



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

October 13, 2023
Subject: Prequalification for
Well Drilling, Water System Services,
and/or Related Work
State WIN: PH20231011WW
Location: **Statewide**
Amendment No. 1

Dear Sir/Ms:

Please make the following changes to the Bid Documents:

In the Bid Book:

REMOVE pages 24-26 “**CONTRACT & AWARD**”, one copy, 3 pages, and **REPLACE** with the attached “**CONTRACTOR PREQUALIFICATION PROCEDURES, Well Drilling, Water System Services, and/or Related Work**”, 2 pages, dated September 21, 2023.

Consider this change and information prior to submitting your bid on **November 1, 2023**.

Sincerely,

A handwritten signature in blue ink that reads "George Macdougall".

George M. A. Macdougall P.E.
Contracts & Specifications Engineer

STATE OF MAINE DEPARTMENT OF TRANSPORTATION
CONTRACTOR PREQUALIFICATION PROCEDURES
Well Drilling, Water System Services, and/or Related Work

PREQUALIFICATION PROCEDURE

Contractors desiring to perform or bid on well drilling, water systems services, and/or related Work must submit a properly completed Application and sign a contract for Well Drilling and Related Services or for Well Drilling, Water Systems Services, and/or Related Work unless one of the exceptions to prequalification listed below of this Procedure applies. The prequalification process will be open continuously.

All Contractors must be prequalified in accordance with the provisions of this Procedure to be eligible to be awarded a Contract, EXCEPT that such prequalification is not required if (1) the Contractor is contracted pursuant to a separate process specific to that project or (2) the Department waives the requirement for prequalification for good cause shown and in the best interest of the State.

The Contractor must honestly, accurately and completely supply all information requested in the Application. Applications will not be considered received until the Department has received a properly completed Application including all required supporting data. A Committee shall review all information provided in the Application. The Committee or its designees may (a) contact any person or entity necessary to verify and/or supplement any of the information requested by or provided in the Application and (b) review information from other published sources of industry information, information from transportation departments in other states, the Federal Highway Administration, and any other Significant information. Whenever the Committee determines that the nature or extent of the information provided in the Application is insufficient or indicates that the Contractor is not qualified, the Committee will, within ten (10) Business Days of receipt of the application, contact the Contractor to seek additional information and, if desired by the Contractor, to schedule an interview to discuss the specific reasons that have caused that preliminary determination. The Contractor will submit all additional information requested by the Committee.

The Committee will evaluate all the information provided or obtained as a whole on a pass-fail basis to determine whether the Contractor is responsible and qualified. In doing so, the Committee will use the following descriptive categories.

QUALIFIED: Sufficient information exists to determine that the Contractor is likely to perform the work in a timely manner using acceptable processes.

NOT QUALIFIED: The information demonstrates that it is unlikely that the Contractor can perform the work in a timely manner using acceptable processes.

Grounds for Determination of “Not Qualified”. A finding by the Committee based upon substantial evidence that any one of the following conditions exists shall be sufficient grounds, though not mandatory grounds, for an overall determination of “Not Qualified”.

1. Unsatisfactory and/or insufficient Contractor experience, licensing or applicable knowledge and experience significantly below industry standards.
2. Safety record significantly below industry standards or a Worker’s compensation Experience Modifier Rate exceeding 1.25.
3. Findings of violations through Maine Well Driller’s Commission.
4. Terminations, suspensions, defaults, disbarment, conviction of bid crimes, or other irregularities with respect to any federal, state, or local government or procurement agencies.
5. Civil rights or environmental record significantly below industry standards.
6. A pattern of unsupported claims.
7. Deceptive, evasive or fraudulent statements or omissions contained in the Application, made or omitted at any interview or hearing, or otherwise made to or omitted from the Department.
8. Other substantial deficiencies that are clearly below industry standards and that clearly demonstrate that the Contractor is “Not Qualified”.

If the Contractor is found to be qualified, the Department will notify the Contractor of Prequalification. Once a Contractor has furnished Certificates of Insurance complying with the Standard Specifications, and any other pre-executions conditions are met, the Department may execute and award a contract. If the Department determines that the Contractor is not qualified, said Notice will also set forth the specific reasons therefore to the extent practical and no contract will be awarded.

Appeals and Definitions will be those described in the Maine Department of Transportation Contractor’s Prequalification Procedure, Revision May 25, 2023.

Contractors, previously prequalified, may submit a request for prequalification and a new contract no earlier than 30 days prior to contract expiration. The request for prequalification shall be accompanied by a newly completed prequalification form including any changes to data from the prior application. The Department will determine if the Contractor is qualified. A Contractor shall furnish Certificates of Insurance complying with the Standard Specifications prior to contract award.

If the Contractor is found to be qualified, the Department will notify the Contractor of Prequalification. The Department may award a contract once pre-executions conditions are met.