

**TOWN OF BOOTHBAY
2018 PAVING BID
REQUEST FOR PROPOSALS FOR PAVING**

**NOTICE TO BIDDERS
Invitation to Bid**

The Town of Boothbay is soliciting bids for the paving of certain roads and parking areas within the town.

DESCRIPTION OF PROJECT: The work consists of furnishing and placing of bituminous (or asphalt) concrete hot mix courses on existing roads and parking areas.

INSTRUCTIONS:

1. Bids will be received by the Town of Boothbay (hereinafter called the "Town"), at the Town Offices, until 12:00 pm on August 8, 2018. Each bid must be submitted in a sealed envelope, addressed to Mike Alley, Public Works Foreman. Town of Boothbay, 1011 Wiscasset Road, PO Box 106, Boothbay, Maine 04537. The envelope containing the bid must be plainly marked on the outside of the envelope as "2018 Paving Bid" with the envelope bearing the name and address of the bidder. Telegraphic, facsimile or electronic (e-mail) proposals or modifications to proposals will not be considered.
2. All bids must be submitted on the attached Bid Proposal Form. All blank spaces on the Bid Proposal Form must be filled in with the appropriate response or the abbreviation "N.A." to indicate "not applicable." Each bidder is required to state in its proposal: the bidder's name and place of business and the names or persons or parties interested as principals with it; that the proposal is made without any connection to any other bidder making any proposal for the same services; and that no person acting for or employed by the Town is directly or indirectly interested in the proposal or any agreement which may be entered into to which the proposal relates. A conditional or qualified bid will not be accepted.
3. The bidder is expected to carefully examine the roads of the proposed work and to be thoroughly familiar with the details and all conditions likely to be encountered that will affect the cost and scheduling of the work before submitting a bid proposal. The submission of a bid shall be considered evidence that the bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the Request for Proposals. The bidder will be held responsible for its failure or neglect to observe or comply with these instructions.
4. This Request for Proposals contains the provisions required for a complete project. Information obtained from a municipal officer, official, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the contractor or relieve him from fulfilling any of the conditions of this Request for Proposals.
5. The bidder is advised that the work to be accomplished under this Request for Proposals will be determined by bid price and budget limitations for each road.
6. Bid Deposit – All bidders must submit a bid deposit in an amount equal to 10% of the bid amount in the form of a bid bond or certified check made payable to the Town of Boothbay. Bid deposits shall be returned upon the signing of a contract, which shall be signed, if at all, no later than thirty (30) days after the opening of bids, and also shall be returned in the event that the Town rejects all bids. Should a bidder withdraw its proposal prior to the signing of a contract between the successful bidder and the Town, the bidder's bid deposit shall be forfeited to the Town.
7. Form of Contract – The successful bidder shall be required to sign a contract with the Town of Boothbay in the same form as attached hereto no later than thirty (30) days after the opening of bids.
8. Performance and Payment Bond – Before commencing the work, the successful bidder shall provide a performance bond and payment bond, each in the full contract price, guaranteeing the bidder's performance and payment.

9. Any bid may be withdrawn prior to the above scheduled time for the opening of the bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual opening.
10. The Town reserves the right to accept or reject any and all submissions, to waive any or all formalities in the bidding, to evaluate bids, to investigate the references of any and all bidders, to negotiate with one or more bidders and otherwise to act as it deems to be in the best interests of the Town.
11. All bidders will be notified by telephone of bid results.

