



**APPENDIX A
 SPECIAL PROVISIONS
 REQUEST FOR PROPOSALS
 AND
 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.

Each Item shall be awarded separately. Bidders shall bid one or more Items.

Item Description	Estimated Quantities & Units	Unit Price \$/Per Year	Total Bid Amount \$/Per Line Item for 5 years
Casco Bay Bridge Operations	5 Years	\$	\$
Casco Bay Bridge Routine Maintenance	5 Years	\$	\$

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

Signature _____ *Date*

 (Print Respondent's Name and Title)

**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.**

The Maine Department of Transportation is soliciting bid proposals to provide operations and routine maintenance for the Casco Bay Bridge. Contractor may enter into a 5-year contract beginning on March 7, 2021 or upon contract execution, whichever is later.

I. SCOPE OF WORK

This is operations and maintenance work involving the computerized operation and routine maintenance of a large and complex movable bridge. Responsibilities involve conducting day-to-day operation of the bridge and using a computer system to regulate passage of oceangoing vessels. Tasks include troubleshooting technical problems to maintain passage capability and monitoring a multi-camera security system to comply with federal security requirements. This location is on major thoroughfare with heavy vehicular traffic and requirements for frequent openings. The frequency of the openings has averaged 2.3 openings per 24 hours and openings require approximately 15 minutes to complete. The Contractor and the employees are responsible for ensuring the immediate, safe, secure, and proper operations of the bridge during assigned hours. Operations work is performed under general supervision.

Maintenance includes routine maintenance in accordance with the schedules provided by the Department in this contract. Maintenance work is performed under general supervision.

Operations. This work will include labor and management to operate the Casco Bay Bridge in compliance with applicable Coast Guard regulations. The Contractor shall staff the bridge with two (2) Bridge Operations Technicians to operate the bridge at all times. Bridge Operations Technicians may not leave until their replacement shows up. Bridge Operations Technicians may not work more than two (2), consecutive, 8-hour shifts. Bridge Operations Technicians must remain awake and alert at all times.

Bridge Operations Technician duties include the following:

- Looks and listens for radio contact and signals from approaching vessels and communicates by radio in order to implement passage/closure procedures
- Watch and warn approaching vehicular and pedestrian traffic prior to and during the operation of the draw bridge and ensure there are no vehicles or pedestrians on the draw span or between the gates when the draw is being operated.
- Operates computer console in order to open and close bridge for vessel passage.
- Troubleshoots technical problems on computer system in order to permit timely vessel passage.
- Operates multi-camera security system in order to monitor security as required by federal regulations.
- Records information on passage vessel in manual and computer logs in order to document bridge usage, including the names of the vessels which pass through the draw, their size, the direction of travel and the time.
- Hand crank traffic and pedestrian gates to open and close if the gates fail to operate using the electrical/mechanical system.
- Cleans facility control tower, kitchen area, restrooms, and locker area.
- Housekeeping around the tender's building as described in this RFP.
- Picking up and disposing of litter along the curb.
- Shoveling snow as described below.
- Reports repair needs to MaineDOT representative designated in order to initiate repair process.

- Instructs and mentors new Bridge Operations Technicians in order to fully train on bridge processes and equipment use.
- Notifies the MaineDOT representative(s) designated of accidents and issues immediately.

Training will be provided by the MaineDOT for the first year. The Contractor shall be responsible for training after the first year. Bridge Operations Technicians shall pass a MaineDOT Casco Bay Bridge Operator Certification Test, administered by the MaineDOT, covering Casco Bay Bridge policies and procedures and applicable Coast Guard regulations prior to operating the control panel and within the first three months of employment.

All operations shall be in accordance with MaineDOT policies and procedures and the Casco Bay Bridge Operators Manual.

The Contractor shall provide supervision. The Contractor shall provide two or more contact numbers to the MaineDOT for conflict resolution and to handle issues to ensure that a supervisor is available and can be contacted 24 hours seven days a week.

The MaineDOT will provide two-way handheld radios. The Department is responsible for providing the phone lines and phones.

The MaineDOT will provide computers which are only to be used for performing Work under this contract. No other uses will be allowed.

