

Updated 04/28/17

**STATE PROJECT
(Locally Administered)**

BIDDING INSTRUCTIONS

FOR ALL PROJECTS:

1. Use pen and ink to complete all paper bids.
2. The following documents must be received before the time of the bid opening:
 - a) Copy of Notice to Contractors;
 - b) Completed Acknowledgement of Bid Amendments form;
 - c) Completed Schedule of Items;
 - d) Two copies of the completed and signed Contract Agreement, Offer & Award form;
 - e) Bid Guaranty (if required); and
 - f) Any other certifications or bid requirements listed in the bid documents that are due by bid opening.
3. Include prices for all items in the Schedule of Items (excluding non-selected alternates).
4. Bid Guaranty acceptable forms are:
 - a) Properly completed and signed bid bond on MaineDOT's prescribed form (or on a form that does not contain significant variations from the MaineDOT's form) for 5% of the bid amount; or
 - b) Official Bank Check, Cashier's Check, Certified Check, U.S. Postal Money Order or Negotiable Certificate of Deposit in the amount stated in the Notice to Contractors.
5. "FedEx First Overnight" delivery of paper bids is suggested. Other means, such as the U.S. Postal Service's Express Mail, have proven to be unreliable.

IN ADDITION, FOR FEDERAL-AID PROJECTS:

6. Complete and submit the DBE Proposed Utilization form with your bid. This is a curable defect. (This requirement applies only to projects with federal-aid funds.)

If you need more information about bid preparation, please call:

_____ at _____

*For complete bidding requirements, refer to Section 102 of the Maine Department
of Transportation, Standard Specifications, November 2014 Edition*

NOTICE

For security and other reasons, all Bid Packages which are mailed, shall be provided in double (one envelope inside the other) envelopes. The *Inner Envelope* shall have the following information provided on it:

Bid Enclosed - Do Not Open

PIN:

Town:

Date of Bid Opening:

Name of Contractor with mailing address and telephone number:

In Addition to the usual address information, the *Outer Envelope* should have written or typed on it:

Double Envelope: Bid Enclosed

PIN:

Town:

Date of Bid Opening:

Name of Contractor:

This should not be much of a change for those of you who use Federal Express or similar services.

Hand-carried Bids may be in one envelope as before, and should be marked with the following information:

Bid Enclosed: Do Not Open

PIN:

Town:

Name of Contractor:

STATE OF MAINE DEPARTMENT OF TRANSPORTATION
Bid Guaranty-Bid Bond Form

KNOW ALL MEN BY THESE PRESENTS THAT _____

_____, of the City/Town of _____ and State of _____

as Principal, and _____ as Surety, a

Corporation duly organized under the laws of the State of _____ and having a usual place of

Business in _____ and hereby held and firmly bound unto the Treasurer of

the State of Maine in the sum of _____ for payment which Principal and Surety bind

themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

The condition of this obligation is that the Principal has submitted to the Maine Department of

Transportation, hereafter Department, a certain bid, attached hereto and incorporated as a

part herein, to enter into a written contract for the construction of _____

_____ and if the Department shall accept said bid

and the Principal shall execute and deliver a contract in the form attached hereto (properly

completed in accordance with said bid) and shall furnish bonds for this faithful performance of

said contract, and for the payment of all persons performing labor or furnishing material in

connection therewith, and shall in all other respects perform the agreement created by the

acceptance of said bid, then this obligation shall be null and void; otherwise it shall remain in full

force, and effect.

Signed and sealed this _____ day of _____ 20_____

WITNESS:

WITNESS

PRINCIPAL:

By _____

By: _____

By: _____

SURETY:

By _____

By: _____

Name of Local Agency: _____

NOTICE

Bidders:

Please use the attached “Request for Information” form when submitting questions concerning specific Contracts that have been advertised for Bid, include additional numbered pages as required. RFI’s may be faxed to _____ or submitted via e-mail to _____.

These are the only allowable mechanisms for answering Project specific questions. The Municipality will not be bound to any answers to Project specific questions received during the Bidding phase through other processes.

When submitting RFIs by Email please follow the same guidelines as stated on the “Request for Information” form and include the word “RFI” along with the Project name and Identification number in the subject line.

Eastport Port Authority

REQUEST FOR INFORMATION

Date: _____ Time: _____

Information Requested: _____ WIN: _____ Town(s): _____

Request by: _____ Phone: (_____) _____

Bid Date: _____ Fax: (_____) _____

Complete top portion of form and transmit to the number listed in the Notice to Contractors

RFI No: _____ RFI received: _____

Response: _____

Response By: _____ Date: _____