

APPENDIX A
SPECIAL PROVISION
SPECIFICATIONS OF WORK TO BE PERFORMED

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.

Contractor _____

Bidder is required to bid all Items.

*Refer to the table at the end of this section for a list of locations and lifting equipment.	Estimated Quantities & Units	Unit Price	Bid Amount (Unit Price x Number of Units)
Annual Inspection per ANSI Standard – 4 Ton Rolling Gantry with (2) - 2 Ton Hoists (per unit)	3 each	\$	\$
Annual Inspection per ANSI Standard – 2 Ton Trolley with 2 Ton Chain Fall and 1 Ton Chain Fall (per unit)	1 each	\$	\$
Annual Inspection per ANSI Standard – 2 Ton Chain Fall and Trolley (per unit)	5 each	\$	\$
Annual Inspection per ANSI Standard – 2 Ton Chain Fall (per unit)	4 each	\$	\$
Annual Inspection per ANSI Standard – 1 Ton Chain Fall (per unit)	1 each	\$	\$
Annual Inspection – ½ ton Jib	1 each	\$	\$
Annual Inspection per ANSI Standard – Chain Slings (per unit)	66	\$	\$
Annual Inspection per ANSI Standard – Synthetic Slings (per unit)	9	\$	\$
Hourly Labor rate for Service & Repair work (time spent at MaineDOT facility)	40 hours	Hourly Labor Rate \$ _____	\$
Hourly Travel Rate – Hours from Contractor’s business to MaineDOT location(s) for service/repair, time spent traveling from facility to facility and return to the Contractor’s place of business at end of the work day.	40 hours	Hourly Travel Rate \$ _____	\$
TOTAL BID for all Items			\$

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.

Contract Administrator The Contract Administrator for this contract will be:

James E. Ball, Occupational Safety Specialist
MaineDOT, Region 5
41 Rice Street
Presque Isle, Maine 04769
Tel#: (207) 764-2200
Email: James.E.Ball@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.

Contractor Requirements

- Work shall be performed by skilled technician, qualified with prior bridge crane & hoist inspection experience.
- The Contractor shall work effectively with minimum supervision.
- The Contractor shall adhere to all national and local Codes, Industry Standards and OSHA requirements and have the knowledge to do so.
- The Contractor shall provide all tools and equipment, including man lifts and ladders, needed to perform required Work.
- The Contractor shall provide reliable transportation for employees to and from job site. Vehicle shall carry all tools, supplies, and equipment needed for job duties.
- The Contractor shall comply with established safety guidelines and procedures and provide all Personal Protective Equipment needed to perform job duties. All MaineDOT lots require PPE to include: steel toe boots, hard hat, safety glasses, and a class II or better vest.

Contract Time

The Contractor shall be allowed to commence work on or after the execution date.

Inspections shall be performed in the Calendar Month that has been mutually agreed upon, of each contracted year. Work shall be scheduled and coordinated prior to this date with the Contract Administrator.

Repair Services – Contractor will be notified by Contract Administrator or Representative when repair Work is needed.

Scope and Specifications of Work to be Performed

Annual Inspections - shall be completed on the structural, mechanical and electrical components to check compliance with current codes and identify items requiring maintenance and service. Minor adjustments and repairs including brake adjustments and hoist chain lubricants shall be performed. Inspections are to include labor, equipment, materials, parts, supplies, and other incidentals necessary to perform the Work.

1. Contractor shall perform annual bridge crane, hoist and jib inspections in accordance with the following criteria:
 - Inspections are to be performed at the MaineDOT Fleet Services facility in Caribou and MaineDOT maintenance facilities in Ashland, Caribou, Fort Kent, Madawaska, Medway, Oakfield, Presque Isle, and Topsfield.
 - Inspections shall be performed in accordance with ANSI requirements.
 - Inspections shall meet requirements and comply with OSHA CFR 29, Part 1910.79, National Electric Code, and CMAA specifications.
 - Contractor shall provide annual Inspection reports and picture(s) of all defects to the Department with written report of all notable, visible deficiencies and recommendations and corrections.
 - Certificates shall be submitted upon completion of inspections.
 - Questions regarding repairs that may result in unit(s) failing or being placed in an “Out of service” status shall be directed to the Contract Administrator.
 - Inspections shall be performed annually in the Calendar month that was mutually agreed upon.
 - Inspections shall be performed in accordance with the crane manufacturer’s specifications.
 - The Contractor shall provide all tools, parts and equipment to perform and complete the Work.

2. Repair Work

- Repair Work shall be on an as needed basis.
 - Repair Work shall include work not included or performed during annual inspection, but may include work discovered, recommended and approved during inspection time. Work shall be approved by Contract Administrator prior to being performed.
 - Parts used for repairs shall be manufacturer original or recommended.
3. Service reports: Service reports stating date, time, technician's name, work completed, location of unit, unit type and noting any obvious problems or recommendations for repairs shall be completed with one copy submitted to the Contract Administrator. Completed service shall be approved and reports signed by the Department before processed for payment.

Bridge Crane, Hoists & Jib Inspection location

All bridges cranes and equipment requiring inspections shall be performed at MaineDOT Fleet Services facility in Caribou and MaineDOT maintenance facilities in Ashland, Caribou, Fort Kent, Houlton, Madawaska, Medway, Oakfield, Presque Isle, and Topsfield. All inspections shall be performed at the same time during the time frame specified in the Contract. The list of equipment and quantities are listed in the "Schedule of Items".