The Contractor shall maintain a list of available personnel meeting the qualifications set forth in this bid and their contact information. Special requirements, such as passage of a background check, may be required of the awarded Contractor and their staff prior to the beginning of any work being performed by the Contractor's staff; this also may include any additional staff that is added.

The Contractor shall furnish all materials and cleaning supplies. The materials furnished shall include, but not be limited to, paper towels, toilet paper, and hand soap, waste can liners and light tubes/bulbs. Cleaning products will be certified as a "green" product". Using any other product will need the approval from the Contract Administrator before using. Fixture deodorant/sanitizers are not acceptable. The Contractor will be able to use the available cabinet space for the storage of supplies and materials.

The Contractor will be responsible for the removal of trash and waste from the site and the cost of disposal services.

Cleaning will be done as described in the attached Cleaning Checklist. Cleaning shall be performed at least weekly, but more often, if needed. The Contractor shall email the completed checklists weekly to the MaineDOT representative designated. This work includes, but is not limited to:

- Empty wastebaskets, collect trash.
- Sweep and/or vacuum all floors.
- Maintain all entry floor mats and runners.
- Complete hygienic cleaning of rest rooms.
- Re-stock rest room and pantry supplies.

- Wash interior windows, door glass and mirrors.
- Clean walls, partitions, and woodwork.
- Dust computer console and monitors, counters, furniture, windows and other dust collecting surfaces.
- Clean and disinfect kitchen pantries.
- Wash readily accessible exterior glass (weather permitting).
- Clean locker rooms.

The MaineDOT will have primary responsibility for removing snow and ice from the bridge. However, there will be times when the Department will not have cleared the snow and ice when shifts are changing and the Contractor will be required to shovel or clear snow and ice between the control tower and their vehicles and apply salt as needed and from in front and around the pedestrian gates.

The Draw Tenders' building is a two story structure which is accessed from the employee parking lot off the northbound lane from South Portland. The employees lounge is separated from the control room by a single flight of stairs. Employees have the freedom to move about the building and are encouraged to do so periodically. Kitchen facilities and are available. The Contractor shall be responsible for replacing the television and/or recliners, as appropriate or necessary. Only Bridge Operations Technicians, Bridge Maintenance Technicians, their supervisors, authorized MaineDOT personnel and other persons authorized by MaineDOT representatives designated are permitted in the Draw Tenders' building or in the bridge. Bridge Operator Technicians shall make sure all contractors personnel, including those from other companies, sign in and sign out when entering the Draw Tenders' Building and in the bridge. The Contractor shall send a copy of the sign in sheet by email to the MaineDOT representative designated monthly. The public and employee's family members are not allowed in the building nor the bridge.

Maintenance. This work will include labor and management to perform routine maintenance and inspections on the Casco Bay Bridge. The Contractor shall staff the bridge with Bridge Maintenance Technicians as needed to meet the requirements of this contract.

All Routine Maintenance work, inspections and service shall be performed under the supervision of designated MaineDOT representatives for the first year. The Contractor must notify the Department at least 48 hours prior to performing maintenance, inspections and service work. The Department may determine, on a case by case basis, that certain tasks may be performed without supervision. At the Department's discretion, the Department may extend the requirement that work be performed under the supervision of designated MaineDOT representatives beyond the first year.

All maintenance work is to be documented and documentation and reports are to be emailed to MaineDOT representative designated.

Maintenance shall include the following:

1. Monthly walk through and inspections of bridge and generator room. Clean all trash from pit areas and wipe excess grease from machinery well during monthly walkthroughs.
2. Lubricate Machinery in accordance with the lubrication schedules.
3. Service span-locks every three months.
4. Grease rack/pinion during monthly walk through.
5. Service air buffers every 3 months.
6. Service trunnion bearings every 6 months.
7. Service 13inch brake wheel couplers every 6 months.
8. Service large kop flex couplings every 6 months.
9. Service pinion bearings every 6 months.
10. Service shifter coupling on aux drive every 6 months.
11. Service and inspect all traffic gates and pedestrian gates every 3 months.
12. Clean up oil and grease, trash and debris from the machinery room and surrounding areas biweekly.
13. Check leaking oil reducer buckets every two weeks to see if they are nearly full or if the rate of leakage has increased. If the bucket is nearly full, recycle oil back into the reducers as directed by MaineDOT. If the rate of leakage has increased, notify the MaineDOT representative designated. Change packing seals when determined by MaineDOT. There are 20 seals. Add fluid, Mobil 360, if needed.
14. Change navigation lightbulbs within 12 hours after an employee notices or the Contractor is notified by the Department or others. The Contractor shall furnish and install lights as needed. The Contractor shall maintain the current stock levels of 100 watt bulbs with a maximum wattage of 100.
15. Change traffic gate lights within two days when more than three lights are out on any gate. The Contractor shall furnish and install lights as needed. The Contractor shall maintain the current stock levels
16. Change flood lightbulbs in stairwells, walkways, etc. within 12 hours after an employee notices or the Contractor is notified by the Department or others. The Contractor shall furnish and install lights as needed. The Contractor shall maintain the current stock levels of Halogen light bulbs.
17. Check all warning lights for proper operation (1) every three months and (2) when the control panel indicates there is an issue or (3) when there is a complaint that lights aren't working. If any lights are not working notify the MaineDOT representative designated.
18. Clean live load shoes by removing rust, rocks, snow, ice, debris or anything else once every three months and whenever something is preventing the bridge from closing and seating properly. Scrape rust from live load shoes and coat with Fluid film every three months.
19. Clean and paint with zinc all rusting parts conduit, brake handles and anything starting to show rust.
20. Annually, check tabs holding the catwalk flooring down and replace all the broken steel tabs holding the catwalk flooring down with new stainless ones. Replacement clips shall be furnished by the Contractor and approved by the MaineDOT prior to installation.
21. Set heater switches up and down as seasonally appropriate.

The Contractor shall provide all equipment and tools necessary for the proper and safe accomplishment of the work. Equipment shall be well maintained and in good working order. The Contractor shall furnish all materials and supplies required to perform the maintenance work. The materials and supplies furnished must be approved by the Department prior to use. If any product named is no longer available, the Department approve use of the newly selected product.

Bridge Maintenance Technicians shall pass a MaineDOT Casco Bay Bridge Operator Certification Test covering Casco Bay Bridge policies and procedures and applicable Coast Guard regulations within the first three months of employment.

The Contractor will be responsible for disposal of rags, trash, oil, etc. and for the cost of disposal services of all materials resulting from their duties in this contract.

The Contractor shall notify and contact the MaineDOT representative, when as a result of performing routine maintenance, it is discovered that anything may not be working properly or needs repair or should be checked.

When it is determined by the Department that extra work is required, the Department may request the Contractor to perform the service. The Contractor will be compensated as per Section 109.7 Force Account Work of the Standard Specifications.

General Operations and Maintenance. The Contractor shall notify and contact the MaineDOT representative, when as a result of performing routine operations, it is discovered that anything may not be working properly or needs repair or should be checked.

When it is determined by the Department that extra work is required, the Department may request the Contractor to perform the service. The Contractor will be compensated as per Section 109.7 Force Account Work of the Standard Specifications.

MaineDOT will maintain and furnish to the Contractor an updated list/procedure of MaineDOT designated representatives to contact regarding this work. “MaineDOT designated representatives” may include persons other than those employed by MaineDOT.

No personnel employed by the Contractor are to open electrical cabinets or panels.

II. REQUIREMENTS

Contractor Requirements:

1. The Contractor must have 5 or more years of experience in the maintenance of machine operated moveable bridges.
2. The Contractor must have knowledge and experience involving Coast Guard regulations for navigable waterways including 33 CFR 117.
3. After the first year, the Contractor shall have a training program for employees in Casco Bay Bridge Operations and applicable Coast Guard Regulations. The Contractor will be financially responsible for this training and cost for this training.

