and the necessary personnel and equipment mobilized and be on site within ninety (90) minutes when MaineDOT or the Friends of Fort Knox Operations Manager/Director has determined an emergency. At the Observatory, any elevator outage while the Observatory is occupied constitutes an emergency. Although unlikely, the Contractor shall plan for several such emergencies per operating season.

Emergency service shall be limited to adjustments or repairs required to restore a unit to safe and reliable service. The Contractor shall provide the Contract Administrator with the names and telephone numbers of the persons to be contacted to comply with this requirement of the awarded contract.

The Contractor, whether performing routine scheduled maintenance or responding to a service or emergency call, shall contact the Contract Administrator prior to work on a specific unit. The contractor shall also provide electronic copies of all service, repair and testing work orders to the Contract Administrator. Work orders will show in detail the service or repair that was completed, when work was completed and by whom.

The Contractor shall be responsible for giving immediate notice to the Contract Administrator of any condition which has been discovered and may present a hazard to either equipment or passengers.

Labor & Material Unless otherwise stipulated, the Contractor shall provide and pay for all materials, labor, tools, equipment, and transportation necessary for the execution and completion of the work.

Materials and equipment shall be new, free from defects, perfect and complete, unless otherwise stipulated. Materials and equipment specified shall be applied or installed according to the directions of the manufacturer unless specifically designated otherwise. The scope of the direction furnished shall include the application of experienced personnel to each trade involved. In no case shall the installation be below the standard recommended by the manufacturer or association. The Contractor shall be responsible to the Department for the suitability of materials and equipment furnished to fully comply with the specification.

The Contractor shall provide all replacement parts required in the awarded contract. All replacement parts shall be specified by the original manufacturer. In any instance when replacement parts specified by the original equipment manufacturer are no longer available, an “equal” item may be substituted provided advanced written approval is obtained from the Contract Administrator.

If during the term of the awarded contract, additional work, beyond the scope of the awarded contract, is identified, the Contract Administrator has sole discretion to determine how best to accomplish the Work.

The Contractor shall furnish all lubricants and hydraulic fluids which shall comply with the equipment manufacturer’s specifications for the unit. Rope lubricant shall conform to recommendations in the Code’s “Inspector’s Manual.”

The Contractor shall maintain and have immediately available on site all material Safety Data Sheets required by federal and/or Maine State Law.

The Contractor shall maintain and use proper “out-of-service” signs and barricades at the site for use when units are out of service and/or the Contractor is working on a unit.

The Contractor shall make no changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, and shall not alter the original circuit or wiring design of the elevators unless authorized in writing by the Contract Administrator. The proposal shall include a complete description of the change, to include drawings and wiring diagrams, and comments from the original equipment manufacturer concerning the overall change.

The Contractor shall maintain a separate maintenance record on each unit. The maintenance record shall be kept in the elevator equipment room and shall be readily available for inspection by the Contract Administrator. The maintenance record is the property of the State of Maine and shall be turned over to the State of Maine at the end of the awarded contract. Maintenance records shall be chronological files that include, at a minimum, the following information for each unit.

- Date
- Nature of the Work (PMI or callback)

- Description of the Work Performed (Entry should be brief and concise)
- Indications of any Problems Experienced
- Initials or Signature of Mechanics Performing the Work

The Contract Administrator or a representative will make periodic spot inspections of elevator and other unit performance using the following performance criteria.

Summary of Performance Standards	
Element	Description of the Standard
Door	For door performance of passenger elevators, complete door opening and closing times will be used. The door should open and close smoothly without “slamming.” The time should not vary by more than 10 percent to the base time specified by the manufacturer.
Car Start	The interlock and frequency of starting operation should be within 10 percent of the base time specified by the manufacturer for the door to close and then the unit to start.
Running Time	This is the time required for the car to start and then stop. There should be smooth acceleration and deceleration on a one-floor run and the start to stop should be within 10 percent of that base time specified by the manufacturer.
Landing	The car should land within a plus or minus one-quarter inch of the exit level regardless of the number of passengers, up to the capacity of the unit.
Speed	Actual speed measurements will be used and compared to an allowable variation of 5 percent of the speed specified by the manufacturer.

Representatives of the Department of Transportation shall at all times have access to the Work. The Contractor shall provide proper facilities for such access and for inspection.

If the specifications, The Department’s instructions, laws, ordinances, or any public authority require any work to be specially tested or approved, the Contractor shall give timely notice of its readiness for observation or inspection by another authority, and if the inspection is by someone other than The Department, of the date fixed for such inspection, required certificates of inspection being secured by the Contractor unless otherwise specified in the specifications or The Department’s instructions.

The Contractor shall prove to the satisfaction of the Contract Administrator or a designated representative that the system functions properly. All work shall be performed with minimum inconvenience to building occupants. A full report covering adjustment time intervals, dispatch times on various programs, door standing time and door opening and closing speeds shall be furnished to the Contract Administrator.

Re-examination of questioned work may be ordered by The Department, and, if so ordered, the work must be uncovered by the Contractor. If such work is found to be not

proper with the awarded contract documents, the Contractor shall pay the cost of re-examination and replacement.

The Contractor shall remedy any defects due to faulty materials or workmanship and pay for any damage to other resulting work within a period of one (1) year from the date of installation, or from the date of The Department's substantial usage or occupancy of the unit, whichever is earlier. The Department shall give notice of observed defects with reasonable promptness.

The Contractor shall confine their apparatus; the storage of materials and the operations of workers to limits indicated by law, ordinances, permits, or directions of The Department and shall not unreasonably encumber the premises with materials. The Contractor shall not load or permit any part of the structure to be loaded with weight that will endanger safety. The Contractor shall enforce The Department's instructions regarding signs, advertisements, fires, and smoking.

The Contractor shall at all times keep the premises free from accumulation of waste materials or refuse as a result of the work, and at the completion of the work all waste materials and refuse shall be removed from and about the building.

The Contractor shall be responsible for any spillage of hydraulic fluids related to the operation of units including cleanup and disposal.

The Contractor is to provide a written report of findings (include condition of system) for equipment inspected under this contract.

The Contractor must have a minimum of five years experience performing each type of work that they expect to perform. The Contractor must possess and maintain the appropriate licenses.

Areas of experience shall include, but are not limited to:

- Routine maintenance, inspection, and repair of elevators with a rated speed of 500 feet per minute.
- Routine maintenance, inspection, and repair of hydraulic vertical platform lifts.
- Emergency repairs of elevators and hydraulic vertical platform lifts.
- Rapid response to emergency calls 24 hours per day, 7 days per week.

The Contractor shall maintain current licenses, authorizations, ratings and registrations for the duration of the contract.

The Bidder shall be able to comply with the Contract Requirements, be able to deliver according to the contract schedule, and have a history of satisfactory performance.

A copy of drawings, diagrams, and specifications shall be provided to the Contractor for each unit if available. No assurance is given that the information on the plans represents actual existing structures and conditions. The Department shall not be responsible for the Bidders' and Contractors' interpretations of or estimates or conclusions drawn from existing plans. Before submitting a bid, the Bidder is responsible for examining the site and other investigations that make the Bidder fully aware of the conditions that would be encountered in performing the work.

Post-bid Qualification Submittals

The Bidder may be required to submit evidence of compliance with all Contractor Requirements set forth in this Contract.

If the Bidder does not have a history of satisfactory performance performing similar Work under contracts with the Department that meets the Contractor Requirements regarding experience, the Bidder may be required to submit written documentation setting forth the experience of the Bidder and the Bidder's key personnel who will be performing the Work specified in the contract documents, including a description of similar work completed in the last five (5) years that highlight the Bidder's related experience. Such information shall include:

1. the Company's history and experience of work related specifically to the Scope of Work in this contract;
2. the key personnel's experience and number of years performing work related specifically to the Scope of Work in this contract;
3. the name of the owner for whom the work was performed;
4. the name and telephone number of a contact person;
5. a description and value of the work performed by key personnel.

