



CHECKLIST FOR BID DOCUMENTS

Note: This checklist was updated in September 2019.

Final Plans

1. Title page is signed with a professional engineer's stamp.
2. Schedule of items matches the final engineer's estimate.
3. Pay items on the design plans also are on the schedule of items and engineer's estimate.

Specifications

1. Make sure that all project specifications and special provisions include the following:
 - Description of the work;
 - Materials required to complete the work;
 - Requirements to construct and accept the work;
 - Measurement, specifying what, when and how to measure for payment; and
 - Basis of payment for the work.

Bid Book

Standard bid book inserts are found under "Bid Documents" on this web page:
www.maine.gov/mdot/lpa/lpadocuments/

1. Bidding Instructions
 - The latest inserts from MaineDOT must be at the front of the bid book. The instructions will be labeled Federal or State, depending upon funding source.
2. Notice to Contractors, includes:
 - Stamp of Engineer of Record, as applicable and required by law
 - Bid opening date and time (*pay attention to holidays*)
 - Project WIN, description, location, and outline of work
 - Basis of award
 - Disadvantaged Business Enterprise requirements (*federally funded projects*)
 - Statement that MaineDOT Standard Specifications shall apply
 - Bid bond amount (5% of bid, typically)
 - Cost of copies of bid book and plan sets

- Projects less than \$125,000 require no contract performance surety bond or contract payment surety bond. Bonds are required for projects exceeding \$125,000.
 - For projects greater than \$300,000, a bidder must complete a highway, bridge or project specific pre-qualification through MaineDOT to be awarded the contract.
 - For projects less than \$300,000: “Bids will be accepted from all bidders. The lowest responsive bidder must demonstrate successful completion of projects of similar size and scope to be considered for the award of this contract.”
3. Special Provision 102.7.3, Acknowledgement of Bid Amendments
 4. Schedule of Items, using MaineDOT item numbers
 5. Contract Agreement, Offer and Award form: two copies
 - Check Section A, “The Work,” for correct WIN, location and scope of work
 - Check Section B, “Time,” to be sure completion date matches Special Provision 107
 - Check Section F, “Offer,” to be sure the paragraph labeled “Fourth” references Disadvantaged Business Enterprise (DBE) requirements (*federally funded projects*)
 6. Forms labeled “Sample” – one copy each:
 - Contract Agreement, Offer and Award
 - Contract Performance Bond
 - Contract Payment Bond (Surety Company Form)
 7. Davis-Bacon prevailing wage rates (*federally funded projects*)
 - Check online for the latest rates by county and type of work: www.wdol.gov/dba.aspx
 8. Prevailing state wage rates established by the Maine Department of Labor – **NEW**
 - *Starting with projects advertised on **September 19, 2019**, this applies to public construction contracts of \$50,000 or more containing any amount of state funds.*
 - Contact is Richard Stephens, Prevailing Wage Examiner at the Department of Labor: (207) 623-7906 or Richard.W.Stephens@maine.gov
 9. Special Provision (SP) Section 104, Wage Rates
 10. SP Section 104, Utilities
 11. SP Section 104.3.8, Electronic Payroll Submission (*federally funded projects*)
 12. SP Section 105.11, Buy America (federally funded projects)
 13. SP Section 105, General Scope of Work: Limitations of Operations (*if applicable*)
 14. SP Section 105, Over Limit Movement Permits (*if applicable, based on nature of work*)

15. SP Section 107, Prosecution and Progress: Scheduling of Work
 - Ensure completion date matches date in Contract Agreement, Offer & Award.
 16. SP Section 108, Asphalt Escalator (*if project calls for more than 500 tons of HMA*)
 17. SP Section 401, Hot Mix Asphalt Pavement
 18. SP Section 403, Hot Mix Asphalt Pavement (obtain from MaineDOT)
 19. SP Section 502, Structural Concrete (if there is concrete work)
 20. SP Section 608, Detectable Warnings (*for sidewalks*)
 21. SP Section 609, Structural Concrete: Concrete Slipform Curb (*if applicable*)
 22. SP Section 634 Highway Lighting (*if highway lighting is part of the contract*)
 23. SP Section 643, Traffic Signals (*if traffic signals are part of the contract*)
 24. SP Section 652, Maintenance of Traffic
 25. SP Section 656, Temporary Soil Erosion and Water Pollution Control
 - MaineDOT's Environmental Office will prepare this document, if necessary
 26. MaineDOT Standard Detail updates
 - Latest version is online: <https://www.maine.gov/mdot/contractors/publications/>
 27. MaineDOT Supplemental Specification: Corrections, Additions & Revisions
 - Latest version is online: <https://www.maine.gov/mdot/contractors/publications/>
 28. Special Provision, Transportation Alternatives Program – Appendix A to Division 100
 - Prohibits convict labor on projects using federal Transportation Alternatives funding
 29. Appendix A to Division 100: Section 1 - Bidding Provisions (*federally funded projects*)
 - This is FHWA Form 1273 and must be inserted into bid books for federal-aid projects
 30. Signed Title VI Assurances from local sponsor of project (*federally funded projects*)
 - Must be signed by highest-ranking municipal officer and include Appendices A and E
 31. Environmental Summary Sheet
 - The MaineDOT Environmental Office prepares this document on federal projects
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