

# BID DOCUMENTS GUIDANCE

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Listed below are typical bid documents for a state-funded project. Standard special provisions either may be downloaded from the LPA Documents web page, highlighted below, or obtained from the MaineDOT project manager. Project-specific technical special provisions should be developed by the municipality administering a project or its consultant.

*Note: This two-page handout is for guidance; it should not be part of a bid book.*

## Final Design Plans

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1. Title sheet of the design plans must be signed and stamped by the Engineer of Record.
2. All pay items on the plans must be on the schedule of items and estimate.
3. Schedule of items must match final estimate and use MaineDOT items (as applicable).
4. Items not covered by MaineDOT's Standard Specifications must have a special provision.

## Bid Documents

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Standard items are found under "Bid Package Documents" on the LPA Documents web page: [www.mainedot.gov/lpa/lpadocuments/](http://www.mainedot.gov/lpa/lpadocuments/)

1. Bidding instructions labeled Locally Administered Project – State Funds.
2. Notice to Contractors, with:
  - Bid opening date and time – *pay attention to holidays*;
  - Project WIN, location, and outline of work;
  - Basis of award – typically the lowest total base bid;
  - Contractor qualification/pre-qualification requirements;
  - Bid bond amount (5% of bid);
  - Reference to MaineDOT Standard Specifications & Standard Details (March 2020);
  - Cost of printed copies of the contract book and plan set;
  - Required performance surety bond and contract payment bond – contracts  $\geq$  \$125,000. (*Projects estimated to cost less than \$125,000 require no such bonds.*)
3. Acknowledgement of Bid Amendments sheet (special provision 102.7.3).
4. Schedule of Items, with items and quantities matching estimate.
5. Contract Agreement, Offer and Award form, two copies:
  - Review section A "The Work" for correct WIN, location, and scope of work;
  - Review section B "Time" to be sure completion date matches Special Provision 107.

6. Sample bond forms – one copy each:
  - Contract Performance Bond; and
  - Contract Payment Bond (Surety Company Form).
7. State of Maine prevailing wage rates (*updated January 17 2023*):
  - Rates, listed by county, are found on the Maine Department of Labor website: [www.maine.gov/labor/labor\\_stats/publications/wagerateconst/prevailingwage/index.shtml](http://www.maine.gov/labor/labor_stats/publications/wagerateconst/prevailingwage/index.shtml)
8. Special Provision (SP) Section 101 – Contract Interpretation (dated March 2021).
9. SP Section 104 – Utilities (*if there are utility impacts*).
10. SP Section 105 – Limitations of Operations (*if applicable*).
  - MaineDOT will prepare this document, if there are restrictions on lane closures.
11. SP Section 105 – Over Limit Movement Permits (*if applicable*).
12. SP Section 107 – Scheduling of Work:
  - Be sure completion date matches date in Contract Agreement, Offer & Award.
13. SP Section 400 – Hot Mix Asphalt Pavement (*if applicable; dated January 6, 2021*).
14. SP Section 403 – Hot Mix Asphalt Pavement (*if there is paving work*):
  - Request from MaineDOT Project Manager, at least three months before advertise.
15. SP Section 502 – Structural Concrete (*if there is concrete work*).
16. SP Section 531 Marine Structures (*Small Harbor Improvement Program*)
17. SP Section 634 and 643 – Highway Lighting and Traffic Signals.
  - Include electrical checklist if the project has lighting or traffic signals.
18. SP Section 652 – Maintenance of Traffic (*if there will be traffic control*).
19. MaineDOT Standard Details updates (*dated March 20, 2023*):
  - Latest version is online: <https://www.maine.gov/mdot/contractors/publications/>
20. Supplemental Specification: Corrections, Additions & Revisions to Standard Specifications:
  - Check online for latest version: <https://www.maine.gov/mdot/contractors/publications/>