The Bidder may be required to submit the relevant experience of the key personnel and supervisors who will be performing Work under this contract, their experience and number of years performing work related specifically to the Scope of Work in this contract.

The Bidder's submittal may be required to include a statement describing the personnel and equipment available for the Work and demonstrating that the Bidder is able to deliver according to the contract schedule. Contractors may be required post bid pre award to demonstrate they meet some of the contractor requirements.

Upon receipt of the pre-award submittals, the Department will review the submissions and determine if the submitted evidence or information satisfies the Department requirement that the bidder is qualified to properly carry out the terms of the Contract.

Bidders shall ensure that all information required herein is submitted. Provision of inaccurate information or failure to provide all completed and required information may

result in the Bidder being determined to be “Not Qualified” or disqualified as non-responsive. Within 14 days, the Department will review the submissions and determine if the available evidence or information satisfies the Department requirement that the bidder is qualified to properly carry out the terms of the Contract. The Department reserves the right to communicate in writing with Bidders, if needed, to obtain additions to and/or clarification of information contained in the submittals received. The qualifications submitted will be checked for general conformance with the concept of the project and compliance with the requirements set out in the Contract Documents. Review by the Department, comments by the Department, or any failure to review or comment, shall not absolve the Contractor of its responsibility or to shift any responsibility to the Department. The Bidder shall have 3 days to submit additions and clarifications. The Bidder will have no additional opportunity to submit or clarify information. The Department will not provide an opportunity for the Bidder to meet to present evidence.

Based on these submissions, the Department will make one of the following determinations:

1. Qualified - The Contractor has satisfied the post-bid, pre-award qualification requirements and demonstrated to the Department’s satisfaction that it is responsible, can meet the Contractor Requirements set forth in this contract, and is qualified to perform this type of work.
2. Not Qualified - Bidder is not qualified to properly carry out the terms of the Contract and/or the submission does not meet specifications and accepted standards and is not acceptable, as determined by the Department.

There is no Appeal process and the determination of "Not Qualified" is final. The Department will reject the bid as non-responsive, and the Award process will proceed without the unqualified Bidder.

The Department will notify the Bidder of its determination in writing. If a determination of “Not Qualified” is rendered, the notice will set forth reasons to the extent practical. Such reasons may include the following:

- A. Not meeting contract Contractor Requirements
- B. Insufficient experience
- C. Default(s) or termination(s) on past or current Contracts.
- D. Failure to pay or settle all bills for labor, Materials or services on past or current Contracts.
- E. Failure to comply with directives of the Department on past or current Contracts.

- F. Failure to accept an Award of a Contract made by the Department to the Contractor.
- G. Making materially false, deceptive, or misleading Statements or omissions, whether or not under oath, regarding a claim on prior Contracts or on the Contractor's Prequalification Application or the Post-Bid Qualifications submittals.
- H. Failure to provide information requested by the Department pursuant to this Special Provision.
- I. Any of the reasons contained in Section 102.02 of the "Rules Regarding Debarment of Contractors", Maine Department of Transportation Register 17-229, Chapter 102 (October 2, 1985).
- J. Debarment or suspension by any federal, State, or local governmental procurement agency or the Contractor's Agreement to refrain from Bidding as part of the settlement with any such agencies.
- K. Other serious misconduct that the Department reasonably determines will substantially and adversely affect the cost, quality or timeliness of Work, or the safety of Workers or the public.

Scope and Specifications of Work to be Performed

	Location	Registration	Speed	Capacity	Travel
Electric Elevator by Stanley Elevator Co.	West Pylon 27' – 398' elevation	EL-36464	500 FPS	2500 LB	371.5 FT 2 stops
Vertical Platform Lift Savaria V1502LUX (Hydraulic)	Observation Deck 398' – 420' elevation	VL-4791	14 FPS	750 LB	21 FT 2 stops

The Contractor shall provide maintenance and repair services including all inspections, adjustments, tests, and parts replacement, for the elevator and vertical platform lift at Penobscot Narrows Observatory. The Contractor shall furnish all material, labor, supervision, tools, supplies and equipment to provide maintenance and repair services for the equipment, to include all inspections, adjustments, tests, and parts replacement, regardless of the age of units, to ensure continuous use at their established capacity and efficiency for their intended purpose.

Monthly Inspection, Maintenance, and Lubrication In addition to repairs and service calls, a schedule of inspection and maintenance operations shall be followed and considered the minimum in satisfying the awarded contract. The contractor should recognize that additional services may be required in order to comply with the intent and requirements of the awarded contract. The contractor shall schedule all service and preventative maintenance work with the Contract Administrator.

The following services shall be performed at the intervals specified, and shall be considered incidental to the monthly inspection, maintenance, and lubrication rate.

<p>Table 1.1 Electric Elevators – Every Non-Emergency Visit (Monthly at minimum, and no more than once per week)</p>
<ol style="list-style-type: none"> 1. Check leveling operation. Clean and adjust leveling switches, adjust hoistway vanes, magnets and indicators. Repair and adjust for proper leveling. 2. Perform general inspection of machinery, sheaves, worm and gear, selectors or floor controllers when used; lubricate as required. 3. Empty machine room drip pans; discard oil. 4. Observe brake operations and adjust or repair if required. 5. Inspect and lubricate machinery, contacts, linkage, and gearing. 6. Clean and inspect controller, selectors, relay connectors, and contacts. 7. Ride car and observe operation of doors, leveling, reopening devices, etc. Adjust and repair as necessary. 8. Inspect governor working parts; clean and lubricate. 9. Clean and lubricate signal drive mechanism when used. 10. Check condition of car switch handle; replace emergency release glass, if required. 11. If rails are lubricated, check condition and lubrication. 12. Check governor and tape tension, sheaves lubrication. 13. Clean pit, remove all rubbish, trash, etc., and empty drip pans. 14. Replace all burned out lamps in elevator car, machine room, pit, floor call buttons, car buttons, etc. 15. Inspect photo electric door controls for proper operation.
<p>Table 1.2 Electric Elevators – Monthly</p> <ol style="list-style-type: none"> 1. Check door operation. Clean, lubricate, and adjust brake, linkages, gears, motor, check keys, set screws, contacts, chains, and cams. 2. Check door closer. Clean, adjust and lubricate pivot points, sill trips, and checking devices.

3. Check selector. Clean, adjust and lubricate brushes, dashpots, traveling cables, wire ropes, chain, pawl magnets, wiring contacts, relays tape drive, and broken tape switch.
4. Check car. Clean, adjust and lubricate car door and gate tracks, pivots, hangers, car grill, stile channels, side and top exits.
5. Check emergency light, intercom or telephone and alarm operation. Make needed repairs.
6. Observe operation of signal and dispatching system. Inspect compensation chain hitches, drum buffers, rope clamps, slack cable switch, couplings, keyways, indicator dials and pulleys. Check load weighting device and dispatching time settings. Clean, adjust and lubricate as necessary.
7. Check oil level in car and counterweight oil buffers; add oil as required.
8. Check brushes and commutators. Inspect commutators for finish, grooving, eccentricity, and mica level. If required, clean, turn or refinish commutator to provide proper communication. Inspect brushes for tension, seating and wear; replace or adjust as required.
9. Lubricate guide rails and service automatic lubricators.
10. Check controller contacts and relays. Visually inspect, check, adjust, and replace contacts as required.
11. Check, adjust, repair Car Ventilation System, Car Position Indicators, Hall Position Indicators, Hall and Car Call Buttons.
12. Visually inspect and clean governors.

