



Town of Scarborough, Maine

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KEITH L. MATHERNE
PURCHASING AGENT

TO: PRE-QUALIFIED CONTRACTORS FOR LIBRARY RENOVATION
FROM: KEITH L. MATHERNE, PURCHASING AGENT
SUBJECT: BID DOCUMENTS FOR LIBRARY RENOVATION
DATE: 11/19/08
CC: NANCY CROWELL, DIRECTOR; EVALUATION COMMITTEE; TOM HALL, TOWN MANAGER

Dear Contractor,

This letter is to serve as an introduction to the attached bid documents assembled by our Architect, Gawron Turgeon (GTA), as well as provide the schedule for the bid process by identifying key dates, provide contact information, and location for picking up drawings and specifications to the project. Please make careful note of the following dates:

1. November 19th, 2008: Town releases bid documents to pre-qualified contractors
2. November 21st, 2008: Drawings and Specifications available at Spiller's Reprographics, 224 Gorham Road, Scarborough, ME (207) 883-4725
3. December 5th, 2008: Mandatory Pre-Bid Meeting; held at Scarborough Public Library, 2:00PM
4. December 12th, 2008: Bid Opening, Municipal Building, Main Level, TMCR, 11:00AM

Please do not hesitate to contact me if you have any questions.

Best Regards

Keith Matherne

PHONE: 207.730.4089 • FAX: 207.730.4167 • E-MAIL: KMATHERN@CI.SCARBOROUGH.ME.US

www.scarborough.me.us

Celebrating our 350th Anniversary in 2008

SCARBOROUGH PUBLIC LIBRARY

PRE-BID CONFERENCE

DATE: December 5, 2008

TIME: 2:00 PM

AGENDA

▪ **INTRODUCTION**

Gawron Turgeon Architects

- **Stan Gawron, Principal**
- **Kristi Woloszyn, Project Manager**

▪ **REVIEW INSTRUCTION TO BIDDERS FORM**

▪ **REVIEW BID FORM**

▪ **LINE OF COMMUNICATIONS**

All questions to be sent directed to Kristi Woloszyn via email or fax; no questions will be answered over the telephone.

Email: kwoloszyn@gawronturgeon.com

FAX: (207) 883-0376

QUESTIONS

SECTION 00100

INSTRUCTIONS TO BIDDERS

PART 1 – GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Bid Documents
- B. Definitions
- C. Invitation to Bid
- D. Addenda
- E. Bidders Representation
- F. Bidding Procedures
- G. Examination of Bidding Documents
- H. Substitutions
- I. Qualifications of Bidders
- J. General Contractor List

1.02 BID DOCUMENTS

- A. Bid documents are attached and plan sets will be available on **Friday, November 21, 2008** at Spillers Reprographics, 224 Gorham Road, Scarborough, Maine 04074. Telephone: 207-883-4725 and fax: 207-883-4634. There will be a *mandatory* Pre Bid Site Walk thru on **Friday, December 5, 2008 at 2:00 PM.**
- B. Partial sets or individual drawings **will not** be distributed.
- C. The procedure for obtaining documents is as follows:

All Pre-Qualified Bidders can purchase full sets of plans and specifications directly from **Spiller's Reprographics, 224 Gorham Road, Scarborough, ME (207) 883-4725** for the cost of printing plus mailing and handling charges. Spiller's will keep a log of all bidders and will notify all bidders if any Addenda are issued. Bidders will be responsible for purchasing Addenda directly from **Spiller's** for the cost of printing plus mailing and handling charges.

Documents are protected by Federal copyright law. Reproduction of documents without written authorization from the Architect or use of such documents for the preparation of bids subjects the bidder to having their bids disqualified.

1.03 DEFINITIONS

- A. The following terms as used in this Project Manual are respectively defined as follows:
 - 1. "Contractor": A person, firm or corporation with whom the contract is made by the Owner.
 - 2. "Subcontractor": A person, firm or corporation supplying labor and materials or only labor for work at the site of the project for and under separate contract or agreement with the Contractor.
- B. "Work on (at) Project:" Work to be performed at the location of this project, including the transportation of materials and supplies to or from the location of the project by employees of the contractor or subcontractor.

1.04 INVITATION TO BID

- A. Sealed bids shall be received at Scarborough Town Hall, Town Manager's Conference Room at 259 U.S. Route 1, Scarborough, Maine on or before 11:00 AM, December 12, 2008, at which time they will be publicly opened. No bids will be accepted after the specified time. Faxed and/or emailed bids will not be accepted.
- B. The successful bidder will be required to furnish a Performance and Payment Bond in the amount of the 100% of the contract price.
- C. No bids may be withdrawn within a period of Sixty (60) days after opening of bids.
- D. Each contractor is required to provide a Construction Schedule and list of Sub Contractors on the Bid Form.
- E. Notice to Proceed will be issued within ten (10) days of the execution of the Contract by the Owner.
- F. Construction will proceed on or about the first week of January.
- G. The Owner reserves the right to accept or reject any or all bids and to waive all formalities and to accept any bid deemed advantageous.
- H. In case of ambiguity in stating the price of the bid, the Owner reserves the right to consider the most advantageous construction thereof or to reject any or all bids.

1.05 ADDENDA

- A. All bidders shall acknowledge, in the space provided on the proposal form, receipt of all addenda issued during bidding phase. Failure to do so will result in rejection of the bid.

1.06 BIDDERS REPRESENTATION

- A. In submitting a proposal, the bidder acknowledges that he has familiarized himself with the local conditions affecting the cost of the work, and with a contract document consisting of the Instruction to Bidders, General Conditions and Supplemental Conditions, Drawings and all addenda issued.

