

APPENDIX A  
 SPECIAL PROVISION  
SPECIFICATIONS OF WORK TO BE PERFORMED

Contractor \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULE OF ITEMS**

**Bidder is not required to bid all Areas and may bid on one or more Area(s) but must bid all Items within that Area.**

**Lack of a bid for Mobilization will be interpreted as a bid of zero dollars (\$0) for Mobilization.**

**Area 1**

Item	Estimated Quantity	Unit Bid Price	Bid Amount
Regular Hourly Rate for Preventative Maintenance/Repair/Emergency Service	100 Hours	\$	\$
Premium Hourly Rate for Preventative Maintenance/Repair/Emergency Service	20 Hours	\$	\$
Mobilization (per trip)	12 Trips	\$	\$
Parts Allowance			<b>\$3,000</b>
<b>Total Bid Amount Area 1</b>			

**Area 2**

Item	Estimated Quantity	Unit Bid Price	Bid Amount
Regular Hourly Rate for Preventative Maintenance/Repair/Emergency Service	100 Hours	\$	\$
Premium Hourly Rate for Preventative Maintenance/Repair/Emergency Service	20 Hours	\$	\$
Mobilization (per trip)	12 Trips	\$	\$
Parts Allowance			<b>\$3,000</b>
<b>Total Bid Amount Area 2</b>			

(Schedule of Items continued)

**Area 3**

Item	Estimated Quantity	Unit Bid Price	Bid Amount
Regular Hourly Rate for Preventative Maintenance/Repair/Emergency Service	100 Hours	\$	\$
Premium Hourly Rate for Preventative Maintenance/Repair/Emergency Service	20 Hours	\$	\$
Mobilization (per trip)	14 Trips	\$	\$
Parts Allowance			<b>\$3,000</b>
<b>Total Bid Amount Area 3</b>			

**Area 4**

Item	Estimated Quantity	Unit Bid Price	Bid Amount
Regular Hourly Rate for Preventative Maintenance/Repair/Emergency Service	25 Hours	\$	\$
Premium Hourly Rate for Preventative Maintenance/Repair/Emergency Service	5 Hours	\$	\$
Mobilization (per trip)	3 Trips	\$	\$
Parts Allowance			<b>\$3,000</b>
<b>Total Bid Amount Area 4</b>			

**Area 5**

Item	Estimated Quantity	Unit Bid Price	Bid Amount
Regular Hourly Rate for Preventative Maintenance/Repair/Emergency Service	150 Hours	\$	\$
Premium Hourly Rate for Preventative Maintenance/Repair/Emergency Service	30 Hours	\$	\$
Mobilization (per trip)	20 Trips	\$	\$
Parts Allowance			<b>\$3,000</b>
<b>Total Bid Amount Area 5</b>			

(Schedule of Items continued)

**Area 6**

Item	Estimated Quantity	Unit Bid Price	Bid Amount
Regular Hourly Rate for Preventative Maintenance/Repair/Emergency Service	30 Hours	\$	\$
Premium Hourly Rate for Preventative Maintenance/Repair/Emergency Service	6 Hours	\$	\$
Mobilization (per trip)	4 Trips	\$	\$
Parts Allowance			<b>\$3,000</b>
<b>Total Bid Amount Area 6</b>			

Bid prices must be quoted as specified on this worksheet. The Department will reject bids if any one of the following occurs:

- the Bid are not Delivered to the precise location and by the precise time set forth in the Notice to Contractors or any applicable Bid Amendment,
- the Bid is not signed by a duly authorized representative of the Bidder,
- the unit or lump sum price for any item is illegible as determined by the Department, or the Bid contains any conditional or alternate Bidding language.

The Bidder will have no opportunity to cure the above Non-curable Bid Defects. For a related provision see Standard Specification, Section 102.11 – Bid Responsiveness.

For clarification, questions, comments/recommendations use the “Request for Information” form as directed in the Bid Book instructions.