4. The Contractor shall create an updated training manual for the Maintenance program covered by this contract. The training manual shall be submitted and accepted to and accepted by the MaineDOT one year from the award of the contract. The training manual shall be submitted electronically and using Microsoft Word®.
5. The Contractor shall create an updated training manual for the Bridge Operation Technician program covered by this contract. The training manual shall be submitted and accepted to the MaineDOT one year from the award of the contract. The training manual shall be submitted electronically and using Microsoft Word®.
6. The Contractor must have an employee safety plan. The Apparent Successful Bidder must furnish a copy of a compliant Company Safety Plan prior to award. The Contractor's Safety Plan shall identify and address job hazards of the expected contract work and shall comply with all applicable federal, State, and local laws governing safety including all applicable laws and regulations of OSHA.
7. The Contractor must maintain, per OSHA and Department of Labor Standards, complete and current set of MSDS (Material Safety Data Sheets) MSDS sheets shall be placed in a 3-ring binder and clearly marked and accessible. A Contractor with employees who are, or may be, exposed to hazardous chemicals known to be present in their workplaces, must develop, implement, and maintain at each workplace a written hazard communication program.
8. The Contractor shall train employees annually on Lock-Out/Tag-Out Procedures and Spill Prevention. The certificate verifying the employee's receipt of this training will be furnished to the Department and displayed on site. The Contractor will be financially responsible for this training and cost for this training.
9. The Contractors designated Supervisor shall be able to apply, possess and maintain a valid TWIC® (Transportation Work Identification Credential)
10. Any and all request for substitution or revisions of materials or procedures used shall be made in writing to the MaineDOT representative and none of the substitutions or revisions shall occur without written approval from the MaineDOT representative.
11. DRUG FREE WORKPLACE. By signing the Contract, the Contractor certifies that it shall maintain a drug-free workplace by:
 - Publishing a statement notifying their employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on MaineDOT property and specifying the actions that will be taken against employees for violation of such prohibition.
 - Notifying their employees that as a condition of employment under the Agreement that the employee will abide by the terms of the statement and notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 - The Provider shall notify the MaineDOT Agreement Administrator within ten (10) days of receipt of a notice of criminal drug convictions occurring in the workplace by their employee, or otherwise receiving actual notice of such conviction.

Minimum Bridge Operations Technician Requirements:

The following is a list of the Minimum Requirements for employees to be allowed to perform bridge operations for MaineDOT under this contract.

1. Knowledge of basic computer operations.
2. Knowledge of applicable laws, rules, regulations, policies, procedures, paperwork, terminology, and core operations.
3. Ability to operate applicable specialized equipment upon completion of appropriate training.
4. Ability to read, write, hear, understand and follow basic oral and written instructions given in English, read and understand electronic readouts (LCDs) which display error messages, use a phone, a cell phone and the marine radio clearly and concisely and communicate with other employees, Department personnel and the public using written and oral skills.
5. Ability to effectively give/obtain basic, non-technical information.
6. Ability to gather and compile information.
7. Ability to use applicable computer programs.
8. Ability to maintain computerized and manual information.
9. Ability to identify operating malfunctions and take corrective action in accordance with established procedures.
10. Ability to work with timelines and schedules.
11. Ability to clean facilities and equipment as required.
12. Ability to remain calm and utilize good decision making skills in stressful situations, including in the event of an emergency, such as the bridge cannot open and a boat is coming.
13. Must be medically certified that he or she is qualified to operate the bridge.
14. Ability to perform work requiring physical exertion will be required and ability to get to required access points. Employees must be able to climb a flight of stairs a minimum of six (6) times per shift, climb over a 3' high jersey barrier, climb up and down a vertical ladder in cases of emergency evacuation, work outside in all weather conditions, withstand long periods of inactivity, be able to reach switches to the far left and far right simultaneously on the control panel, turn, hold and operate switches and levers on the controls, hand crank pedestrian and traffic gates, and shovel snow.
15. Employees must be included in a compliant drug and alcohol testing program.
16. Employees must be willing to submit and pass a criminal background check.
17. Ability to communicate effectively to others either in person, over the phone and by radio, in an emergency situation.
18. Ability to perform assigned work effectively with minimum supervision.
19. Employees must have knowledge of all state and federal laws, codes and regulations and OSHA requirements pertaining to the operations and must be familiar with MaineDOT safety policies and operation practices, the Contractor's Safety Plan and the procedures to be followed in case of an accident.
20. Employees must have completed and passed training and be willing to comply with these policies and procedures in Personnel Protection Equipment, Lock-Out/Tag-Out Procedures and Spill Prevention.
21. Employees must have a cellular phone and the ability to be contacted 24/7 for emergency situations.