Table 1.3

Electric Elevators – Quarterly (includes Monthly)

1. On hoistway doors, clean, lubricate and adjust racks, hangers and eccentrics, linkage gibs, and interlocks.
2. Inspect all fastenings and ropes for wear and lubrication. Clean both governor and hoist ropes and lubricate hoist ropes if needed. Inspect all rope hitches and shackles and equalize rope tension.
3. Clean, adjust and lubricate car door or gate tracks, pivots, hangers, car grill and stile channels.
4. Inspect hoist reduction gear brake and brake drum, drive sheave and motor, work and gear backlash, thrust end play and bearing gear.
5. In the car, test alarm bell system. Clean light fixtures. Inspect, clean and adjust retiring cam device, chain, dashpots, commutators, brushes, cam pivots, and fastenings. Test emergency switch, (ground case if necessary). Inspect safety parts, pivots, set screws, switches, etc. Check adjustments of car and counterweight gibs, shoes or roller guides; lubricate and adjust, if needed.
6. In the pit, lubricate compensating sheave and inspect hitches. Inspect governor and tape tension sheave fastenings. Empty and clean oil drip pans.
7. Clean all parts of safeties and lubricate moving parts to assure their proper

operation. Check and adjust clearance between safety jaws and guide rails. Visually inspect all safety parts
8. Clean and examine governor rope; replace if needed. (Do not lubricate governor rope).
Table 1.4 Electric Elevators – Semi-Annually (includes Quarterly and Monthly)
<ol style="list-style-type: none"> 1. Clean controllers with blower, check alignment of switches, relays, timers, hinge pins, etc., and adjust and lubricate. Check all resistance tubes and grids. Check oil in overload relays, settings and operation of overloads. Clean and inspect fuses and holders and all controller connections. 2. Inspect sheaves to ensure they are tight on shafts. Sound spokes and rim with hammer for cracks. 3. Examine all hoist rope for wear, lubrication, length and tension. Replace, lubricate and adjust as required to meet code requirements. 4. In the hoistway, examine guide rails, cams, fastenings and counterweights. Inspect and test limit of terminal switches. 5. Clean all overhead beams, sheaves, sills, bottom of platforms, car tops, counterweight and hoistway walls. 6. Check damping motor brushes and replace if needed.
Table 1.5 Electric Elevators – Annually (includes Semi-Annually, Quarterly, and Monthly)
<ol style="list-style-type: none"> 1. Remove, clean and lubricate brake cores on brakes, clean linings, if necessary, and inspect for wear. Correct for excessive wear and adjustment. 2. Inspect motor-generator and hoist motor armatures and rotor clearances. Check motor and MG set connections and lubricate in accordance with manufacturer's instructions. 3. Thoroughly clean car and counterweight guide rails using a nonflammable or high flash point solvent to remove lint, dust, and excess lubricant. 4. Drain, flush, and refill oil reservoirs of each hoisting motor and motor generator. 5. Drain and replace hoist reduction gear lubricant. 6. Check and reset, if necessary, all brushes for neutral settings, proper quartering and spacing on commutators. 7. Group Supervisory Control Systems, where installed, shall be checked. The system's dispatching, scheduling and emergency services features shall be tested and adjusted in accordance with manufacturer literature.

Table 2.1 Hydraulic Elevators – Every Visit (Monthly at minimum, and no more than once per week)
1. Check leveling operation; adjust as necessary.

2. Perform general inspection of machinery, pumps, piping, drive, valves, selectors, or floor controllers, when used. Lubricate as required.
3. Empty drip pans, discard oil, check reservoir oil level.
4. Inspect and lubricate machinery, contact, linkage, and gearing.
5. Clean and inspect controller, selectors, relays, connectors, contacts, etc.
6. Ride car and observe operations of doors, leveling, reopening device, smoothness, etc. Adjust or repair as necessary.
7. If rails are lubricated, check condition and lubrication. Service lubricators.
8. Inspect lighting in car, machinery, space, and pit. Replace burned out lamps.
9. Inspect hallway buttons and floor indicating lights. Replace as needed.
10. Remove litter, dust, oil, etc., from all machine room equipment.
11. Clean trash from pit and empty drip pans, discard oil. Examine plunger seals and correct excess leakage. Remove any water from pits.

Table 2.2

Hydraulic Elevators – Monthly

1. Observe operation of elevator throughout its full range and at all floors it serves to test controls, safety devices, leveling, releveing, and other devices. If creeping is excessive, determine cause and correct it.
2. Check door operation. Clean, lubricate and adjust brake, checks, linkages, gears, wiring, motor, check keys, set screws, contacts, chains and cams.
3. Inspect interior of cab. Test telephone or communication system, normal and emergency lights, fan, emergency call system or alarm, miscellaneous hardware, control panel, emergency lights, etc.
4. Inspect hoistway and pit. Clean, lubricate equipment as required. Service guide rail lubricators.
5. Test various mechanisms. Observe operation of motor and pump, oil lines, tank, controls, plunger, packing, etc.
6. Test manual and emergency control.
7. Check oil level in car and counterweight oil buffers; add oil as required.
8. Check packing glands of valves and cylinder and tighten to prevent loss of fluid, if necessary.
9. Visually inspect controller, contacts, and relays. Check adjustment and replace contacts as required.
10. Check and report battery health.

Table 2.3

Hydraulic Elevators – Quarterly (includes Monthly)

1. Check leveling operation. Clean and adjust leveling switches, hoistway vances, magnets, and inductors. Repair or adjust for proper leveling.
2. Check hallway doors. Clean, lubricate and adjust racks, hangers and upthrust, eccentrics, linkage gibs, and interlocks.

3. Clean, adjust and lubricate car door or gate tracks, pivots, hangers, car grill and stile channels.
Table 2.4 Hydraulic Elevators – Semi-Annually (includes Quarterly and Monthly)
1. Check controllers. Clean with blower, check alignment of switches, relays, timers, contacts, hinge pins, etc.; adjust and lubricate. Check all resistance tubes and grids. Check oil in overload relays, settings and operation of overloads. Clean and inspect fuses and holders and all controller functions. 2. In hoistway, examine guide rails, cams, and fastenings. Inspect and test limit and terminal switches. Check and adjust car shoes, gibs, or roller guides; adjust or replace, as needed. 3. Clean all overhead beams, sills bottom of platform, car tops, and hoistway walls. 4. Clean car light fixtures.
Table 2.5 Hydraulic Elevators – Annually (includes Semi-Annually, Quarterly, and Monthly)
1. Thoroughly clean car and counterweight guide rails using a nonflammable or high flash point solvent to remove lint, dust, and excess lubricant. 2. Take sample of hydraulic fluid and have tested by certified laboratory for viscosity, color, contamination, foaming, and other properties specified by the equipment manufacturer. Drain and replace fluid if it fails to meet manufacturer's specified properties. 3. Thoroughly clean the mechanism, pit, top, and bottom of car, etc. 4. If required, perform the five year full load test on elevators equipped with safeties and/or rupture valves.

Observatory Operating Hours (7 days per week)		
	Open	Close
May 1 – June 30	9 AM	5 PM
July 1 – August 31	9 AM	6 PM
September 1 – October 31	9 AM	5 PM
November 1 – April 30	Closed	
All dates and hours shown are subject to change at The Department’s discretion.		

The Contractor shall conduct all safety and fire related tests and inspections as required by federal and Maine State Law and record the date and results excluding the annual certification inspection. Testing shall be conducted during non-operating hours to limit the impact on operations but can occur during operating hours with approval from the Contract Administrator. The Contractor shall immediately inform the Contract Administrator when any unit does not meet safety requirements and follow up in writing within forty-eight (48) hours with all specific data. Recall tests on elevators shall be performed during non-operating hours. All routine tests and inspections not included in the inspection, maintenance, and lubrication rate shall be performed during non-operating hours at the regular hourly bid rates.