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

\_\_\_\_\_  
*Signature*
\_\_\_\_\_  
*Date*  
 \_\_\_\_\_  
 (Print Bidder’s Name and Title)

The Region is divided into Areas. The basis for award for each Area will be the lowest responsive bid for each Area as determined by the Department. Each Area will be awarded separately. The areas and locations are identified as follows:

**AREA 1**

**Medway** 185 Grindstone Rd Building #: B 35935  
 Contact: Eric Dunbar (207) 441-3548 Garage (207) 746-5120

Quant	Unit	Model #
2	Magic Chef Furnaces	L13-350G12
2	Beckett Burner	SF
2	Draft Inducers	I

**Medway Waste Oil** 185 Grindstone Rd Building #: B 35935  
 Contact: Eric Dunbar (207) 441-3548 Garage (207) 746-5120

Quant	Unit	Model #
1	Clean Burn Furnace	CB1800
1	Clean Burn Furnace	CB500

**Medway Rest Area** I-95 North and South South: B 35936 North: B 35937  
 Contact: Eric Dunbar (207) 441-3548 Garage (207) 746-5120

Quant	Unit	Model #
4	Modine Heaters	PD50AE0185
4	Cook Air Exchangers	60 TCNB

**Macwahoc** 51 Silver Ridge Rd Building #: B 35921  
 Contact: Eric Dunbar (207) 441-3548 Garage (207) 746-5120

Quant	Unit	Model #
1	Power Matic Furnace	CF400
1	ABC Burner	935777
1	Therm Oval Boiler	VTF-801
1	Beckett Burner	SF
1	Draft Inducer	I

**AREA 2**

**Crystal**

809 Crystal Road, Building #: B35758

Contact: Robert Wellington (207) 446-3458 Garage (207) 528-2230

Quantity	Unit	Model #
1	Cox Furnace	HO300
1	Beckett Burner	AFG
1	NY Boiler	WH 171
1	Beckett Burner	

**Oakfield**

259 Oakfield Smyrna Road, Building #: B35973

Contact: Robert Wellington (207) 446-3458 Garage (207) 757-8390

Quantity	Unit	Model #
2	Magic Chef Furnace	L1350C12
2	Beckett Burners	SF

**Oakfield Waste Oil**

259 Oakfield Smyrna Road, Building #: B35973

Contact: Robert Wellington (207) 446-3458 Garage (207) 757-8390

Quantity	Unit	Model #
1	Clean Burn Furnace	CB1800
1	Clean Burn Burner	CB500

**Sherman**

12 Qualey Road, Building #: 36056

Contact: Robert Wellington (207) 446-3458 Garage (207) 356-4662

Quantity	Unit	Model #
1	Magic Chef Furnace	L13-350G12
1	Beckett Burner	SF
1	Bock Hot Water Heater	32E
1	Bock Burner	MSR

**AREA 3**

**New Limerick**

165 Station Road, Building #: B 35959

Contact: Steve Nason (207) 446-1853 Garage (207) 532-3684

Quantity	Unit	Model #
1	Cox Furnace	HO300
1	Beckett Burner	SF

**Amity**

777 US Route 1, Building #: B 35631

Contact: Steve Nason (207) 446-1853 Garage (207) 532-3684

Quantity	Unit	Model #
1	Hallamrk	HSD140
1	Beckett Burner	A+AF

**Houlton**

159 Bangor Street, Building #: B 21807

Contact: Steve Nason (207) 446-1853 Garage (207) 532-3684

Quantity	Unit	Model #
2	Metromatic Furnace	HB/SU 275
2	Beckett Burner	AFG

**Houlton Waste Oil**

159 Bangor Street, Building #: B 21807

Contact: Steve Nason (207) 446-1853 Garage (207) 532-3684

Quantity	Unit	Model #
1	Clean Burn Burner	CB500
1	Clean Burn Furnace	CB2500

**Houlton Office**

159 Bangor Street, Building #: B 51127

Contact: Steve Nason (207) 446-1853 Garage (207) 532-3684

Quantity	Unit	Model #
1	Rinnai Propane Units	556F
1	Bard Propane Units	WAG26GA54CX

**Houlton White House Office**

28 Darcie Road, Building #: B 48468

Contact: Robert Wellington (207) 446-3458 Building (207) 532-7613

Quantity	Unit	Model #
1	Rinnai Propane Units	556F
1	Bard Propane Units	WAG26GA54CX

**AREA 4**

**Springfield**

620 Main Street, Building #: B 36094

Contact: James Kendall (207) 592-1524 Garage (207) 738-2723

Quantity	Unit	Model #
1	Cox Furnace	HO300
1	Beckett Burner	SF

**Topsfield**

35 South Road, Building #: B 36122

Contact: James Kendall (207) 592-1524 Garage (207) 796-5543

Quantity	Unit	Model #
1	Williamson Furnace	T167-15-2
1	Beckett Burner	AFG
1	Magic Chef Furnace	LG14-350
1	Beckett Burner	SF
1	Draft Inducer	I