1.07 BIDDING PROCEDURES

- A. Bid shall be submitted on the proposal form included herein. Proposals shall be submitted in a sealed envelope addressed to the Owner and identified on the outside as Proposal for General Construction of Scarborough Public Library Scarborough, Maine. Proposals shall be received in the office of the Town Clerk, Purchasing Agent or Town Manager located at 259 US Route One, Scarborough, ME 04074.

1.08 SUBSTITUTIONS

- A. In general, items shall be provided as specified. Where items specified are found to be unavailable or where the time of delivery is unacceptable, the contractor may request a substitution.

1.09 QUALIFICATIONS OF BIDDERS

- A. Bidders shall, upon request by the Owner, provide evidence that the Contractor has performed in the capacity as a General Contractor in the State of Maine for a period of two (2) years. They shall provide evidence that they have constructed projects of similar or equal nature and shall provide evidence that bonding capacity is available to bond this project for 100% of the bid amount. The Owner reserves the right to judge the qualification of the bidders and to reject any or all bidders.

1.10 GENERAL CONTRACTORS LIST

- A. The following list of General Contractors is approved to bid on this project:
 - 1. Risbara Construction
P.O. Box 485
Scarborough, ME 04070
Ph (207) 883-5528
 - 2. Hardy Pond Construction
66 Hardy Pond Road

Falmouth, ME 04105
Ph (207) 797-6066 ▪ Fax (207) 797-8986

3. Ganneston Construction Corp.
P.O. Box 27
North Belfast Avenue
Auburn, ME 04332
Ph (207) 621-8505 ▪ Fax (207) 621-8508
4. H.E. Callahan Construction Co.
2664 Turner Road
PO Box 677
Auburn, ME 04212-0677
Ph (207) 784-6927 ▪ Fax (207) 784-0769
5. C.M. Cimino, Inc.
Attn: Anthony Cimino
3 Warren Avenue
Westbrook, ME 04092
(207) 854-8876
6. Great Falls Construction, Inc.
20 Mechanic Street
Gorham, ME 04038
Ph (207) 839-2744 ▪ Fax (207) 839-3737
7. The Sheridan Corporation
739 Warren Avenue
Portland, ME 04103
Ph (207) 774-6138
8. Wright-Ryan Construction, Inc.
10 Danforth Street
Portland, ME 04101
Ph (207) 773-3625 ▪ Fax (207) 773-5173

SECTION 00300

BID FORM

BIDDER:

TO THE OWNER: Scarborough Public Library
48 Gorham Road
Scarborough, ME 04074

1. The undersigned bids to furnish all labor and materials required for construction of Scarborough Public Library in accordance with the Instructions to Bidders and the Documents for the contract price specified herein.
2. The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work within the time stated and in strict accordance with the proposed Contract Documents.
3. This bid includes Addenda numbers: _____

4. Construction Schedule:
 - a.
5. Bid Alternates:
 - a.
6. To perform the following Work:
I understand that the Owner reserves the right to reject this bid, but that this bid shall remain open and not be withdrawn for a period of Sixty (60) days from the date prescribed for its opening.

7. If written notice of the acceptance of this bid is mailed or delivered to the undersigned within Thirty (30) days after the date set for the opening of this bid, or at any other time thereafter before it is withdrawn, the undersigned will enter into a Contract for Construction with the Owner in accordance with this bid as accepted, and will also furnish and deliver to the Owner the Performance Bond, Labor and Material Payment Bond and proof of insurance coverage which shall adhere to the following minimum requirements:

For personal injury liability and/or property damage liability shall have limits of \$400,000 per occurrence under the provisions of the Maine Tort Claims Act and \$1,000,000 per occurrence for actions outside the Maine Tort Claims Act for covered claims which may arise from the Contractor's negligent action or inaction.

8. Pre-bid On-Site Walk-thru will take place on **Friday, December 5, 2008 at 2:00 PM**

9. Notice of acceptance may be addressed to the undersigned at the address set forth below.

10. Subcontractor List:

a.

11. Divisional Breakdown (sample divisions attached):

a.

12. The names of all persons interested in the foregoing bid as principals are:

(IMPORTANT NOTICE: If bidder or other interested person is a corporation, give legal name of corporation, state where incorporated, and names of president and secretary; if a partnership, give name of firm and names of all individual copartners composing the firm; if bidder or other interested person is an individual, give first and last name in full.)

Signature of Bidder:

Date

Date

Date

NOTE: If bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Address: _____

Telephone Number: _____

Date of Proposal: _____

Bidder agrees to perform all the work described in the Contract Documents for the following prices:

BASE BID LUMP SUM: _____

Construction Schedule

The Bidder agrees to perform all work as described in the Contract Documents _____
_____ (months) from the date as specified in the agreement.

Respectfully submitted:

Signature

Address

Title

Date

Seal (If bid is by a corporation)

**DIVISIONAL
BREAKDOWN FOR BID
FOR
SCARBOROUGH PUBLIC
LIBRARY**

DIVISION 1 - GENERAL REQUIREMENTS
DIVISION 2 - SITE WORK
DIVISION 3 - CONCRETE
DIVISION 4 - MASONRY
DIVISION 5 - METALS
DIVISION 6 - CARPENTRY
DIVISION 7 - MOISTURE PROTECTION
DIVISION 8 - DOORS AND WINDOWS
DIVISION 9 - FINISHES
DIVISION 10 - SPECIALTIES
DIVISION 11 - EQUIPMENT
DIVISION 12 - FURNISHINGS
DIVISION 13 - SPECIAL CONSTRUCTION
DIVISION 15 - MECHANICAL
DIVISION 16 - ELECTRICAL