

INSTRUCTIONS TO BIDDERS

1) Bid Submittals

Stantec Consulting Services, serving as **ecomaine's** (herein called the "Owner") Engineer hereby solicits bids for the Service Elevator Work in accordance with the enclosed bid documents. For consideration, bids must be sealed, in the format specified and be received no later than 4:00 pm. Eastern Time, on February 10, 2012, addressed as follows:

Louis A. Asali
Stantec Consulting Services
482 Payne Road
Scarborough, Maine 04074

The envelope should also be designated "Service Elevator Repair Work". Bids may also be submitted in via email to lou.asali@stantec.com with hard copies to follow. Facsimile bids are **not** acceptable.

The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above-scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified or not complying with both the technical and commercial requirements may not be considered. No bidder may withdraw a bid within 60 days after the actual date of the opening thereof.

2) Preparation of Bid

Each bid must be submitted on the prescribed form appended to these documents. All blank spaces for bid prices must be typewritten or executed in ink.

Each bid must be submitted in a sealed envelope bearing on the outside, the name of the bidder, its address and the name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed, as specified in the bid form.

3) Subcontracts

The bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this Contract must be acceptable to the Owner. A complete list of proposed subcontractors shall be included in the Contractor's bid.

4) Qualifications

Only bidders with extensive and specific recent experience in the area of Elevator Repair will be qualified to bid on this contract. Bidders must provide as part of their proposal references by name and phone number for at least five (5) projects of a similar nature as the one being solicited.

Bidders are also requested to provide a summary of the past three year audited financial statements and a description of any outstanding liens or judgments to establish financial solvency.

The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

Conditional bids will not be accepted.

5) Time of Completion

Bidder must agree to provide delivery of all necessary equipment in accordance with the Project Schedule included and made a material part of the bid documents.

6) Condition of Work

Each bidder must inform itself fully of the conditions relating to the performance of the project. Failure to do so will not relieve a successful bidder of its obligations to furnish all material and service labor necessary to carry out the provisions of its Contract. Insofar as possible, the Contractor, in carrying out its work, must employ such methods or means as will not cause any interruptions of or interference with the work of any other contractor.

7) Addenda and Interpretations

No oral interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder. Every request for such interpretations should be in writing addressed to Louis Asali at the address where bids will be received, and to be given consideration must be received at least five days prior to the date fixed for the receipt of bids. Any and all such interpretations and any supplemental instructions issued, will be emailed to all prospective bidders (at the respective addresses furnished for such purposes), not later than three days prior to the date fixed for the receipt of bids. Failure of any bidder to receive any such addendum or interpretations shall not relieve such bidder from any obligation under his bid as submitted.

8) Security for Faithful Performance

If required to under Sec. 1.14 M.R.S.A. §871, sub-§ 3, prior to or simultaneous with its delivery of the executed contract, the contractor shall furnish a Surety Bond or bonds for

100 percent of the contract amount as security for faithful performance of this contract and for the payment of all persons performing labor on the project under this contract, as specified in the General Conditions included herein. The surety on such bond or bonds shall be a duly authorized surety company satisfactory to the Owner.

9) Power of Attorney

Attorneys-in-fact who sign Performance and/or Surety bonds must file with each bond a certified and effectively dated copy of their power of attorney.

10) Laws and Regulations

The bidder's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over construction of the project described in the contract documents shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

11) Proposal Evaluation

Proposals will be evaluated to determine best value to the Owner. Evaluations will consider, among other things: Product Technical Acceptability; Bidder's Acceptance of Commercial Requirements; Price; Bidder's Qualifications; Bidder's Safety Record.

12) Method of Award

If at any time the bids are opened, such bid exceeds said amount currently budgeted to accomplish the project, the Owner may reject all bids or may accept the lowest base bid submitted by a responsible bidder, but may reduce the amount of unit price work in order to keep the overall contract amount within the available funds. Owner shall award to the bidder it judges to represent the best value to the Owner.

13) Obligation of Bidder

At the time of the opening of bids, each bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the plans and contract documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect of its bid.

A pre-bid conference and/or inspection trip for all prospective bidders has been scheduled at the facility for 10 a.m., Thursday, February 2, 2012.

14) Bid Attachments

The bidder will attach the following to its bid form:

Proposal Data Items, as contained in the RFP Package

Certifications that the proposal meets all commercial and technical exceptions

Proposed schedule for each execution scenario

QA and safety plan

Organization and experience

Execution narrative

Detailed pricing by execution scenario and task, broken out by labor, materials, subcontract, and indirect costs

Labor and equipment rates

Subcontracting plan

15) Safety

ecomaine is committed to working with safe contractors and vendors. Before you can work at **ecomaine** as a prime or subcontractor, your safety performance is reviewed and compared against competing contractors.