The Contractor shall assure that units operate at the same speed, and with the same efficiency originally specified by the equipment manufacturer. All maintenance adjustments and repairs shall be in compliance with the latest American National Safety Code for Elevators, Dumbwaiters, Escalators, and Moving Walks, ANSI A17.1 and A17.2, including supplements (hereinafter referred to as, the “Code”). The upgrading of equipment to meet changes in Code requirements IS NOT within the scope of this Contract.

The Contractor shall be responsible for giving immediate notice to the Contract Administrator of any apparent willful or malicious damage to the equipment. Parts damaged by vandalism, misuse, code changes or other reason beyond the Contractor’s control are billable. The age of the equipment is not considered a deficiency.

It is the responsibility of the Contractor to ensure elevators are maintained “inspection-ready” at all times April 15 – November 15.

All service and repair work shall be performed in compliance with the Code and shall be subject to inspection by a licensed inspector as designated by The Department. Periodic inspection of elevators as well as formal safety tests and inspections as required and outlined by the Code (current edition) shall be performed by the Contractor. The Contractor shall periodically examine and test all safety devices, governors, oil buffers, etc.

After tests have been performed, all load weighting devices shall be checked and adjusted as required to meet manufacturer’s recommendations. Cars shall not be placed in service

until all tests, checks, and adjustments are complete and elevators are in proper working condition. The Contractor shall furnish test and condition reports to the Contract Administrator after each test. The Contractor shall provide personnel who are familiar with the equipment to perform inspections and tests.

The Observatory stairwell is not accessible from the lobby. The Contractor shall ensure that the stairwell is not needed during routine maintenance, inspection, and testing by sending at least two mechanics and helpers as needed to perform required tasks at the upper levels. This additional labor shall be considered incidental to the monthly inspection, maintenance, and lubrication rate. The elevator shall be considered the only method of transversal to or from the upper levels except in the event of an emergency.

April 1 – April 14	April 15 – April 23	May 1 – October 31	November 1 – Nov 30
The Contractor meets with alarm and generator service companies. All annual inspections, maintenance, and testing are performed by the Contractor. Deficiencies are corrected by The Contractor.	Seasonal start-up continues. Elevator & Tramway Safety Program periodic inspections take place. All remaining deficiencies are corrected by the Contractor.	Operating season. Monthly inspection, maintenance, and lubrication.	Winterization.
All dates and hours shown are subject to change at The Department's discretion.			

Seasonal Procedures While the machine room is climate controlled, the elevator operates in a sheltered outdoor environment without heating, active ventilation, cooling, or dehumidification. Sensors run out of alignment during the winter cold. It is therefore necessary to perform all annual inspections and testing during the month of April, after the weather begins to warm, but before the Observatory opens on May 1. Delaying inspection and repairs beyond May 1 risks emergency elevator malfunctions. The Contractor is responsible for coordinating with the Department to schedule these inspections for the first two weeks of April. Scheduling is to take place every year during the month of February.

The Department will coordinate with the Observatory's generator service company and fire alarm service company to meet with The Contractor on site in early April for seasonal startup. All three parties must be present for annual fire recall tests, alarm system testing, and emergency standby generator load testing. At this time, The Contractor shall identify all deficiencies that may result in failed Elevator & Tramway Safety Program inspections. The Contractor shall correct these deficiencies before the Elevator & Tramway Safety Program inspections in mid-April.

Should the elevator inspector issue an "Order of Correction", a re-test may be required to verify correction of compliance issues. If required by the Elevator & Tramway Safety Program, The Contractor shall submit an official sign-off letter on company letterhead before April 23 of each calendar year. This letter shall be both mailed and emailed to the Contract Administrator. The Contractor shall make a good faith effort to ensure that the elevator and vertical lift are safely operating by May 1 of each year.

Maintenance and inspection of fire alarm devices (smoke/heat/shunt trip), fire and security monitoring devices, and the emergency backup generator are not included in the scope of this contract and are not included in the bid price.

The Department will coordinate, hire, and pay for the independent elevator inspector needed for the periodic inspections required by the Elevator & Tramway Safety Program. This cost is not included in the bid price.

In the month of April or May of each calendar year, the Contractor shall provide training on dates provided by the Contract Administrator to emergency personnel dealing with the extraction of personnel from stalled and inoperable units.

Only services above and beyond routine inspection, maintenance, and lubrication shall be considered billable. Startup tasks not included in the monthly inspection, maintenance, and lubrication rate are billable.

In November of each year, the Observatory is winterized. The Contractor shall recommend to the Contract Administrator additional lubrication and any other safeguards required to ensure trouble-free startup the following spring. Only services above and beyond routine inspection, maintenance, and lubrication are billable and these services must be submitted in a proposal to be approved by the Contract Administrator.

The Contractor shall provide two or more contact numbers to the Department for emergency notification that can be contacted 24 hours seven days a week. The Contractor must be on site within ninety (90) minutes of notification unless otherwise agreed to by the Department.

The Contractor shall provide and maintain a current contact list with phone numbers and e-mail addresses in order to be contacted 24 hours a day, 7 days a week for emergency services.

At all times the Contractor shall perform the Work to minimize obstructions to pedestrian and vehicular traffic. The Contractor shall ensure reasonable and safe access for the public and employees to the buildings at all times. All entries and walkways must be kept clean and passable for the public at all times work is being performed. The Contractor shall be responsible for the safety and protection of the public. The Contractor shall be responsible for all claims or damages arising from such non-compliance.

The Contractor shall, at its sole expense, rebuild, repair, restore, replace or otherwise make good any losses that arise from damage due to the Contractor's negligence.

Measurement and Payment

For inspection, maintenance, and lubrication, the Department will pay the price bid for each month that these services are performed, eight (8) months per year April through November. Service months may be added or removed at the sole discretion of the Contract Administrator. Any added months will also be paid at the price bid. This rate shall include all monthly, quarterly, semi-annual, and annual services described in Table 1 and Table 2. This rate shall also include all services performed during every non-emergency visit as described in Table 1 and Table 2. Both the electric elevator and vertical platform lift are inspected and maintained under this single monthly rate. All travel time including traveling to and from the job site and picking up any parts and materials shall be considered incidental to the rate.

For service work above and beyond monthly inspection, maintenance, and lubrication, the Department will pay by the hour for each hour Work is performed and for time they travel to or from the project site to provide services to the Department. The total amount of hours will be rounded off to the nearest ½ hour. Services included in Table 1 and Table 2 are not eligible for this rate. No additional payment will be made for overtime work, unless the Assignment is designated as urgent non-emergency work by the Department and then the Contractor shall be paid at 1.7 times the rate bid. Emergency service work does not qualify for this multiplier.

For emergency service work, the Department will pay by the hour for each hour Work is performed and for time they travel to or from the project site to provide services to the Department. The total amount of hours will be rounded off to the nearest ½ hour. The Work must be designated as emergency service work by the Department or Department's designee to qualify for this rate.

Replacement parts shall be itemized and billed at cost plus a 15% markup as per State of Maine, Department of Transportation, Standard Specifications, Section 109.7.5.

All payments will be made upon receipt of complete and correct invoices for accepted Work invoiced at bid prices.

Allowable Work Times

The Contractor shall perform routine inspection and service work only during the following times, Monday through Friday, 7:00AM through 4:00 PM, except for they may not work on holidays as defined in Appendix B nor government closure days, unless otherwise directed by the Department. Work may be performed outside of these hours if

the Assignment is emergency work or if otherwise directed or authorized by the Contract Administrator.

Project Specific Emergency Planning

Unless the Contract provides for closure of an existing facility, the Contractor shall ensure that essential police, fire, rescue, and ambulance services have reasonable and timely access to and through the Project Limits. The Contractor shall contact all emergency service providers in the area, discuss potential impacts on emergency operations (including water supply for fire suppression), and minimize any negative impacts.

Insurance

110.3.2 Commercial General Liability With respect to all operations performed by the Contractor and any Subcontractors, the Contractor and any Subcontractors shall carry commercial general liability insurance in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the Aggregate.

