**BIDDING INSTRUCTIONS – FEDERALLY FUNDED PROJECT**

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 Commitment Confirmation Form with your bid. (This requirement applies only to projects with federal 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

MaineDOT WIN:

Town:

Date of Bid Opening:

Name of Contractor with mailing address and phone number:

In addition to the usual address information, the *Outer Envelope*

### should have written or typed on it:

Double Envelope: Bid Enclosed MaineDOT WIN:

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 MaineDOT WIN:

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.***