BIDDING INSTRUCTIONS

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 the prescribed form in this package (or on a form that does not contain significant variations from the 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, March 2020 Edition
NOTICE

For security and other reasons, all Bid Packages that 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:
SAMPLE
BID GUARANTY / BID BOND FORM

KNOW ALL BY THESE PRESENTS THAT ________________________________, of the City/Town of __________ and State of ________________, as Principal, and ________________________________, of the State of ________________, 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 Municipality of _____________________________ in the sum of _____________________________, for payment that 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 Municipality of _____________________________, hereafter Municipality, a certain bid, attached hereto and incorporated as a part herein, to enter into a written contract for the construction of _____________________________, and if the Municipality 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: PRINCIPAL:

______________________________
By______________________________

______________________________
By:______________________________

______________________________
By:______________________________

WITNESS

SURETY:

______________________________
By______________________________

______________________________
By:______________________________
NOTICE

Bidders:

Please use the attached “Request for Information” form to submit questions about this advertised Project. Include additional numbered pages as required.

RFI’s may be faxed to _________________ or submitted by email 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. In the subject line, include the word RFI, the Project name and Work Identification Number (WIN).
REQUEST FOR INFORMATION

Date ____________  Time ________

Information Requested for:

WIN: _______________ Town(s):____________________ Bid Date: __________

Question(s):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
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___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Request by:
Company Name: ___________________________ Phone: (____) __________________

Email: ___________________________ Fax: (____) __________________

Complete this form and transmit to the number listed in the Notice to Contractors
NOTICE

Disadvantaged Business Enterprise Proposed Utilization

The Apparent Low Bidder shall submit the Disadvantaged Business Enterprise Proposed Utilization form with their bid. This is a curable bid defect.

The Contractor’s Disadvantaged Business Enterprise Proposed Utilization Plan form contains additional information that is required by USDOT.

The Contractor’s Disadvantaged Business Enterprise Proposed Utilization Plan form should be used.

A copy of the new Contractor’s Disadvantaged Business Enterprise Proposed Utilization Plan and instructions for completing it are attached.

Note: Questions about DBE firms, or to obtain a printed copy of the DBE Directory, contact The Office of Civil Rights at (207) 624-3066.

MDOTs DBE Directory of Certified firms can also be obtained at https://www.maine.gov/mdot/civilrights/dbe/
INSTRUCTIONS FOR PREPARING THE MaineDOT CONTRACTOR’S DBE/SUBCONTRACTOR UTILIZATION FORM

The Contractor shall extend equal opportunity to MaineDOT certified DBE firms (as listed in MaineDOT’s DBE Directory of Certified Businesses) in the selection and utilization of Subcontractors and Suppliers.

SPECIFIC INSTRUCTIONS FOR COMPLETING THE FORM:

Insert Contractor name, the name of the person(s) preparing the form, and that person(s) telephone, fax number and e-mail address.

Calculate and provide percentage of your bid that will be allocated to DBE firms, Federal Project Identification Number, and location of the Project work.

In the columns, name each subcontractor, DBE and non-DBE firm to be used, provide the Unit/Item cost of the work/product to be provided by the subcontractor, give a brief description and the dollar value of the work.

Revised 1/12
Notice is hereby given that in accordance with US DOT regulation 49 CFR Part 26, the Maine Department of Transportation (MaineDOT) has established a Disadvantaged Business Enterprise Program (DBE) for disadvantaged business participation in the federal-aid highway and bridge construction programs; MaineDOT contracts covered by the program include consulting, construction, supplies, manufacturing, and service contracts.

For FFY 2019-21 (October 1, 2018 through September 30, 2021) MaineDOT has established an annual DBE participation goal of 2.4% to be achieved through race/gender neutral means. This goal has been approved by the Federal Highway Administration and remains in effect through September 30, 2021. Maine DOT must meet this goal each federal fiscal year. If the goal is not met, MaineDOT must provide a justification for not meeting the goal and provide a plan to ensure the goal is met, which may include placing contract goals on certain projects that contractors will be required to meet.

MaineDOT asks all contractors, consultants and subcontractors to seek certified DBE firms for projects and to work to meet the determined 2.4% goal without the need to impose contract goals. DBE firms are listed on the MaineDOT website at:


Interested parties may view MaineDOT’s DBE goal setting methodology, also posted on this website. If you have questions regarding this goal or the DBE program you may contact Sherry Tompkins at the Maine Department of Transportation, Civil Rights Office by telephone at (207) 624-3066 or by e-mail at: sherry.tompkins@maine.gov
MaineDOT CONTRACTOR’S DBE/SUBCONTRACTOR
PROPOSED UTILIZATION FORM

All Bidders must furnish this form with their bid on Bid Opening day

Contractor: __________________________ Telephone: _______________ Ext ______

Contact Person: ______________________ Fax: ______________________

E-mail: ________________________________

BID DATE: ____________________________

FEDERAL PROJECT PIN # ____________ PROJECT LOCATION: ________________________________

TOTAL ANTICIPATED DBE____ % PARTICIPATION FOR THIS CONTRACT

<table>
<thead>
<tr>
<th>WBE</th>
<th>DBE</th>
<th>Non DBE</th>
<th>Firm Name</th>
<th>Item Number &amp; Description of Work</th>
<th>Quantity</th>
<th>Cost Per Unit/Item</th>
<th>Anticipated $ Value</th>
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Subcontractor Total>

DBE Total >

NOTE: THIS INFORMATION IS USED TO TRACK AND REPORT ANTICIPATED DBE PARTICIPATION IN ALL FEDERALLY FUNDED MAINE DOT CONTRACTS. THE ANTICIPATED DBE AMOUNT IS VOLUNTARY AND WILL NOT BECOME A PART OF THE CONTRACTUAL TERMS.

Equal Opportunity Use:

Form received: ___/___/___ Verified by: ________________________________

FHWA □ FTA □ FAA □

For a complete list of certified firms and company designation (WBE/DBE) go to http://www.maine.gov/mdot/civilrights/

Rev. 01/15
Maine Department of Transportation Civil Rights Office

Directory of Certified Disadvantaged Business Enterprises can be found at:

https://www.maine.gov/mdot/civilrights/dbe/

For additional information and guidance contact: Civil Rights Office at (207) 624-3066

It is the responsibility of the Contractor to access the DBE Directory at this site in order to have the most current listing.