22. All employees working this contract working this contract must complete the OSHA 10 Hour General Industry safety course and the Contractor's supervisors must have completed the OSHA 30-hour General Industry safety course.

Minimum Bridge Maintenance Technician Requirements:

The following is a list of the Minimum Requirements for employees to be allowed to perform bridge maintenance for MaineDOT under this contract.

1. Knowledge of basic computer operations.
2. Knowledge of applicable laws, rules, regulations, policies, procedures, paperwork, terminology, and core operations.
3. Ability to operate applicable specialized equipment upon completion of appropriate training.
4. Ability to read, write, hear, understand and follow basic oral and written instructions given in English, and communicate with other employees, Department personnel and the public using written and oral skills.
5. Ability to communicate effectively orally and in writing to explain procedures that need to be performed by others.
6. Ability to prepare and keep accurate records relating to preventative maintenance, repairs, and upgrades performed.
7. Ability to gather and compile information.
8. Ability to use applicable computer programs.
9. Ability to maintain computerized and manual information.
10. Ability to work with timelines and schedules.
11. Ability to clean facilities and equipment as required.
12. Ability to remain calm and utilize good decision making skills in stressful situations, including in the event of an emergency, such as the bridge cannot open and a boat is coming.
13. Must be medically certified that he or she is qualified to perform maintenance work on the bridge.
14. Ability to perform work requiring physical exertion will be required and ability to get to required access points. Employees must be able to climb a flight of stairs, climb over a 3' high jersey barrier, climb up and down a vertical ladder, and work outside in all weather conditions,
15. Employees must be included in a compliant drug and alcohol testing program.
16. Employees must be willing to submit to and pass criminal background check.
17. Ability to communicate effectively to others either in person, over the phone and by radio, in an emergency situation.
18. Ability to perform assigned work effectively with minimum supervision.
19. Employees must have knowledge of all Laws and OSHA requirements and must be familiar with MaineDOT safety polices and operation practices, the Contractors' Safety Plan, and the procedures to be followed in case of an accident.
20. Employees must have completed and passed training in Personnel Protection Equipment and Lock-Out/Tag-Out Procedures and be willing to comply with these policies.
21. Employees must have a cellular phone and the ability to be contacted 24/7 for emergency situations.
22. All employees working this contract must complete the OSHA 10 Hour General Industry safety course and the Contractor's supervisors must have completed the OSHA 30-hour General Industry safety course.

III. INVOICING, MEASUREMENT AND PAYMENT

Bridge operations and routine maintenance for the Casco Bay Bridge will be paid by the month, which payment includes two (2) bridge operations technician positions filled 24 hours a day, seven (7) days a week, all supervision and training required for the work, bridge maintenance technicians and all other labor, equipment, materials and supplies necessary to perform the work. 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.

IV. FAILURE TO PERFORM AND TERMINATION

Failure by the Contractor to provide two (2) alert and competent Bridge Operations Technicians at all times will result in the actions listed on the Deficiency and Penalty Table. If the Contractor fails to provide two (2) Bridge Operations Technicians at all times the Department may perform the Work with its own forces or enter into Contract with another entity for the performance of the Work, or use such other methods as in the opinion of the Department are required for to complete the Work.

Once a vessel requests an opening, the operators must immediately acknowledge the request and begin the opening process. If due to any act, omission, neglect or misconduct of the Contractor, the Contractor fails to open the drawbridge in time for a boat to pass, unnecessarily opens the draw, or lowers the drawbridge on a vessel, the Department will apply the actions listed on the Deficiency and Penalty table. Any and all penalties levied onto the MaineDOT as a result of the Contractors actions, shall be the responsibility of the Contractor.