Start-up services will be required and service personnel will be on-site for equipment checkout, start-up, and operator training.

Workers' Compensation Insurance Experience Modification Rate (EMR)

- a. Please obtain from your insurance agent (or state fund, if applicable) your interstate EMRs for the last three rating periods. If you do not have an interstate rating, obtain your intrastate EMRs, then complete the following data:

	<u>Policy Year</u>	<u>Modification Rate</u>
Most Recent Policy Year		
1 year previously		
2 years previously		
Are the above rates interstate or intrastate?		
If intrastate, which state?		

If your EMR is exactly 1.0 for any policy year, is it because your firm is (or was) too new or too small to have an EMR calculated?

Yes _____ No _____

Is your firm self-insured for Workers' Compensation claims?

Yes _____ No _____

b. Back up for the above information is required. Any of the following methods would be acceptable:

- Furnish a letter from your insurance agent, insurance carrier, or state fund (on their letterhead) verifying the EMR data listed above; or
- Furnish a photocopy of the last three years' Experience Rating Calculation sheets, which your insurance carrier should forward to you annually; or
- Furnish a photocopy of the page of your last three years' insurance policies that show the modification rate and the coverage period; or
- If you are in a "state fund" state, such as Ohio or West Virginia, furnish a photocopy of the state's last three years' annual statement page that shows the modification rate and the coverage period.

Safety Criteria

The safety evaluation criteria are as follows:

- Prefer a contractor whose current Workers' Compensation Insurance EMR is less than or equal to 1.00.
- Prefer a contractor whose current EMR is greater than 1.00, if the trend of this last three EMRs is downward and no single EMR in that period is above 1.20. (For example, pass someone whose EMRs for the last three years have been 1986-1.19, 1987-1.13, 1988-1.05.)
- For a contractor who cannot provide a true EMR because he is too new, too small, or self-insured, prefer him if his OSHA Recordable Incident Rate is less than or equal to 15 injuries and illnesses per 200,000 manhours.
- If your firm is not preferred under our safety criteria, we invite you to explain why and the steps being taken to improve your safety performance.
- OSHA Recordable Incidents

1. Furnish a copy of your firm's OSHA 200 log from last year. It is unlikely we can qualify your company to bid work without the OSHA 200 log.
2. Some firms are not required to complete the OSHA 200 log because they have too few employees. If you do not complete the OSHA 200 log, is it because your firm has too few employees?

Yes _____ No _____

If you answer "No", please explain.

3. Using the OSHA 200 log, complete the following:
 - a. Number of injury related fatalities from Column 1 _____
 - b. Number of injuries with lost workdays from Column 2 _____
 - c. Number of injuries without lost workdays from Column 6 _____
 - d. Number of illnesses related fatalities from Column 8 _____
 - e. Number of illnesses with lost workdays from Column 9 _____
 - f. Number of illnesses without lost workdays from Column 13 _____
 - g. Total number of injuries and illnesses on OSHA 200 log _____

Note: No "First Aid" cases should be included in the above.

4. Number of "First Aid" cases in addition to above _____
5. Employee hours worked last year (field, supervisory and clerical) _____

Safety Program

1. Do you hold site safety meetings?

	<u>Yes</u>	<u>No</u>	<u>Frequency</u>	<u>Title of Person Conducting Meeting</u>
Field Supervisors?				

	<u>Yes</u>	<u>No</u>	<u>Frequency</u>	<u>Title of Person Conducting Meeting</u>
Employees?				
New Hires?				
Subcontractors?				

2. Do you have a formal safety program?

Yes _____ No _____

If the answer is “yes”, please submit a copy with this information.

16) Bid Conformity/Alternate Proposals

The bidder is required to propose this work in strict conformity with the technical and commercial requirements of the Request for Proposal. However, if for any reason (such as bidder’s method of cost accounting, a special small tool or equipment rental systems, etc.) the bidder wishes to submit an alternate proposal in addition to the base bid, it may be considered.

17) Exceptions/Clarifications

Bidders are to propose in strict compliance with the commercial terms and conditions and the technical requirements of this inquiry. Blanket rejection of the Owner’s terms and conditions will not be accepted. Exceptions, if any, must be clearly stated by listing separately each exception request, including its effect on cost and schedule, as required by the Proposal Data submittals identified in Paragraph 14, above.