110.3.3 Automobile Liability The Contractor shall carry Automobile Liability Insurance covering the operation of all motor vehicles including any that are rented, leased, borrowed, or otherwise used in connection with the Project. The minimum limit of liability under this Section shall be \$1,000,000.00 per occurrence.

Force Account Work Compensation for Force Account Work will be computed according to State of Maine, Department of Transportation, Standard Specifications, Section 109.7.5.

Default and Termination

The Contractor is in Default of the Contract if the Contractor:

- A. Fails to answer the phone when the emergency number is called,
- B. Fails to be on site within ninety (90) minutes or less when MaineDOT or authorized representative has determined an emergency,
- C. Fails to provide labor, Equipment or Materials specified in the Contract,
- D. Fails to perform the Work with sufficient labor, Equipment, or Materials to assure the timely Completion of the Work,
- E. Fails to perform Work when specified in the Contract.
- F. Performs Defective Work, neglects or refuses to repair or correct Unacceptable Work when directed by the Department,
- G. Becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency that could affect the Work in any way,
- H. Continues to perform Work after the Department directs that Work be stopped,

- I. In any other manner, fails to perform the Work in Substantial Conformity with any material provision of the Contract.

Failure by the Contractor to perform the Work when required or to substantially meet other contractual requirements will result in the following actions:

1st Incident: If the Contractor does not take corrective action within 2 days upon receipt of verbal warning, the Department will issue a written warning.

2nd Incident: The Department will issue a written warning.

3rd Incident: The Department may (A) give written Notice of Default to the Contractor and immediately terminate the Contract by written Notice of Termination, or (B) take prosecution of the Work away from the Contractor without violating the Contract.

If Default occurs, the Department may give written Notice of Default to the Contractor. Failure to give Notice of Default is in no way a waiver by the Department of any provision of the Contract. In this event, the Department may enter into an Agreement with another entity for the Completion of the Work, or use such other methods as in the opinion of the Department are required for the Completion of the intent of the Contract in an acceptable and timely manner. Termination of the Contract or portion thereof shall not relieve the Contractor of its Contractual responsibilities for the Work completed (including warranty obligations), nor shall it relieve the Surety of its obligation for claims arising from the Work or the Contract. The Department will pay for all Accepted items of Work as of the date of Termination at agreed upon prices. The Contractor shall make all Work records available to the Department upon request regarding payment under this Section.

SPECIAL PROVISIONS
FOR STATE FUNDED TRANSPORTATION RELATED MAINTENANCE WORK

1. **BENEFITS AND DEDUCTIONS** If the Contractor is an individual, the Contractor understands and agrees that he/she is an independent contractor for whom no Federal or State Income Tax will be deducted by the Department, and for whom no retirement benefits, survivor benefit insurance, group life insurance, vacation and sick leave, and similar benefits available to State employees will accrue. The Contractor further understands that annual information returns, as required by the Internal Revenue Code or State of Maine Income Tax Law, will be filed by the State Controller with the Internal Revenue Service and the State of Maine Bureau of Revenue Services, copies of which will be furnished to the Contractor for his/her Income Tax records.

2. **INDEPENDENT CAPACITY** In the performance of this Contract, the parties hereto agree that the Contractor, and any agents and employees of the Contractor shall act in the capacity of an independent contractor and not as officers or employees or agents of the State.

3. **DEPARTMENT'S REPRESENTATIVE** The Contract Administrator shall be the Department's representative during the period of this Contract. The Contract Administrator has authority to curtail Work if necessary to ensure proper execution of the Contract, to take actions needed to assure that the Contractor's Work conforms with the Contract, to decide questions regarding quality and acceptability of Work, to suspend Work, to reject Unacceptable or Unauthorized Work and to refuse to approve Progress and Final Payments until Unacceptable or Unauthorized Work is corrected. The Contract Administrator shall certify to the Department when payments under the Contract are due and the amounts to be paid. He/she shall make decisions on all claims of the Contractor. Unless authorized by the Contract Administrator, other Departmental employees are not authorized to alter or waive the provisions of the Contract or to issue instructions contrary to the Contract.

The Department has the authority to inspect all Materials and every detail of the Work. The Contractor shall provide the Department with safe access to all portions of the Work in Conformity with all applicable OSHA requirements. The Contractor shall furnish the Department with all information and assistance required to make a detailed inspection.

4. **CONTRACT ADMINISTRATOR** All progress reports, correspondence and related submissions from the Contractor shall be submitted to the Department's Project Manager who is designated as the Contract Administrator on behalf of the Department for this Contract, except where specified otherwise in this Contract.

5. **CHANGES IN THE WORK** The Department shall have the right to alter the nature and extent of the Work as provided in the Contract, the Contract Amount being adjusted accordingly. In no event shall Contractor fail or refuse to continue the performance of its obligations under this Contract because of the inability of the parties to agree on an adjustment or adjustments. Any changes to the Contract that affect scope, compensation, time, quality, or other Contract requirements shall be by written Contract Modification, signed by both parties.

6. **SUBCONTRACTS** The Contractor is responsible for assuring that its subcontractors have sufficient skill and experience to perform the pursuant to the Contract. The Contractor is responsible for subcontractors that it employs and for coordinating and managing its subcontractors. The Contractor agrees to indemnify, defend, and hold harmless MaineDOT from and against all claims and causes of action arising out of any act or omission of Contractor's subcontractors, their agents, representatives, and employees. The Contractor agrees to indemnify the MaineDOT and hold it harmless from any claims asserted by, against or on behalf of Contractor's subcontractors. Included in this release is the

Contractor's agreement to waive any claims against MaineDOT to recover losses allegedly suffered by a subcontractor. If Work under this Contract is performed pursuant to subcontracts, the Contractor's obligations are not diminished and the Contractor remains responsible for all Work under the Contract.

7. **SUBLETTING, ASSIGNMENT OR TRANSFER** The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of this Contract or any portion thereof, or of its right, title or interest therein, without written request to and written consent of the Contract Administrator. No subcontracts or transfer of the Contract shall in any case release the Contractor of its liability under this Contract.

8. **EQUAL EMPLOYMENT OPPORTUNITY** During the performance of this Contract, the Contractor agrees as follows:

- a. The Contractor shall not discriminate against any employee or applicant for employment relating to this Contract because of race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation, unless related to a bona fide occupational qualification. The Contractor shall take affirmative action to ensure that applicants are employed and employees are treated during employment, without regard to their race, color, religion, sex, age, national origin, physical or mental disability, or sexual orientation.

Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this nondiscrimination clause.

- b. The Contractor shall, in all solicitations or advertising for employees placed by or on behalf of the Contractor relating to this Contract, state that all qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.
- c. The Contractor shall send to each labor union or representative of the workers with which it has a collective bargaining Contract, or other Contract or understanding, whereby it is furnished with labor for the performance of this Contract a notice to be provided by the contracting agency, advising the said labor union or workers' representative of the Contractor's commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Contractor shall inform the contracting Department's Equal Employment Opportunity Coordinator of any discrimination complaints brought to an external regulatory body (Maine Human Rights Commission, EEOC, Office of Civil Rights) against their agency by any individual as well as any lawsuit regarding alleged discriminatory practice.
- e. The Contractor shall comply with all aspects of the Americans with Disabilities Act (ADA) in employment and in the provision of Work to include accessibility and reasonable accommodations for employees and clients.
- f. Contractors and subcontractors with contracts in excess of \$50,000 shall also pursue in good faith affirmative action programs.