SPECIFICATIONS:

1. All pavers used on the project will meet the requirements of the most recent edition of the MDOT Standard Specifications, section 401.10. All static steel wheel rollers, pneumatic tire, or approved vibrator type rollers used on the project will meet the requirements of the most recent edition of the MDOT Standard Specifications, section 401.11. All Hauling Equipment used on the project will meet the requirements of the most recent edition of MDOT Standard Specifications, section 401.09. Plants used to produce mix for this project shall meet the requirements of the most recent edition of the MDOT Standard Specifications, section 401.08. The delivery slips shall meet the requirements of the most recent edition of the MDOT Standard Specifications, section 401.084. The preparation of all aggregates shall meet the requirements of the most recent edition of the MDOT Standard Specifications, section 401.15.
2. The Hot Mix asphalt shall be composed of a mixture of aggregate and bituminous material, and virgin material, no recycle. The aggregate fractions shall be sized, uniformly graded, and combined in accordance with the submitted designs. The contractor shall submit, for the Road Commissioner's approval, a current job mix formula for each mixture to be supplied to the project. The job mix shall state the source, gradation, and percentage of each fraction of the aggregate and filler, if required. It shall state the name of the refiner and the supplier of the particular bituminous material to be used and the plant location.

REQUIREMENTS:

1. The bidder agrees to commence work under its Bid Proposal Form on or after July 1, 2018 and to fully complete the project by October 15, 2018. However, the actual starting date and time of operation, must be coordinated with and approved by the Road Commissioner or his designee. Due to the difficulty of calculating damages for late completion, the bidder further agrees to pay liquidated damages in the amount of \$500.00 (Five Hundred Dollars) per day for each consecutive calendar day of delay after October 15, 2018 until all the work is completed to the satisfaction of the Town.
2. If graveled roads, the bidder shall be responsible for the fine grading and rolling.
3. A tack coat shall be applied under shim and all other layers of new pavement.
4. The bidder shall provide all necessary flagmen, signs barricades and other safety devices to control and direct traffic during all operations.
5. The bidder shall grind all driveway entrances to meet the new pavement. The bidder shall grind all butt joints to existing pavement for each section to be paved.
6. **WEATHER LIMITATIONS:** Bituminous material shall not be applied on a wet surface, after sunset or before sunrise, or when the atmospheric temperature is below 50° (degrees) Fahrenheit. **PAVING OPERATIONS SHALL BE SUSPENDED IMMEDIATELY IF IT BEGINS TO RAIN.**
7. **SUSPENSION OF WORK:** In case of suspension of work, for any reason whatsoever, the bidder will be responsible for the project and shall take whatever precautions may be necessary to prevent damage to the project at its own expense.
8. **ACCEPTANCE:** Upon notice from the bidder of completion of the entire project, the Road Commissioner or his designee will make an inspection. If all paving provided for and contemplated in this Request for Proposals is found completed to the Town's satisfaction, that inspection shall constitute final acceptance. If

the inspection discloses any work, in whole or in part, as being unsatisfactory, the Road Commissioner or his designee will give the bidder the necessary instructions for correction and the bidder shall immediately comply with and execute the instructions. If the correction has been satisfactorily completed, then the inspection will constitute the final inspection. The Road Commissioner shall have sole judgment in determining the quality and the acceptance of the project.

WARNING TO BIDDER: The bidder is warned that (a) the work terms and conditions set forth in this Request for Proposals will be fully enforced; (b) the Town will maintain full time inspection during the period of work; and (c) only first-rate quality workmanship will be accepted.

2018 PAVING BID PROPOSAL FORM

The undersigned herewith submits its bid in accordance with the requirements and specifications of the Request for Proposals and herein acknowledge as follows:

1. That the need for products and services are the best estimates of the Town of Boothbay at the time of this bid, but that these estimates may vary.
2. Our company carries the necessary, required insurances, which are in force and shall remain in force during the term of the contract.
3. Our company is bondable and a Performance Bond and a Payment Bond will be provided if we are awarded any portion of this bid.
4. We agree to comply with the Specifications and Requirements relating to pricing and reporting requirements for products and services provided under this bid.
5. All prices quoted shall be firm for the term of the contract except as may be expressly provided in the contract.
6. If selected, we agree to sign the required contract with the Town of Boothbay no later than thirty (30) days after the opening of bids.