Bridge Operators are required to watch and warn approaching vehicular and pedestrian traffic prior to and during the operation of the draw bridge and ensure there are no vehicles or pedestrians on the draw span or between the gates when the draw is being operated. Lowering the gates when there are vehicles or pedestrians between or under the gates will result in the actions listed on the Deficiency and Penalty table.

Only Bridge Operations Technicians, Bridge Maintenance Technicians, their supervisor and authorized MaineDOT personnel are permitted in the Draw Tenders' building. Allowing unauthorized personnel in the Draw Tenders' building will result in the actions listed on the Deficiency and Penalty table.

If the Contractor submits a walk through report which is not accurate regarding any work or inspection, reports that work has been performed which has not been performed, uses materials or products different than those specified without MaineDOT approval, performs maintenance work without notifying MaineDOT when required or does not report repairs needed or functions checked, it will result in the actions listed on the Deficiency and Penalty table.

The Contractor shall be considered to be in non-compliance if it, or any Subcontractors at any tier, fails to comply with the terms of this contract or pursuant to Section 104.3.7 – Laws to be Observed, any applicable Coast Guard law or regulation. The Contractor shall be responsible for any fines and penalties assessed by the Coast Guard due to such non-compliance. Such penalties may be withheld from the amounts otherwise due the Contractor.

DEFICIENCY AND PENALTY TABLE		
1 st Incident	The contractor SHALL NOTIFY THE Department immediately. The Department will issue a written warning.	The Maine DOT shall reduce the Contractors monthly payment by \$10,000.
2 nd Incident	The contractor SHALL NOTIFY THE Department immediately. The Department will issue a written warning.	The Maine DOT shall reduce the Contractors monthly payment by \$25,000.
3 rd Incident	The Department may (A) give written Notice of Default to the Contractor and terminate the Contract by written Notice of Termination, or (B) take prosecution of the Work away from the Contractor without violating the Contract.	The Maine DOT shall reduce the Contractors monthly payment by \$25,000.

Failure by the Contractor to perform the Contract requirements not specifically addressed elsewhere in this contract when required or to substantially meet other contractual requirements will result in the following actions. If the Contractor does not take corrective action within 2 days upon receipt of verbal warning, the Department will issue a written warning. If the Contractor receives more than three written warnings for the same or similar defects, 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.

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 comply with contract provisions,
- 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. Allows any final judgement to stand against the Contractor unsatisfied for a period of ten Days
- G. Makes an assignment for the benefit of creditors without authorization by the Department,
- H. Continues to perform Work after the Department directs that Work be stopped, or
- I. In any other manner, fails to perform the Work in Substantial Conformity with any material provision of 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.

If the contract is terminated, the Contractor shall be required to continue work under all terms of the contract for 60 days.

V. PROPOSAL SUBMISSION REQUIREMENTS

1. General Information

Bidders shall ensure that all information required herein is submitted with this proposal. Provision of inaccurate information or failure to provide all completed and required information may result in the Proposal being disqualified as non-responsive or receiving a reduced score. Bidders should be mindful of the Evaluation Criteria that are indicated in this RFP and shall provide information in the proposal that will permit an objective evaluation thereof. MaineDOT reserves the right to reject any or all bids.

Bidder's Proposal shall include all items listed in the "Bidding Instructions" and information requested in #3, Proposal Content, below.

2. Proposal Format

- a. Schedule of Items, Proposal Worksheet and Economic Impact Worksheet in the Bid Book are to be used for bid price submittal and qualification requirement information. No variations or alterations are to be made to these worksheets.
- b. Additional information requested in this Proposal should be typed or printed.
- c. Bidder's name should appear on all attachments submitted.
- d. Bidders are asked to respond to each Section below. Number each response of the Proposal to correspond to the relevant section.

3. Proposal Content

Section I – Company's Qualifications and Experience

- a. Present Company's history and experience of work related specifically to the Scope of Work in this RFP for Items bid.
- b. List all Technician 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 RFP
- c. Complete the Proposal Worksheet and Economic Impact Worksheet, answering all questions listed.

Section II – Bid Price

Complete the Schedule of Items. Bidders may bid one or both items.