**AREA 5**

**Ashland**

25 Masardis Road, Building #: B 21844

Contact: Matthew Scott (207) 411-7150 Garage (207) 435-6645

Quantity	Unit	Model #
2	Riello 40 Burner	
2	Buderus G315 Boiler	GE 315/5

**Caribou**

145 Bennett Drive, Building #'s: B35723 and B35724

Contact: Robert Greene (207) 592-1741 Garage (207) 492-4179

Quantity	Unit	Model #
4	COX Furnaces	HO300
4	Beckett Burners	AFG

**Caribou Fleet Waste Oil**

145 Bennett Drive, Building #: B21450

Contact: Mike Sund (207) 215-8515 Garage (207) 493-4197

Quantity	Unit	Model #
1	Clean Burn Furnace	CB1800
1	Clean Burn Burner	CB500
1	Clean Burn Burner	CB500
1	Clean Burn Furnace	CB3250

**AREA 5 (cont.)**

**Caribou Fleet**

145 Bennett Drive, Building #: B21450

Contact: Mike Sund (207) 215-8515 Garage (207) 493-4197

Quantity	Unit	Model #
1	Burnham Boiler	V11H
1	Burnham Boiler	V1109
2	Beckett Burner	CF2300A

**Fort Fairfield**

86 High Street, Building #: B35832

Contact: Steve Nason (207) 592-1853 Garage (207) 762-7811

Quantity	Unit	Model #
1	Magic Chef	L13-350C12-3
1	Beckett Burner	SF

**Presque Isle**

33 Spruce Street, Building #: B36003

Contact: David Moses (207) 592-4783 Garage (207) 762-7811

Quantity	Unit	Model #
7	Grinnell Thermolier Heaters	
1	Weil-McLain Boiler	
1	Carlin Burner	800CRD
1	Circulator Pump	143TZ
2	Sid Harveys Circulator	1101H
1	Lift Pump	UPH48517T290J

**Presque Isle**

41 Rice Street, Building #'s: B36009 and B10138

Contact: Jeremy Hartsgrove (207) 592-2691 Building (207) 764-2200

Quantity	Unit	Model #
1	Weil-McLain Boiler	478
1	Carlin Burner	201-CRD-W
2	B&G Circulator Motors	
2	Fujitsu Heat Pumps with 10 head units total	AOU36RLXFZH
1		AOU24RLXFZH
1		AOU18RLXFZH
2	Bard Propane Units	WAG26G-A54CX

**AREA 5 (cont.)**

**Presque Isle Mobile Office Trailer**

31 Rice Street, Building #'s: B36005 and T85-102

Contact: David Moses (207) 592-4783 Garage (207) 762-7811

Quantity	Unit	Model #
1	Magic Chef	L13-350C12-3
1	Beckett Burner	SF
1	Fujitsu Heat Pump with 3 head units	AOU24RLXFZH

**Mars Hill**

157 Presque Isle Road, Building #: BB35925

Contact: David Moses (207) 592-4783 Garage (207) 425-3571

Quantity	Unit	Model #
1	Cox Furnace	HO300
1	Beckett Burner	AFG

**Woodland**

175 Morse Road, Building #: B53533

Contact: Robert Greene (207) 592-1741 Garage (207) 498-2274

Quantity	Unit	Model #
1	Western Burner	JB10-07-RM7895C-H-UL
1	Smith Boiler	28A-8 SERIES
1	LEESON Circulator Motor	C145K17DK9C
3	Smith Circulator Motors	
2	Taco Circulators	009-FS
1	Trane MCC Unit	MCCA021UB0A00000U

**AREA 6**

**Fort Kent**

14 Mills Road, Building #: B21806

Contact: Matthew Ellis (207) 411-6894 Garage (207) 834-3065

Quantity	Unit	Model #
1	Cox Furnace	HO300
1	Beckett Burner	SF
1	Metromatic Furnace	HB/SU 275
1	Beckett Burner	AFG

**Van Buren**

271 State Street, Building #: B36138

Contact: Wayne Guerrette (207) 446-3012 Garage (207) 868-5192

Quantity	Unit	Model #
1	Magic Chef Furnace	L13-350C12-3
1	Sunray Burner	93C-2-LC
1	Lochinvar Domestic Hot Water	BRE030
1	Beckett Burner	A and AF