NAME OF ROAD	LENGTH	WIDTH	BID (\$)	Tons (est.)	DESCRIPTION	Near (Cross Streets)
1.			\$ _____	_____		
2.			\$ _____	_____		
3.			\$ _____	_____		
4.			\$ _____	_____		
5.			\$ _____	_____		
6.			\$ _____	_____		
7.			\$ _____	_____		
8.			\$ _____	_____		
9.			\$ _____	_____		
10.			\$ _____	_____		

Other jobs:

Price Per Ton	\$ _____	Shim	HOT MIX ASPHALT PRICE PER TON	_____
	\$ _____	9.5 mm Mix	12.5 mm Mix	_____
Price Per Ton Handwork	\$ _____		19.0 mm Mix	_____

NOTE: The bidder shall confirm the length and width of each road. All shim shall be a heavy shim so that there are no drag marks on road, and at least 1" (inch) covering all high spots. Overlay shall be a minimum of 1" (inch). Use MDOT mix for shimming. Also include your mix specifications with the bid.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Boothbay is directly or

indirectly interested in this Proposal or in any Agreement which may be entered into or arise therefrom. The full names and addresses of all persons and parties interested in this Proposal, as principals, as partners, are as follows: (give first and last names in full; and in the case of a Corporation, give names and addresses of President, Treasurer and Manager; and in case of a Partnership, give names and addresses of partners):

The price quoted on the Bid Proposal Form shall be for each road and shall include the furnishing and placement of the bituminous mixture as well as all labor, materials, equipment, supplies, services and other incidentals necessary for a complete project in accordance with, and subject to all the terms of this Request for Proposals.

The undersigned, having inspected all the roads listed and having familiarized ourselves with all conditions likely to be encountered that will effect the cost and schedule of work, and having examined all the bid instructions, requirements and specifications, hereby agrees to complete all the work previously described in this document for the bid prices listed on the Bid Proposal Form.

Name of Company Bidding: _____

Mailing Address, City/State/Zip Code and Phone: _____

Print Name: _____ Date: _____

Signature: _____ Title: _____

SERVICES AGREEMENT
BETWEEN THE TOWN OF BOOTHBAY AND

THIS AGREEMENT is made this ___ day of _____, 2018, by and between the Town of Boothbay, a municipal corporation existing under the laws of the State of Maine and located in the County of Lincoln, State of Maine (hereinafter the TOWN) and _____, a Maine corporation with a principal place of business in _____, Maine (hereinafter the CONTRACTOR).

WITNESSETH:

In consideration of the mutual covenants and conditions contained herein, the TOWN and the CONTRACTOR agree as follows:

SCOPE OF THE WORK

1. The CONTRACTOR shall furnish all of the services and materials and perform all of the work described in the specifications and requirements entitled **TOWN OF BOOTHBAY FISCAL YEAR (FY) 2018 PAVING BID - REQUEST FOR PROPOSALS FOR PAVING** issued by the Town of Boothbay in place on various roads, streets and parking areas in the Town during the 2018 Fiscal Year. (attached hereto as Exhibit A), and in accordance with the Bid Proposal Form from _____, dated _____, 2018 (attached hereto as Exhibit B), in return for payment as provided herein.

2. The CONTRACTOR shall be responsible for the provision of all materials and placement of those materials as required by Exhibit A. The TOWN may modify the road list established in Exhibit A by adding or deleting streets and changing pavement quantities. Except as provided in Paragraph 4, the CONTRACTOR shall not change the per ton bid price set forth in Exhibit B in the event of such modifications.

COMMENCEMENT AND COMPLETION DATE

3. The CONTRACTOR agrees to commence work on or after July 1, 2018 and to fully complete the project by October 15, 2018. However, the actual starting date and time of operation must be coordinated with and approved by the Road Commissioner or his designee. Due to the difficulty of calculating damages for late completion, the CONTRACTOR further agrees to pay liquidated damages in the amount of \$500.00 (Five Hundred Dollars) per day for each consecutive calendar day of delay after October 12, 2018 until all the work is completed to the satisfaction of the Town.