Section III – Bidder’s Safety Record

Using your OSHA 300 Log and statements provided by your insurance, provide your workers’ compensation Experience Modification Rate, information regarding your company’s safety officer, department policies and procedures, and other supporting info. Please provide an electronic copy of your company safety manuals.

Section IV – References

Submit 3 references for each item bid – company Name, contact name & phone #, from previous customers that have had similar work performed by your company.

Section V – Bidder’s Knowledge of Coast Guard Regulations

For each Item bid, submit similar work performed by your company. Submit the employees who will be responsible for Work under this contract, their experience and number of years performing work related specifically to the Coast Guard regulations.

VI. PROPOSAL EVALUATION AND SCORING

Each Item will be awarded separately. Bidders may bid one or more items. Bidders shall submit all proposal requirements.

1. The scores will be based on a 100-point scale. An evaluation Committee will review each Proposal and score on the basis of the following weighted criteria

Criteria	Weight
Bidder’s Qualifications & Experience	50%
Costs (Stated in Appendix A Schedule of Items)	25%
Bidder’s Safety Record	5%
References	5%
Bidder’s Knowledge of Coast Guard Regulations	15%

2. The contract award(s) will be made to the bidder who receives the Committee’s highest score for each item following the final review.
3. The Evaluation Committee will be composed of at least 3 reviewers who will judge the merits of the Proposals in accordance with the criteria defined in this RFP. The goals of the evaluation process are to ensure fairness and objectivity in review of the Proposals and to ensure that the contract is awarded to the Bidder whose Proposal best satisfies the criteria of the RFP at a reasonable/competitive cost. MaineDOT reserves the right to communicate with Bidders, if

needed, to obtain clarification of information contained in the proposals received. Changes to Proposals will not be permitted during any interview/presentation process.

4. The Evaluation Committee will use a consensus approach to evaluate the Proposals. Members of the Evaluation Committee will not score the Proposals individually but instead will arrive at a consensus as to assignment of points on each category of each Proposal. The contract award will be made to the Bidder receiving the highest number of evaluation points based upon the Proposal's satisfaction of the criteria established in the RFP.

5. The Cost section will be scored as follows:

Scoring the Cost Proposal: The cost proposed for conducting all the functions specified in this RFP for one year will be assigned a score according to a mathematical formula. The lowest bid will be awarded 25 points. Proposals with higher bid values will be awarded proportionately fewer points calculated in comparison with the lowest bid.

The scoring formula is:

$$\frac{\text{(lowest submitted cost proposal divided by the cost of proposal being scored)}}{\text{pro-rated score}} \times 25 =$$

6. No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their best value pricing with the submission of their proposal.
7. Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
8. Once scores are final, award will be made to the bidder whose proposal receives the Committee's highest score per location. The successful bidder will receive written notification of the award and the results will be posted on the MaineDOT website.
9. The information contained in proposals submitted for the State's consideration will be held in confidence until all evaluations are concluded and the award notification has been made. At that time, the full content of the proposals become public record and is therefore available for public inspection upon request.
10. By submitting a Proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in the Proposal. The State reserves the right to reject any or all proposals based on the exceptions presented, without obligation to communicate or negotiate with the bidder.
11. The details of the evaluation process will be provided to interested parties, upon request, after selection of the apparent successful proposal.

PROPOSAL WORKSHEET

Answer questions below by circling appropriate response:

1.	Contractor has knowledge and experience involving Coast Guard regulations for navigable waterways.	YES	NO
2.	Contractor has more than 5 years of experience in the maintenance of machine operated moveable bridges	YES	NO
3.	Contractor has a safety plan that identifies and addresses job hazards of the expected contract work and complies with all applicable federal, State, and local laws governing safety including all applicable laws and regulations of OSHA.	YES	NO
4.	Contractor will provide training programs and train employees in Lock-Out/Tag-Out Procedures and Spill Prevention & Bridge Operations.	YES	NO
5.	The Contractor will ensure employees possess all Personal Protective Equipment needed to perform job duties and comply with safety guidelines and procedures.	YES	NO

Bidders shall attach and provide information supporting “yes” answers to questions above.