**Madawaska**

41 Fournier Road, Building #: B35923

Contact: Wayne Guerrette (207) 446-3012 Garage (207) 728-6511

Quantity	Unit	Model #
1	Williamson Furnace	T167-15-2
1	Williamson Burner	02-693
1	Beckett Burners	SF
1	Magic Chef Furnace	L13-350G12

Contract Administrator the Contract Administrator for this contract will be:

Jeremy Hartsgrrove, Region 5 Transportation Operations Manager  
Maine Department of Transportation  
41 Rice Street  
Presque Isle, ME 04736  
Phone: 207-592-2691

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**

Within seven (7) days of the Notice of Intent and prior to Award, the Apparent Successful Bidder must submit proof that they employ at least two people licensed in the State of Maine to perform the Work. They must be licensed Master Oil Burner and/or Solid Fuel Technician, Journeyman Oil Burner and/or Solid Fuel Technician, and Propane and Natural Gas Technician. The Contractor shall employ at least two people licensed to perform the Work for the duration of the contract.

The Contractor must be able to be notified and the necessary personnel and equipment mobilized and be on site within 24 hours or less when MaineDOT has determined an emergency.

In order to be considered for the award of this contract, the Bidder and key employees that will be assigned to the Work in this Contract shall have successfully completed projects of similar size and scope and have sufficient experience in maintenance and repair of furnaces.

### **Contract Time**

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

Heating Units are to be serviced between July 1<sup>st</sup> and September 30<sup>th</sup> of each contracted year.

Waste Oil Furnaces are to be cleaned on the annual visit and are to be cleaned the first week of each month between November and May.

Ventilation and Air Conditioning Units are to be serviced annually between May 1<sup>st</sup> and May 31<sup>st</sup> of each contracted year starting in 2023.

The Work must be scheduled and coordinated prior to the service dates with the Contract Administrator. Work scheduled at designated locations must be complete before moving on to the next scheduled area.

The Contractor shall perform work during normal work hours 7:00 AM through 3:30 PM Monday through Friday, excluding holidays as defined in Appendix B and government shutdown days, unless otherwise directed by the Department.

Response time to emergency work must be within 24 hours of call.

### **Scope and Specifications of Work to be Performed**

The locations of work are identified in the Appendix A.

Work covered by this contract consists of providing all labor and furnishing all equipment, supplies, materials and other applicable tools/items needed to perform the Work.

The Contractor shall complete and leave onsite Service Reports, stating date, time, technician's name, work completed, location of unit, building #, unit type and noting any obvious problems or recommendations for repairs.

The Contractor shall update service log on each unit and indicate date of service, type of service performed and technician's name.

Upon written notification and contract modification, equipment and locations may be changed, deleted, and/or added at agreed upon prices.

#### **A. Repair Work/Emergency**

Work covered under the contract is for repairing existing heat and air conditioning units and furnaces and is not intended to be used for replacing and installing new equipment unless the cost is under \$750.00. Major or extensive work to systems and replacements will be bid out and contracted separately.

Replacement parts shall be billed on an itemized invoice. Contractor is to receive prior approval from the Contract Administrator for part orders over \$750.00. Miscellaneous items and materials shall not be billed separately but shall be considered incidental to related items.

Service and parts needed over and above what is specified in this agreement must be authorized by the Contract Administer prior to any work or replacement performed.

Contractor's invoices, in addition to invoicing requirements in Appendix B, shall itemize labor and materials used and identify the unit number for all items and materials invoice. MaineDOT had identified each unit per location with a unique number.

## **B. Preventive Maintenance Work for Heating Units and Waste Oil Furnaces**

The Contractor shall perform preventive maintenance work as described below on equipment at rates bid on the Appendix A Schedule of Items Worksheets.

Preventive maintenance work for Heating Units and Waste Oil Furnaces shall include but not limited to all the following:

1. Safety devices will be cleaned, overhauled and adjusted as necessary.
2. Furnaces and heat exchangers will be cleaned and inspected.
3. Controls will be checked, cleaned and calibrated.
4. Electrical connections will be inspected and tightened if required.
5. Corroded components of the heating system will be cleaned and reported.
6. Units will be started and run through a complete heating cycle to ensure trouble-free operations.
7. Heating equipment will be fired, tested and adjusted for maximum efficiency.
8. Burner assemblies will be cleaned and adjusted as specified by the manufacturers' specifications.
9. Filters will be replaced with pleated filters twice a year, once during the annual service and the second from January 1 to February 1. Waste oil filters shall be changed as needed if more than once or monthly.
10. Motors, bearing, valves and other equipment requiring lubrication will be cleaned, lubricated and adjusted.
11. Motors, pumps, fans couplings, seals and mounts will be inspected and adjusted.
12. Drive belts will be inspected and replaced as required.
13. Defective and inoperative equipment will be identified and reported immediately to the Contract Administrator.