- g. The Contractor shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Contract so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

9. **EMPLOYMENT AND PERSONNEL** The Contractor shall not engage any person in the employ of any State Department or Agency in a position that would constitute a violation of 5 MRSA § 18 or 17 MRSA § 3104. The Contractor shall not engage on a full-time, part-time or other basis pursuant to this Contract any personnel who are or have been at any time during the period of this Contract in the employ of the State of Maine, except regularly retired employees, without the written consent of the Department. Further, the Contractor shall not engage on this project on a full-time, part-time or other basis during the period of this Contract any retired employee of MaineDOT who has not been retired for at least one year without the written consent. The Contractor shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Contract so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

10. **STATE EMPLOYEES NOT TO BENEFIT** No individual employed by the State of Maine at the time this Contract is executed or any time thereafter shall be admitted to any share or part of this Contract or to any benefit that might arise therefrom directly or indirectly that would constitute a violation of 5 MRSA § 18 or 17 MRSA § 3104. No other individual employed by the State at the time this Contract is executed or at any time thereafter shall be admitted to any share or part of this Contract or to any benefit that might arise therefrom directly or indirectly due to his employment by or financial interest in the Contractor or any affiliate of the Contractor, without the written consent of the Department. The Contractor shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Contract so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

11. **WARRANTY OF NO COLLUSION** The Contractor hereby certifies that it did not, directly or indirectly, enter into any agreement, participate in any collusion or otherwise take any action in restraint of competitive bidding in connection with this Contract. For breach or violation of this warranty, MaineDOT shall have the right to annul this Contract without liability. Further, MaineDOT shall have the right to recover the full amount of such fee, commission, gift, or the value of consideration that may have been transferred by the Contractor in violation of this clause.

12. **RECORDS; ACCESS** The Contractor and its subcontractors shall maintain all books, documents, payrolls, papers, accounting records and information of any type on any medium ("Project Records") that pertain to this Contract for such period as specified under Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP) rules. Upon request by MaineDOT, the Contractor and its subcontractors shall make Work Records available for inspection and must provide MaineDOT with copies at all reasonable times without cost or liability to MaineDOT.

13. **TERMINATION AND FAILURE TO PERFORM** The Department may terminate this Contract with or without cause upon 7 days written notice. Termination of the contract shall not relieve the Contractor of its contractual responsibilities for the work completed prior to termination (including warranty obligations), nor shall it relieve the Surety of its obligation for claims arising from the Work or the Contract. The Department will pay for all accepted items of Work completed prior to the date of Termination at agreed upon prices.

If for any reason the Contractor is unable to complete the work in an acceptable manner the Department may give written Notice of Default to the Contractor, which will outline the required remedies. Any

delay by the Department in providing a written Notice of Default shall in no way constitute a waiver by the Department of any provision of the Contract. If the Department determines the default is not curable, the notice of default shall also include the date of termination. Termination of the Contract or portion thereof shall not relieve the Contractor of its Contractual responsibilities for the Work completed.

In addition the Department may enter into an Agreement with another entity for the Completion of the Work, or use such other methods as in the opinion of the Department are required for the Completion of the intent of the Contract in an acceptable and timely manner.

14. **GOVERNMENTAL REQUIREMENTS** The Contractor warrants and represents that it will comply with all governmental ordinances, laws and regulations including all applicable laws and regulations of OSHA.

15. **GOVERNING LAW** This Contract shall be governed in all respects by the laws, statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this Contract shall be brought in State of Maine administrative or judicial forums. The Contractor consents to personal jurisdiction in the State of Maine.

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.

16. **STATE HELD HARMLESS** The Contractor agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims, costs, expenses, injuries, liabilities, losses and damages of every kind and description (hereinafter in this paragraph referred to as "claims") resulting from or arising out of the performance of this Contract by the Contractor, its employees, agents or subcontractors. Claims to which this indemnification applies include, but are not limited to, the following: (i) claims suffered or incurred by any Contractor, subcontractor, materialman, laborer and any other person, firm, corporation or other legal entity providing work, services, materials, equipment or supplies in connection with the performance of this Contract; (ii) claims arising out of a violation or infringement of any proprietary right, copyright, trademark, right of privacy or other right arising out of publication, translation, development, reproduction, delivery, use, or disposition of any data, information or other matter furnished or used in connection with this Contract; (iii) Claims arising out of a libelous or other unlawful matter used or developed in connection with this Contract; (iv) claims suffered or incurred by any person who may be otherwise injured or damaged in the performance of this Contract; and (v) all legal costs and other expenses of defense against any asserted claims to which this indemnification applies. This indemnification does not extend to a claim that results solely and directly from (i) the Department's negligence or unlawful act, or (ii) action by the Contractor taken in reasonable reliance upon an instruction or direction given by an authorized person acting on behalf of the Department in accordance with this Contract.

The Department's employees and other representatives act solely as representatives of the Department when conducting and exercising authority granted to them under the Contract. Such persons have no liability either personally or as Department employees.

17. **NOTICE OF CLAIMS** The Contractor shall give the Contract Administrator immediate notice in writing of any legal action or suit filed related in any way to the Contract or which may affect the performance of duties under the Contract, and prompt notice of any claim made against the Contractor by any subcontractor which may result in litigation related in any way to the Contract or which may affect the performance of duties under the Contract.

18. **INSURANCE** The Contractor shall provide signed, valid, and enforceable certificate(s) of insurance complying with this Section. All insurance must be procured from insurance companies licensed or approved to do business in the State of Maine by the State of Maine, Bureau of Insurance. The Contractor shall pay all premiums and take all other actions necessary to keep required insurances in effect for the duration of the Contract obligations, excluding warranty obligations.

Workers' Compensation For all Work performed by the Contractor and any subcontractor, the Contractor and each subcontractor shall carry Workers' Compensation Insurance or shall qualify as a self-insurer with the State of Maine Workers' Compensation Board in accordance with the requirements of the laws of the State of Maine. If maritime exposures exist, coverage shall include United States Long Shore and Harbor Workers coverage.

Commercial General Liability With respect to all Work performed by the Contractor and any subcontractors, the Contractor and any subcontractors shall carry commercial general liability insurance in an amount not less than \$400,000.00 per occurrence and \$2,000,000.00 in the Aggregate. The coverage must include products, completed operations, and Contractual liability coverages. The Contractual liability insurance shall cover the Contractor's obligations to indemnify the Department as provided in this Contract. The coverage shall also include protection against damage claims due to use of explosives, collapse, and underground coverage if the Work involves such exposures. The Department shall be named as additional insured on the Commercial General Liability insurance policies carried by the Contractor that are applicable to the Work.

Automobile Liability The Contractor shall carry Automobile Liability Insurance covering the operation of all motor vehicles including any that are rented, leased, borrowed, or otherwise used in connection with the Project. The minimum limit of liability under this Section shall be \$400,000.00 per occurrence.

Claims. Each insurance policy shall include a provision requiring the insurer to investigate and defend all named insured's against any and all claims for death, bodily injury or property damage, even if groundless.

19. **SEVERABILITY** The invalidity or unenforceability of any particular provision or part thereof of this Contract shall not affect the remainder of said provision or any other provisions, and this Contract shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

20. **INTEGRATION** All terms of this Contract are to be interpreted in such a way as to be consistent at all times. If the Contractor discovers any ambiguity, error, omission, conflict, or discrepancy related to the Contract, the Contractor must notify MaineDOT of the ambiguity or waive claims resulting from any such ambiguity. In the case of ambiguity the following components of the Contract shall control in the following descending order of priority:

- Contract Agreement, Transportation Related Maintenance Work
- Bid Amendments (most recent to least recent)
- Appendix A – Special Provision Specifications of Work to be Performed or Request for Proposals
- Appendix B – Special Provisions for State Funded Transportation Related Maintenance Work
- Appendix C – Special Provisions
- Any remaining appendices in alphabetical order.
- Any remaining Special Provisions
- The Department's Notice to Contractors and any amendments

21. **FORCE MAJEURE** The Department may, at its discretion, excuse the performance of an obligation by a party under this Contract in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. The Department may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Contract.