CONTRACT PRICE; PAYMENT

4a. The TOWN shall pay the CONTRACTOR in accordance with the bid prices established in Exhibit B; provided, however, that a price adjustment for Hot Mix Asphalt may apply as set forth in Paragraph 4b.

4b. Price Adjustment for Hot Mix Asphalt. The use of the price adjustment provisions as developed and implemented herein are intended to minimize the cost effects of price uncertainty to the CONTRACTOR and the TOWN for Hot Mix Asphalt used in the Agreement. The price adjustment provisions are not intended to serve as a guarantee for full compensation for Hot Mix Asphalt price fluctuations but are intended to be a sharing, by the TOWN, in a portion of the CONTRACTOR's risk that could result from potentially volatile price fluctuations that might occur throughout the duration of the Agreement. The price adjustment provisions do not serve to relieve the CONTRACTOR of risks associated with fluctuation in prices beyond the amount adjusted by the provisions. This adjustment shall be full compensation for any and all price fluctuations, including, but not limited to, taxes, transportation, and delays.

In the event this Agreement involves Hot Mix Asphalt in excess of 500 tons total, a price adjustment for performance graded binder will be made for the following pay items:

Hot Mix Asphalt 25 mm

Hot Mix Asphalt 19 mm
Hot Mix Asphalt 12.5 mm
Hot Mix Asphalt 9.5 mm
Hot Mix Asphalt shim

Price Adjustments will be based on the variance in costs for the performance graded binder component of hot mix asphalt. They will be determined as follows:

The quantity of hot mix asphalt for each pay item will be multiplied by the performance graded binder percentages given in the table below times the difference in price between the base price and the period price of asphalt cement. Adjustments will be made upward or downward, as prices increase or decrease.

Hot Mix Asphalt 25 mm	4.8%
Hot Mix Asphalt 19 mm	5.2%
Hot Mix Asphalt 12.5 mm	5.6%
Hot Mix Asphalt 9.5 mm and shim	6.2%

Hot Mix Asphalt: The quantity of hot mix asphalt will be determined from the quantity shown on the progress estimate for each pay period.

Base Price: The base price of performance graded binder to be used is the price per standard ton current with the bid opening date. This price is determined by using the average New England Selling Price, as listed in the Asphalt Weekly Monitor.

Period Price: The period price of performance graded binder will be determined by the Town by using the average New England Selling Price, listed in the Asphalt Weekly Monitor current with the pay period ending date of the progress estimate. The maximum Period Price for paving after October 15, 2018, will be the Period Price on October 15, 2018.

4c. Payment shall be made within fifteen days of satisfactory completion of the work, as determined by the TOWN.

GUARANTEE

5. The CONTRACTOR and the subcontractors, if any, shall guarantee their work against any defects in workmanship and materials for a period of one year from the date of the TOWN's written acceptance of the project, and agrees to repair or replace at no cost or expense to the TOWN all work, materials and fixtures at any time during said one year period.

TRAFFIC SAFETY MEASURES

6. The CONTRACTOR shall be responsible for coordinating with the Town to establish appropriate traffic safety measures as such are needed.

PERFORMANCE AND PAYMENT BONDS

7. As required by 14 M.R.S.A. § 871, the Contractor shall furnish bonds covering faithful performance of this Agreement and payment of obligations arising hereunder in the amount of the Contract Price issued by a bonding company licensed to do business in the State of Maine on or before the date of execution of this Agreement. Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under this Agreement, the Contractor shall promptly furnish a copy of the bonds or shall permit a copy to be made.

