**FEDERALLY FUNDED PROJECT**

**Updated October 2021**

**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:
	1. Copy of Notice to Contractors;
	2. Completed Acknowledgement of Bid Amendments form;
	3. Completed Schedule of Items;
	4. Two copies of the completed and signed Contract Agreement, Offer & Award form;
	5. Bid Guaranty (if required); and
	6. 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:
	1. Completed and signed bid bond modeled after the sample in this package for 5% of the bid amount (the industry standard AIA form is acceptable); or
	2. Official bank check, cashier’s check, certified check, U.S. postal money order or negotiable certificate of deposit for 5% of the bid amount.
5. Complete and submit the enclosed 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*

October 21, 2021

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:

EXAMPLE

**BID GUARANTY / BID BOND FORM**

**KNOW ALL 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 Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in the sum of , for payment that Principal and Surety bind themselves, their heirs, executers, 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).

 **RFI No:**

REQUEST FOR INFORMATION

**Date**

**Time**

**Information Requested for:**

**WIN:**

**Town(s): Bid Date:**

**Question(s)**:

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

DBE UTILIZATION FORM

The Contractor shall extend equal opportunity to firms 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

**DBE GOAL NOTICE FFY 2022-2024**

**Maine Department of Transportation Disadvantaged Business Enterprise Program**

Notice is given that, in accordance with US Department of Transportation 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. Federally funded contracts covered by the DBE Program include consulting, construction, supplies, manufacturing, and related services.

For FFY 2022-2024 (October 1, 2021 through September 30, 2024) MaineDOT has established an annual DBE participation goal of **1.97%** to be achieved through race/gender neutral means. This will remain in effect through September 30, 2024. 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 1.97% goal without the need to impose contract goals. DBE firms are listed on the MaineDOT website at:

<https://www.maine.gov/mdot/civilrights/docs/dbe/WeeklyDBEVendorList.pdf>

Interested parties may view MaineDOT’s DBE goal setting methodology, which is posted on this website: <https://www.maine.gov/mdot/civilrights/dbe/>

If you have questions, please contact Stacie Haskell, EEO Specialist in the MaineDOT’s Civil Rights Office, by phone at (207) 624-3056 or by e-mail at: Stacie.haskell@maine.gov

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**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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **W B E** | **D B E** | **Non DBE** | **Firm Name** | **Item Number & Description of Work** | **Quantity** | **Cost Per Unit/Item** | **Anticipated****$ Value** |
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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/**](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 guidance, contact: MaineDOT’s Civil Rights Office at (207) 624-3066**

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