22. **FURNISHING OF OTHER PROPERTY RIGHTS, LICENSES AND PERMITS** The Contractor shall acquire, at its sole expense, all property rights outside the Project Limits needed for construction staging, yarding, construction, waste disposal, or other Project-related purpose. The Contractor shall also acquire, at its sole expense, all licenses, Permits and other permissions that are necessary or appropriate to perform the Work that are not furnished by the Department.

23. **ALLOWABLE WORK TIMES** Work can be performed at any time except Saturdays, Sundays, Holidays and state government closure days, unless expressly specified otherwise in this Contract. Holidays are defined as New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day. If a Holiday occurs on a Sunday, the following Monday shall be considered a Holiday. If a Holiday occurs on a Saturday, the preceding Friday shall be considered a Holiday. Saturday, Sunday or Holiday work must be approved by the Department. The Contractor is solely responsible for the planning and execution of Work in order to complete the Work within the Contract Time.

24. **SET-OFF RIGHTS** MaineDOT shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, MaineDOT's right to withhold and take possession of monies due to the Contractor under this Contract up to any amounts the Contractor owes to the State of Maine pursuant to this Contract or any other contract, including any contract for a term commencing prior to the term of this Contract, plus any amounts that Contractor owes the State of Maine for any reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. MaineDOT shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Controller.

25. **WORKERS AND EQUIPMENT** The Contractor shall at all times provide all superintendents, forepersons, laborers, inspectors, Subcontractors, subconsultants, Equipment, Materials, and Incidentals as needed to perform the Work in Conformance within the Contract Time. The Contractor shall provide all safeguards, safety devices, and protective Equipment and take all other action that is necessary to continuously and effectively protect the safety and health of all persons from hazards related to the Work.

Any person employed by the Contractor or by any Subcontractor or any officer or representative or agent of the Subcontractor, who, in the opinion of the Contract Administrator, is intemperate or disorderly, shall be removed immediately by the Contractor or Subcontractor employing such person. The employee shall not be employed again in any portion of the Work without prior approval from the Contract Administrator. Should the Contractor fail to remove such person or persons as required above or fail to furnish suitable and sufficient personnel for the proper prosecution of the Work, the Contract Administrator may suspend the Work by written notice until such orders are complied with.

All persons employed by or through the Contractor, except for registered trainees, shall have sufficient skill and experience to perform the Work properly. The Department may require that the Contractor discharge any such person who the Department determines jeopardizes safety of any person or the Project without cost or liability to the Department. If the Department determines that such person's performance jeopardizes the intent of the Contract otherwise, the Department may, but is not required, to notify the Contractor of such a determination. Such notice, or lack thereof, does not affect the Contractor's duties regarding Workers. Upon Receipt of such notice, the Contractor shall take any action it determines necessary to fulfill its obligations under the Contract.

26. ENVIRONMENTAL REQUIREMENTS

Temporary Soil Erosion and Water Pollution Control If the Work involves excavation or placement of soil, the Contractor shall stabilize the area on a daily basis and comply with all applicable federal, state, and local laws, rules, regulations, permit requirements and conditions.

Hazardous Materials If the Contractor encounters any condition that indicates the presence of uncontrolled petroleum or hazardous Materials, the Contractor shall immediately stop Work, notify the Department, treat any such conditions with extreme caution, and secure the area of potential hazard to minimize health risks to Workers and the public, and to prevent additional releases of contaminants into the environment. Such conditions include the presence of barrels, tanks, unexpected odors, discoloration of soil or water, an oily sheen on soil or water, excessively hot earth, smoke, or any other condition indicating uncontrolled petroleum or hazardous Materials. The Contractor shall continue Work in other areas of the Project unless otherwise directed by the Department. The Contractor shall comply with all federal, State, and local laws concerning the handling, storage, treatment, and disposal of uncontrolled petroleum or hazardous Material.

Waste Materials All waste materials shall be disposed of in accordance with all federal, State, and local laws.

Environmental Non-compliance - Remedies and Costs The Contractor shall be in non-compliance if it, or Subcontractors at any tier, fail to comply with the terms of this Contract or any applicable environmental or land use law or regulation including Project specific permit conditions.

If the Contractor is in non-compliance, the Department may, at its discretion:

- A. Withhold all Progress Payments, or any portion thereof, during the period the Contractor is in non-compliance;
- B. Remedy such non-compliance using State forces or another Contractor and deduct all costs incurred by the Department from Progress Payments. Such costs include direct costs, Project Engineering costs, and Contractor costs from amounts otherwise due the Contractor, and/or
- C. Suspend the Work for cause and without cost or liability to the Department. Said suspension shall continue until the Contractor has addressed all non-compliance issues as directed by the Department.

The Contractor shall be responsible for any fines and penalties assessed by environmental or land use regulatory agencies due to such non-compliance. Such penalties may be withheld from amounts otherwise due the Contractor.

27. **QUALITY AND STANDARDS** Materials and manufactured products incorporated into the work shall be new unless otherwise specified, free from defect, and in conformity with the contract. When material is fabricated or treated with another material or where any combination of materials is assembled to form a finished product, any or all of which are covered by specifications, the Department may reject the finished product if any of the components do not comply with the specifications. The Department may reject materials not conforming to the Specifications at any time, and the Contractor shall remove them immediately from the project site unless otherwise instructed by the Department. The Contractor shall not store or use rejected materials on any Department project.

If there is no applicable standard set forth in this contract for particular Work, then the Contractor shall perform that Work in accordance with industry standards prevailing at the time of bid. If the Department determines that Work is non-conforming, the Contractor shall remove, replace, or otherwise correct all unacceptable work as directed by the Department at the expense of the Contractor, without cost or liability to the Department.

28. **WARRANTY PROVISIONS** The Contractor unconditionally warrants and guarantees that the Work will be free from warranty defects for one year or as otherwise specified in this Contract. If the Department discovers any warranty defects during the warranty period, the Contractor agrees to perform all remedial work, at no additional cost or liability to the Department. Remedial Work will be completed within two weeks unless a more immediate response is required for safety or convenience, as determined by the Department.

The Contractor hereby assigns to the Department the right to enforce all manufacturer's warranties or guarantees on all materials, equipment or products purchased for the work that exceed the nature or duration of the warranty obligations assumed by the Contractor under this Contract.

The Contractor agrees that the warranty obligations provided by this Contract shall be reported as an outstanding obligation in the event of bankruptcy, dissolution, or the sale, merger, or cessation of operations of the Contractor.

29. **PAYMENT** The Contractor shall submit an itemized invoice to the Department for Work monthly, at the completion of the Work or as otherwise noted in the Contract documents for approval and payment. At a minimum, invoices shall include the following information:

- Contractor name, address & Contract Number
- Invoice Date & Number
- Dates of Work
- Description and Location of Work
- Quantities at the Prices contained in the Contractor's Bid

The Department will approve complete and correct invoices for accepted Work invoiced at bid prices. Payments to the Contractor shall be full compensation for furnishing all labor, equipment, materials, services, and incidentals used to perform all Work under the Contract in a complete and acceptable manner, and for all risk, loss, damage, or expense of any kind arising from the nature or execution of the Work. The Contractor shall pay all taxes, charges, fees, and allowances. Except as expressly provided otherwise in this Contract, all such taxes, charges, fees, and allowances are incidental to the Contract. Most items are exempt from Maine sales tax. The Contractor shall Bid in accordance with the Maine statutory exemption from sales tax. The Department may require that the Contractor submit backup documentation including copies of receipts, invoices, and itemized payments to Subcontractors. The Acceptance by the Contractor of the final payment, as evidenced by cashing of the final payment check, constitutes a release to the Department from all claims and liability under the Contract.

