

APPENDIX A
SPECIAL PROVISION
SPECIFICATIONS OF WORK TO BE PERFORMED
SCHEDULE OF ITEMS

Bidders are required to bid all Items and perform Work at all locations.

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.

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SCHEDULE OF ITEMS

Contractor _____

Fire and Security Monitoring Services

MDOT Region 1- Southern Maine Area

Facility	Address	System Monitoring Services	Hourly Labor Rates "Regular" hours
Fleet Services Garage	61 Pleasant Hill Road, Scarborough	Fire and Security System	\$

MDOT Region 2 – Mid Coast Maine Area

Facility	Address	System Monitoring Services	Hourly Labor Rates "Regular" hours
MDOT Paint Warehouse	121 Leighton Road, Augusta	Fire System	\$
Fairfield Training Center	10 Mountain Avenue, Fairfield	Fire System	\$

MDOT Region 4 – Eastern Maine Area

Facility	Address	System Monitoring Services	Hourly Labor Rates "Regular" hours
Fleet Services Garage	185 Hogan Road, Bangor	Fire, Security and low temp alarm	\$
Fleet Services Garage	636 US Rt. 1, Baileyville	Fire, Security and low temp alarm	\$
DOT Maintenance Bldg	634 US Rt. 1, Baileyville	Fire, Security and low temp alarm	\$
Bridge Maintenance Bldg	1542 Fuller Road, Carmel	Security alarm	\$
Penobscot Narrows Bridge	Rt. 1, Prospect	Fire, Security and low temp	\$

MDOT Region 5 – Northern Maine Area

Facility	Address	System Monitoring Services	Hourly Labor Rates “Regular” hours
Fleet Garage	145 Bennett Drive, Caribou	Fire, Security and low temp alarm	\$

MDOT Ferry Services

Facility	Address	System Monitoring Services	Hourly Labor Rates “Regular” hours
Rockland Ferry Terminal	517A Main Street Rockland	Fire System	\$
Isleboro Terminal	609 Ferry Road Islesboro, Maine	Security alarm	\$
Vinalhaven Terminal	79 Sands Road Vinalhaven, Maine	Security alarm	\$
North Haven Terminal	18 Maine Street, North Haven, Maine	Security and panic button	\$
Swans Island Terminal	118 Ferry Road, Swans, Island Maine	Security alarm	\$
Bass Harbor Terminal	45 Granville, Road, Bass Harbor, Maine	Security alarm	\$
Lincolnville Terminal	20 McKay Road, Lincolnville, Maine	Security alarm	\$

- Adding additional locations for Monthly Monitoring Services during contract period shall be at the same rate as of bid.
- Part, Plus 10% mark-up

System Monitoring Services	Monthly cost each location \$ _____	X 16 Locations	(A) = \$ _____
	Estimate: Hourly Labor Rates, Maintenance, Upgrades, and Equipment are part of this Bid.		(B) \$20,000.00
			Totals of (A) & (B) \$ _____

- Paper bids must be signed in pen and ink. Signatures shall be original. Stamped and copied signatures will not be accepted.

Signature

Date

(Print Bidder's Name and Title)

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.

See bid instructions on page three of the bid book.

Scope of Work

The Contractor shall perform the Work described herein in accordance with the terms and conditions of this Contract to provide 24/7 monitoring services to included but not limited to fire alarms, security/burglar systems, low temperature warnings, panic alarm systems, cameras and associated recording equipment at MaineDOT facilities listed in the "Schedule of Items" and perform minor repairs, install equipment upgrades and trouble shoot as needed.

Locations and types of monitoring services may be added at the same bid price or deleted to the contract by agreement and in writing by executing a MaineDOT Contract Modification.

Monitoring is to include weekly testing of systems for each location unless otherwise stated.

Repairs and troubleshooting that require technicians to visit the facility to provide technical assistance and equipment resets will be paid at the Hourly Labor Rates "Regular". Reports of malfunctions, equipment problems and recommended equipment replacement are to be reported to the Contract Administrator or designee for the facility location.

If significant repairs, additional equipment or work is needed, pre-approval must be received from the Contract Administrator before the Contractor can perform the work.

Contractor shall provide activity and monitoring reports as directed by the MaineDOT Contact/Designee for their location and shall be received within 48 hours of the request.

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, all required documentation, warranting its Work and performing all other Work indicated in the Contract.

Contract Administrator The Contract Administrator for this contract will be:

Scott Gray
MaineDOT, Maintenance & Operations
State House Station #16
24 Child Street
Augusta, ME 04333-0026
Tel. # (207)624-3234/(207)592-2477
Email: Scott.Gray@maine.gov

Contact/Designee for each Region/Location

Region 1 – John Maksut, (207)885-7013, Cell (207)592-2806
Region 2 – Wayne Arsenault, (207)624-3609, Cell (207)557-2133 Paint Warehouse
Region 2 – Mary Hansom, (207)453-7377 Fairfield Training Center
Region 4 - Jeremy Schobel, (207)941-4500, Cell (207)441-4197
Region 5 - Keith Richards, (207)764-2211, Cell (207)215-3712
Ferry Service – Daniel McNichol, (207)596-5423, Cell (207)446-5396
Penobscot Narrows-Austin Coleman (207)530-0140

The Contractor shall submit invoices to the Contact/Designee from each Region/Location as stated above.

Invoices and Payments

The Department will pay based upon prices bid and the invoices provided and approved by the Department. The Contractor shall submit an itemized bill to the Regional Contact/ Designee. No such payment will be made if, in the judgment of the Department, the Work is not proceeding in accordance with the provisions of the Contract.

Method of Measurement

System Monitoring Services – For System Monitoring Services the Department will pay for accepted work the quantity of locations and months monitored at bid prices and the Contractor may submit invoices quarterly or annually.

Hourly Labor Rates –Hourly Labor Rates shall be used for onsite repairs and troubleshooting. The Contractor shall be paid by the hour at bid prices for each hour accepted work is performed for the Department. The total amount of hours will be rounded off to the nearest ½ hour. Time spent traveling to the service locations and time spent moving between locations for onsite repairs and troubleshooting will not be measured for payment but considered incidental to the Work performed.

Parts - Payment for parts for upgrades, maintenance and repair work will be the actual documented cost (invoice cost from the manufacturer) plus an additional mark-up of 10%. The cost associated with the replacement part(s) shall not include installation. Installation cost will be paid for at the hourly labor rate bid price. Payment for the shipping and handling of replacement parts will be the actual documented cost (invoice cost from the manufacturer) with no mark-up allowed. Miscellaneous items and materials such as rags and gloves shall not be billed separately and shall be considered incidental to related items.

Allowable Work Times - The Contractor shall perform Work only during the following times unless expressly specified otherwise in this contract or approved by the Department: Monday through Friday, 7:00AM through 3:30 PM except for they may not work on holidays as defined

below nor state government closure days. Holidays are defined as New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus 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. The Contractor is solely responsible for the planning and execution of Work in order to complete the Work within the Contract Time.

Default and Termination

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

- A. Fails to provide labor, Equipment or Materials specified in the Contract,
- B. Fails to perform the Work with sufficient labor, Equipment, or Materials to assure the timely completion of the Work,
- C. Fails to perform Work when scheduled and in the timeline specified in the Contract.
- D. Performs Defective Work, neglects or refuses to repair or correct Unacceptable Work when directed by the Department,
- E. Becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency that could affect the Work in any way,
- F. Continues to perform Work after the Department directs that Work be stopped, or
- G. 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.