## **C. Preventive Maintenance Work for Ventilation and Air Conditioning Units**

The Contractor shall perform preventive maintenance work as described below on equipment at rates bid on the Appendix A Schedule of Items Worksheets.

Preventive maintenance service for Ventilation and Air Conditioning Units shall include but not limited to the following:

1. Equipment will be cleaned and inspected for proper airflow.
2. Coils and blowers will be inspected, brush-cleaned and vacuumed from dust.
3. Disposable filters will be replaced with pleated filters and washable filters will be cleaned.
4. Motors, pumps, fans, couplings, seals and mounts will be inspected and checked for proper operation and condition.
5. Motors, bearings, automatic valves and other equipment requiring lubrication will be lubricated as required and adjusted.
6. Safety Devices will be cleaned and checked for proper operation.
7. OEM temperature controls will be cleaned and calibrated.
8. Electrical connections will be inspected and tightened.

9. Drive belts will be replaced, aligned and tensioned.
10. Air conditioning and ventilation equipment will be tested and adjusted for maximum efficiency.
11. Defective and inoperative equipment will be identified and reported immediately.
12. The refrigerant will be tested and charged if needed.

**Basis of Award**

The Region is divided into Areas. The basis for award for each Area will be the lowest responsive bid for each Area as determined by the Department. Each area will be awarded separately. The areas and locations are identified on the Appendix A Schedule of Items Worksheets.

**Method of Measurement and Basis of Payment**

The estimated hours for Repair/Emergency Work in no way guarantees that the MaineDOT will assign Work for any or all of the total amount.

For Preventive Maintenance Work/Repair/Emergency Work, the Contractor shall be paid by the hour for each accepted hour Work is performed for the Department. The total amount of hours will be rounded off to the nearest ¼ hour. No truck costs, disposal fees, miscellaneous materials, expenses, mileage, meals, phones nor any overhead expenses will be paid. Accepted quantities will be paid for at hourly rates bid which shall include full compensation for all equipment, labor, incidental materials and incidentals required. Regular hourly rate will be applied to the hours of Monday through Friday from 7 AM to 3:30 PM. Premium hourly rate will be applied to the following:

- Emergency work after 3:30 PM and before 7AM
- Weekend work on Saturday and/or Sunday
- Work after 8 hours
- Holidays

Replacement parts shall be billed on an itemized invoice. Parts will be paid for up to \$750 without approval and greater than \$750 with approval.

The Contractor shall be paid a single Mobilization charge every day they are required to travel to a work site within the Area bid. Mobilization shall consist of preparatory work and operations including, but not limited to those necessary to the movement of personnel, equipment, supplies and incidentals to the work site; and for all other work and operations which must be performed, or costs incurred prior to the beginning work on work site. If work is to occur at multiple locations on the same day, mobilization charges must be agreed upon with the Contract Administrator prior to that day's work.

The Department may increase or decrease Pay Item quantities from the estimated quantities shown in the Bid Documents, and such increase or decrease shall not be considered Extra Work. Except as expressly provided otherwise in this Contract, the Contractor shall be paid for actual Work authorized and performed at the Unit Prices contained in the Contractor's Bid. The Contractor accepts such payment as full and complete compensation.

**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. Continues to perform Work after the Department directs that Work be stopped,
- G. In any other manner, fails to perform the Work in Substantial Conformity with any material provision of the Contract,
- H. Fails to obtain prior approval from the Contract Administrator when specified in the contract,
- I. Fails to perform Quality Work. If the Department determines that the Contractor should return to the same location, same furnace, to resolve the same original issue within 30 Heating Days then the Work performed was not Quality Work. Heating days will be measured from October 15 through April 15,
- J. Fails to submit proper invoices identifying work and unit or does not complete and submit accurate service reports and service logs.

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

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

2<sup>nd</sup> Incident: The Department will issue a written warning.

3<sup>rd</sup> 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.