The Department may withhold payments claimed by the Contractor on account of:

- A. Incomplete, Inaccurate or Incorrect Invoices,
- B. Defective Work or Non-conforming Work,
- C. Damages for Non-conforming, Defective or Unauthorized Work or Equipment,
- D. Damage to a third party,
- E. Claims filed or reasonable evidence indicating probable filing of claims,
- F. Failure of the Contractor to make payments to Subcontractors or for Materials or labor, or failure of Subcontractors to make payments to Sub-Subcontractors or for Materials or labor,
- G. Regulatory non-compliance or enforcement,
- H. Failure to submit Documentation
- I. All other causes that the Department reasonably determines negatively affect the State's interest.

30. **RESPONSIBILITY FOR DAMAGE TO WORK** Except for damage to Project caused by Uncontrollable Events, the Contractor shall bear all risk of loss relating to the Work until Final Acceptance, regardless of cause, including completed Work, temporary Structures, and all other items or Materials not yet incorporated into the Work.

The Contractor shall, at its sole expense, rebuild, repair, restore, or replace such damaged Work or otherwise make good any losses that arise from such damage ("rebuilding, etc."). If the Contractor fails to Promptly commence and continue such rebuilding, etc., the Department may, upon 48 hours advance written notice, commence rebuilding, etc. of the damaged property without liability to the Department with its own forces or with Contracted forces and all costs will be deducted from amounts otherwise due the Contractor.

31. **RESPONSIBILITY FOR PROPERTY OF OTHERS** The Contractor shall not enter private property outside the Project Limits without first obtaining permission from the Owners.

The Contractor shall be responsible for all damage to public or private property of any kind resulting from any act, omission, neglect, or misconduct of the Contractor until Final Acceptance. The preceding sentence includes damage to vehicles passing through the Work area.

The Contractor shall, at its sole expense, rebuild, repair, restore, or replace such damaged property or otherwise make any good losses that arise from such damage ("rebuilding, etc."). If the Contractor fails to commence and continue such rebuilding, etc. in a timely manner, the Department may, upon 48 hours advance written notice, commence rebuilding, etc. of the damaged property without liability to the Department with its own forces or with Contracted forces, and all costs will be deducted from amounts otherwise due the Contractor.

32. **NOTICE REQUIRED** When the Contractor becomes aware of facts or circumstances that may cause the Contractor to seek additional compensation, time, or any other change in Contract requirements ("Issue"), then the Contractor shall notify the Contract Administrator within 48 hours and before commencing any part of the Work relating to the Issue. The notice must describe the basic nature and extent of the Issue.

The written notice or confirmation will be known as a "Notice of Issue for Consideration". The Contractor will not be entitled to any additional compensation, time, or any other change to Contract requirements without a timely Notice of Issue for Consideration.

33. **ENTIRE CONTRACT** This document contains the entire Contract of the parties, and neither party shall be bound by any statement or representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving

party. The parties expressly agree that they shall not assert in any action relating to the Contract that any implied waiver occurred between the parties which is not expressed in writing. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of the Contract, or to exercise an option or election under the Contract, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option or election, but the same shall continue in full force and effect, and no waiver by any party of any one or more of its rights or remedies under the Contract shall be deemed to be a waiver of any prior or subsequent rights or remedy under the Contract or at law.

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 Add the following:

“Contract Agreement form The Contract Agreement, Offer and Award, the Maine Department of Transportation Contract Agreement Transportation Related Maintenance Work, the Maine Department of Transportation Contract Agreement to Purchase Supplies, Materials and/or Equipment for a Specific Project, Contract Agreement to Purchase Materials and/or Equipment for a Project and Related Work, the Maine Department of Transportation Private Equipment Rental Agreement – with an Operator, the Maine Department of Transportation Private Equipment Rental Agreement – without an Operator, or other contract agreement contained in the bid documents.”

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 Holidays Amend this paragraph by adding "Juneteenth" between 'Memorial Day' and 'Independence Day'.

SPECIAL PROVISION SECTION 102 BIDDING

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

"The Bidder must Deliver its Bid and Bid Guaranty 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 Work 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 Schedule of Items, 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".

102.11.1 Non-curable Bid Defects Revise the item on the list of non-curable Bid Defects for which the Department will reject Bids as non-responsive that reads "The Bid is not signed by a duly authorized representative of the Bidder." by replacing it with the following:

"The Bid is not signed by a duly authorized representative of the Bidder.

- Properly submitted electronic bids meet this requirement.
- Paper bids must include either (1) one or more signed copies of the Contract Agreement form or (2) a signed copy of the Schedule of Items."

102.11.1 Non-curable Bid Defects Revise this subsection by removing the words "The unit price and bid amount is not provided or a lump sum price is not provided or is illegible as determined by the Department." and replacing it with the following:

"The unit price and bid amount is not provided if (1) the item quantity is not one or lump sum or, (2) the lump sum contract price is not provided or, (3) the unit price, bid amount or lump sum price is illegible as determined by the Department."

102.11.2 Curable Bid Defects Revise the section by replacing it with the following:

“Unless the Department waives a curable Bid defect, the Bidder must cure, within the time stated in the written notice by the Department, but not less than 24 hours, all other Bid Defects not listed in Section 102.11.1 - Non-curable Bid Defects that are identified by the Department. Failure to cure such Defects within said time may result in forfeiture of the Bidder’s Bid Guaranty. Upon such failure, the Department may take any action in the best interests of the Department, including those set forth in Section 103.6 - Failure to Fulfill Award Conditions.

Such curable Bid Defects include, but are not limited to, the following.

The Bidder signs only one of the Contract Agreement Offer & Award forms.

Missing total sum of the items provided in the Schedule of Items.

The prices or signatures on the Bid or Bid Guaranty are not in ink or other non-erasable substance.

Failure to acknowledge Receipt and consideration of all Bid Amendments.

The Bid includes only one signed Contract Agreement form.

The Bid does not include a signed Contract Agreement form but does include a signed Schedule of Items.

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.

All other Defects that do not create a significant question as to the Bidder’s total Bid amount or the Bidder’s ability to complete the Work within the Contract Time or by the Contract Completion Date as determined by the Department.”

SPECIAL PROVISION SECTION 103 AWARD AND CONTRACTING

103.1.1 Unit Prices Govern Add the following at the end of the paragraph:

“If the item quantity is one and either a unit price or bid amount is not provided, the unit price or bid amount omitted shall be determined mathematically by the Department.”

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 bonds (if applicable), insurance, 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.”

SPECIAL PROVISION SECTION 104 GENERAL RIGHTS AND RESPONSIBILITIES

104.3.8A. Federal Wage Rates and Labor Laws Delete the entire section 104.3.8A. Federal Wage Rates do not apply to this work.

104.3.8B State Wage Rates and Labor Laws The State Wage Rates enclosed apply to this work. Federal Wage Rates do not apply to this work.

SPECIAL PROVISION SECTION 105 GENERAL SCOPE OF WORK

105.2.2 Health and Safety Plan Delete the entire section and replace with the following:

“The Contractor has the authority and responsibility to ensure compliance with all applicable federal, State, and local laws governing safety, health, and sanitation including all applicable laws and regulations of OSHA. The Contractor shall comply with these laws and regulations and ensure compliance by its subcontractors.

The Contractor shall provide all safeguards, safety devices, and protective Equipment and take all other action that is necessary to continuously and effectively protect the safety and health of all persons from hazards related to the Work.”

105.10.2 Requirements Applicable to All Contracts Under section A, number 2, in the first sentence of the first paragraph, revise this Section by replacing the word “handicap” in two places with the word “disability” so it now reads:

“2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, State that all qualified applicants will receive consideration for employment without regard to race, color, sexual orientation, religious creed, sex, national origin, ancestry, age, physical disability, or mental disability.”

SPECIAL PROVISION SECTION 110 INDEMNIFICATION, BONDING AND INSURANCE

110.3.9 Administrative & General Provisions Amend this subsection by adding “Automobile Liability” under letter A) Additional Insured to the list of exceptions.