TOWN'S RIGHT TO TERMINATE CONTRACT

8. Without prejudice to any other right or remedy, the TOWN may terminate this Agreement for cause by providing the CONTRACTOR and its surety with seven (7) days' written notice of termination. For purposes of this Agreement, cause includes, but is not limited to: the adjudication of the CONTRACTOR as a bankrupt; the making of a general assignment by the CONTRACTOR for the benefit of its creditors; the

appointment of a receiver because of the CONTRACTOR's insolvency; the CONTRACTOR's persistent or repeated refusal or failure, except for cases in which extension of time is provided, to supply enough properly skilled workers or proper materials; the CONTRACTOR's persistent disregard of federal, state or local statutes, laws, codes, rules, regulations, orders or ordinances; and the CONTRACTOR's substantial violation of any provisions of this Agreement. In the event of a termination for cause, the TOWN may take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method it may deem expedient. In such case the CONTRACTOR shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Agreement price shall exceed the expense of finishing the work, including compensation for additional managerial and administrative services, such excess shall be paid to the CONTRACTOR. If such expense shall exceed such unpaid balance, the CONTRACTOR shall pay the difference to the TOWN. Further, the TOWN may terminate this Agreement for convenience upon thirty (30) days' written notice to the CONTRACTOR, in which case, the TOWN shall pay the CONTRACTOR for all work satisfactorily performed and materials purchased up to the date of receipt of such notice by the CONTRACTOR. In the event that the TOWN terminates this Agreement for cause and it subsequently is determined that cause did not exist, such termination shall be deemed to be for convenience.

INSURANCE

9. Except as otherwise provided by this Agreement, the CONTRACTOR and its subcontractors and consultants shall obtain and maintain throughout the term of this Agreement at no expense to the TOWN the following insurance coverages through an insurance carrier licensed to do business in the State of Maine:

a. **Commercial General Liability Insurance** in the amount of not less than Four Hundred Thousand Dollars (\$400,000) or such other amount as may be required by the Maine Tort Claims Act (14 M.R.S.A. § 8101 et seq.) as amended from time to time, combined single limit, to protect the CONTRACTOR, any subcontractor performing work covered by this Agreement, and the TOWN from claims and damages that may arise from operations under this Agreement, whether such operations be by CONTRACTOR or by a subcontractor or by anyone directly or indirectly employed by them.

b. **Automobile Liability Insurance** in the amount of not less than Four Hundred Thousand Dollars (\$400,000) or such other amount as may be required by the Maine Tort Claims Act (14 M.R.S.A. § 8101 et seq.) as amended from time to time, combined single limit, to protect the CONTRACTOR, any subcontractor performing work covered by this Agreement, and the TOWN from claims and damages that may arise from operations under this Agreement, whether such operations be by CONTRACTOR or by a subcontractor or by anyone directly or indirectly employed by them.

c. **Workers' Compensation Insurance** in amounts required by Maine law and **Employer's Liability Insurance**, as necessary, as required by Maine law. In case any class of employees engaged in hazardous work under this Agreement is not protected under the Workers' Compensation Act, the CONTRACTOR shall provide for the protection of its employees not otherwise protected.

d. All such insurance policies shall name the TOWN and its officers, agents and employees as additional insureds, except that for purposes of workers' compensation insurance, the CONTRACTOR and its subcontractors instead may provide a written waiver of subrogation rights against the TOWN. The CONTRACTOR, prior to commencement of work under this Agreement, and any of its subcontractors, prior to commencement of work under any subcontract, shall deliver to the TOWN certificates satisfactory to the TOWN evidencing such insurance coverages, which certificates shall state that the CONTRACTOR and its subcontractors must provide written notice to the TOWN at least thirty (30) days prior to cancellation, non-renewal, material modification or expiration of any policies, evidenced by return receipt of United States Certified Mail. Replacement certificates shall be delivered to the TOWN prior to the effective date of cancellation, termination, material modification or expiration of any such insurance policy. The CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance coverages required under this subparagraph and such insurance policies have been approved by the TOWN, nor shall the CONTRACTOR allow any of its subcontractors to commence work on any subcontract until all such insurance policies have been obtained by the subcontractor and approved by the TOWN. All such insurance policies shall have a retroactive date

which is the earlier of the date of this Agreement between the parties or the CONTRACTOR's commencement of services thereunder.