Allowable Work Times

The Department will furnish inspection schedules following award. The inspection schedules will have a primary date and secondary dates for above location. Contractor shall be responsible for performing the inspections within the contracted time. The Contractor shall perform work only during regular business hours Monday through Friday, 7:00AM through 3:30 PM. Work shall not be performed on holidays as defined in Appendix B, or government closure days, unless an emergency repair is requested by the Department outside of these.

Measurement and Payment

Assigned work shall be performed at the bid rates as stated in the "Schedule of Items". Any item not contained in this "Schedule of Items" will be decided and agreed upon between the MaineDOT and the Contractor in accordance with the terms of this Contract.

Annual Inspections will be paid for at the contract unit price, performed and accepted. Payment will be full compensation for supervision, labor, equipment, materials, supplies, and other incidentals necessary to perform the Work. When performing annual inspections, travel and mileage is incidental and will not be measured for payment.

The Contractor will be paid for approved and accepted Service and Repair Work by the hour for each hour Service or Repair Work is performed at the contract unit price per hour. Payment will be full compensation for supervision, labor, equipment, materials, supplies, and other incidentals necessary to perform the Work. Overtime and time worked outside of regular business hours will be paid at the contract unit price per hour at time and half. Sundays and Holidays will be paid at the contract unit price per hour at double time. For the purpose of billing, the Contractor shall begin billing their Work time for service and repair from the time they arrive at a MaineDOT Facility, until the Contractor has left the job site. The total amount of hours will be rounded off to the nearest half hour.

MaineDOT will pay for an Hourly Travel Rate at the rate bid for the time it takes to drive the shortest legal route from the location of the Contractors place of business to the nearest MaineDOT facility where repairs and service are needed, time spent traveling from facility to facility during the work day to perform repairs and service, and the time it takes to drive the shortest legal route from the last MaineDOT facility at the end of the work day to return the Contractors place of business. Payment will be full compensation for Service truck or vehicle and any additional service truck or vehicle shall be incidental to the Hourly Travel Rate. The quantity of hours will be rounded off to the nearest half hour.

The Contractor shall not begin performing any additional work beyond the scope and requirements listed in the Assignment and Appendix A, without first obtaining written approval from the Department. In the event of additional work, the Contractor shall present a written proposal to perform the additional work to the Department. The proposal shall provide justification for the necessity of the additional work and estimated cost of parts, material and labor.

Payment for replacement parts for repair work will be the actual documented cost (invoice cost from the manufacturer) plus an additional mark-up of 15%. The cost associated with the replacement part(s) shall not include installation. Installation cost will be paid for at the appropriate hourly labor rate bid price. Payment for the shipping and handling of replacement parts associated for Additional Work will be the actual documented cost (invoice cost from the manufacturer) with no mark-up allowed. Miscellaneous items and materials such as rags, gloves, cleaning chemicals shall not be billed separately, but shall be considered incidental to related items. The Department reserves the right to require the Contractor to obtain competitive quotes for parts, where applicable.

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 Contract Administrator, for services monthly and acceptance of the finished material. 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.

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 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. Discontinues the prosecution of the Work without the Department approval,
- G. Continues to perform Work after the Department directs that Work be stopped,
- H. 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.

Region 5 - List of existing Lifting Equipment and Locations

Location	Quantity	Description
Ashland Maintenance Lot 25 Masardis Rd. Ashland, Maine	1	2 Ton Monorail with 2 Ton and 1 Ton Chain Falls
	1	2 Ton Underhung Bridge With 1 Ton Chain Fall
	3	Chain Slings
Caribou Fleet Services 1-2 Evergreen Dr. Caribou, Maine	3	2 Ton hoist
	7	Chain Slings
Caribou Maintenance Lot 1-2 Evergreen Dr. Caribou, Maine	1	4 Ton Rolling Gantry with 2-2Ton Chain Falls
	9	Chain Slings
Fort Kent Maintenance Lot 14 Mills Rd. Fort Kent, Maine	1	2 Ton Monorail with 3-2Ton Hoists
	2	Chain Slings
Houlton Maintenance Lot 159 Bangor Rd. Houlton, Maine	1	2 Ton Underhung Hoist
	8	Chain Slings
	5	Synthetic Slings
Madawaska Maintenance Lot 14 Fournier Rd. Madawaska, Maine	1	½ Ton JiB
	1	4 Ton Rolling Gantry with 2-2Ton Chain Falls
	4	Chain Slings
Medway Maintenance Lot 185 Grindstone Rd. Medway, Maine	1	2 Ton Underhung Hoist with 2 Ton chain Falls
	3	Chain Slings
Oakfield Maintenance Lot 259 Oakfield Sherman Rd. Oakfield, Maine	1	2 Ton Monorail with 2 Ton Hoist
	5	Chain Slings
Presque Isle Maintenance Lot 33 Spruce St. Presque Isle, Maine	1	2 Ton Underhung Hoist
	15	Chain Slings
Topsfield Maintenance Lot 35 South Rd. Topsfield, Maine	1	4 Ton Rolling Gantry with 2-2Ton Chain Falls
	9	Chain Slings
	3	Synthetic Slings