INDEMNIFICATION

10. The CONTRACTOR shall defend, indemnify, and hold harmless the TOWN, its officers, agents, and employees against any and all liabilities, causes of action, judgments, claims or demands, including attorney's fees and costs, for personal injury (including death) or property damage arising out of, or caused by the negligent performance of work or willful misconduct under this Agreement by CONTRACTOR, its subcontractors, agents or employees.

LIENS

11. The final payment shall not become due until the CONTRACTOR, if required by the TOWN, shall deliver to the TOWN a complete release of all liens arising out of the Agreement, or receipts in full in lieu thereof and, if required in either case, an affidavit that so far as it has knowledge or information the releases and receipts include all the labor and material for which a lien could be filed, but the CONTRACTOR may, if any subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the TOWN to indemnify it against any lien. If any lien remains unsatisfied after all payments are made, the CONTRACTOR shall refund to the TOWN all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

ASSIGNMENT

12. Neither party to the Agreement shall assign this Agreement or sublet it as a whole without the written consent of the other, nor shall the CONTRACTOR assign any prior monies due or to become due to it hereunder, without the previous written consent of the TOWN.

SUBCONTRACTS

13. The CONTRACTOR shall not sublet any part of this Agreement without the prior written permission of the TOWN. The CONTRACTOR agrees that it is fully responsible to the TOWN for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

FORCE MAJEURE

14. Provided such party gives written notice to the other of such event, a party shall not be liable for its failure to perform its respective obligations under this Agreement, if prevented from so doing by any cause beyond the reasonable control of such party such as, but not limited to, strikes, lockouts, or failure of supply or inability by the exercise of reasonable diligence, to obtain supplies, parts, or employees necessary to perform such obligations, or because of war or other emergency. The time within which such obligations shall be performed shall be extended for a period of time equivalent to the delay from such cause.

NON-WAIVER

15. Except as expressly provided in this Agreement, the failure or waiver, or successive failures or waivers on the part of either party hereto, in the enforcement of any paragraph or provision of this Agreement shall not render the same invalid nor impair the right of either party hereto, its successors or permitted assigns, to enforce the same in the event of any subsequent breach thereof.

NOTICES

16. Notices hereunder shall be deemed sufficient if sent by U.S. Certified mail as follows:

TO TOWN:

Mike Alley, Public Works Foreman
Town of Boothbay
1011 Wiscasset Road
PO Box 106
Boothbay, ME 04537

TO CONTRACTOR:

CONFLICT BETWEEN PROVISIONS

17. In the event of any conflict among the provisions of this Agreement and any of its Exhibits, the terms of this Agreement shall be controlling.

REMEDIES

18. Except as otherwise agreed by the parties in writing, all disputes, claims, counterclaims and other matters in question between the TOWN and the CONTRACTOR arising out of or relating to this Agreement shall be decided by a Maine court of competent jurisdiction. This Agreement is made and shall be construed under the laws of the State of Maine, excluding any choice of law rule that may direct the application of the laws of any other jurisdiction. Except as otherwise expressly agreed by the parties in writing, exclusive venue for any such civil action shall be in Maine.

COMPLIANCE WITH APPLICABLE LAWS

19. The CONTRACTOR agrees that it and its subcontractors, if any, shall comply with all applicable federal, State and local statutes, laws, rules, regulations, codes, ordinances, orders and resolutions in the performance of work under this agreement.

EXTENT OF AGREEMENT

20. This Agreement and Exhibits A and B attached hereto and hereby incorporated into this Agreement represents the entire and integrated Agreement between the TOWN and the CONTRACTOR and supersede all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the TOWN and the CONTRACTOR.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

TOWN OF BOOTHBAY

Witness

By: _____
Mike Alley
Public Works Foreman

CONTRACTOR

Witness

By: _____

