



PORTLAND WATER DISTRICT
225 Douglass Street, P.O. Box 3553, Portland, ME 04104-3553
(207) 774-5961 - FAX (207) 761-8325

April 7, 2025

REQUEST FOR BID
This is NOT an order.

All Bids must be submitted
By: 2:00 pm, May 5th, 2025

2025 – Elm St. Finish Paving

To Potential Contractors

Thank you for your interest in this Portland Water District (PWD) Request for Bid (RFB). The purpose of this RFB is to establish the vendor who shall perform those services, the rate the PWD shall pay, and the terms and conditions of those services. Bids are subject to the terms & conditions included in this RFB.

Evaluation will be based on price. The PWD will execute an agreement and issue purchase order upon award. Please see Attachment One for a sample of the agreement. Any exceptions to the agreement must be stated in the vendor's bid.

The PWD will not be holding a pre-bid meeting. All questions related to this RFB must be submitted in writing before the deadline listed below. When submitting a question, please include the name of your organization and contact information. The answers to all questions will be provided to all bidders.

Bids must be submitted electronically to wgilbert@pwd.org via an email attachment or link to a secure FTP site. Bids must be received by PWD by deadline listed above and below. Signed copies of Attachment Two and Attachment Three must be included in the bid. Late or incomplete bids will not be accepted.

RFB SCHEDULE & DETAILS

ATTACHMENTS:

Attachment 1: Sample Agreement for Services (executed upon award, do not sign)

Attachment 2: Instructions & Conditions Sign and submit with bid (**RETURN WITH BID**)

Attachment 3: Bid Sheet Sign and submit with bid (**RETURN WITH BID**)

Attachment 4: Scope of Work

RFB SCHEDULE:

4/7/25- Email RFB to vendors

4/7/25 to 4/23/25 - Question and answer period, questions sent to wgilbert@pwd.org

Answers to all questions will be shared

5/5/25 by 2:00PM - Bids Due

Project Complete: *Please see Attachment 4 for details*

POINT OF CONTACT:

All questions and bid must be submitted to contact listed below

Please use email for all questions.

Portland Water District
Wesley Gilbert, Purchasing Agent
225 Douglas Street
Portland, ME 04102
(e) wgilbert@pwd.org
(t) 207.523.5203

«COMPANY_NAME»

4/7/25

**AGREEMENT BETWEEN THE
PORTLAND WATER DISTRICT
AND
(CONTRACTOR)**

AGREEMENT entered into this _____ day of, «MONTH», 2025 by and between the **PORTLAND WATER DISTRICT**, a quasi-municipal corporation, with a mailing address of P.O. Box 3553, Portland, ME 04104-3553 (hereinafter “**PWD**”), and «COMPANY_NAME», a Maine corporation located at «ADDRESS» (hereinafter the “**CONTRACTOR**”).

W I T N E S S E T H:

WHEREAS, PWD has solicited bids for «PROJECT_TITLE»; and

WHEREAS, after review of the bids, PWD has determined that the **CONTRACTOR** has the requisite knowledge and expertise to perform the work needed by **PWD**;

NOW, THEREFORE, in consideration of the mutual promises made by each party to the other, the parties covenant and agree as follows:

1. The **CONTRACTOR** will furnish the materials, supplies, equipment and labor (hereinafter the “Work”), in accordance with the specifications and instructions issued to the **CONTRACTOR** by **PWD** and in accordance with **CONTRACTOR's** proposal, copies of which are attached hereto and incorporated herein as Exhibits A and B.

In the event of a conflict between the attachments and this Agreement, this agreement shall govern.

2. **CONTRACTOR** covenants and agrees that all Work performed and furnished hereunder shall be free from all defects, and that all Work shall be performed in a good workmanlike manner. Unless a longer warranty period is specified by **CONTRACTOR**, all Work provided hereunder shall be warranted by **CONTRACTOR** for one (1) full year from the date of completion of all Work hereunder and acceptance thereof by the **PWD**.
3. **CONTRACTOR** will supply **PWD** with waivers of lien for labor and materials prior to the issuance of final payment by the **PWD**.

4. Prior to the execution of this Agreement, **CONTRACTOR** will procure and maintain insurance coverage as required by **PWD** in the amounts shown on Exhibit C, attached hereto and incorporated herein by reference. **PWD** shall be named as additional insured on **CONTRACTOR**'s general liability coverage. **CONTRACTOR** shall furnish and thereafter maintain certificates evidencing such coverage, which certificates shall guarantee thirty (30) days' notice to **PWD** of termination of insurance from insurance company or agent.
5. To the fullest extent permitted by law, the **CONTRACTOR** shall defend, indemnify and hold harmless **PWD**, its officers and employees, from and against all claims, damages, losses, and expenses, just or unjust, including, but not limited to, the costs of defense and attorney's fees arising out of or resulting from the performance of this Agreement, provided that any such claims, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use therefrom, and (2) is caused in whole or in part by any negligent act or omission of the **CONTRACTOR**, anyone directly or indirectly employed by it, or anyone for whose act it may be liable.
6. Work performed under this Agreement shall be completed by **(date)**, unless the time for performance is otherwise extended by **PWD**.
7. The **PWD** shall compensate the **CONTRACTOR** a sum not to exceed «TOTAL_COST_WORDS» (\$«TOTAL_COST»). In no event shall the total amount paid by the **PWD** exceed the above amount, unless prior approval is obtained from **PWD**.
8. **CONTRACTOR** shall keep accurate records of all Work performed and furnished under this Agreement and shall submit such information on monthly invoices. Payment for such work shall be made to **CONTRACTOR** not more than thirty (30) days after receipt of said invoices and acceptance of the work by **PWD**.
PWD shall have the right to review **CONTRACTOR**'s records related to services performed under this Agreement upon reasonable notice to **CONTRACTOR**.
9. **PWD** may terminate this Agreement for cause by written Notice to the **CONTRACTOR**. In the event of such termination, **CONTRACTOR** shall not be entitled to any further payment under this Agreement from the date of receipt of said Notice.
10. **PWD** shall have the right to terminate this Agreement at any time for its convenience on thirty (30) days prior written Notice to **CONTRACTOR**. If Agreement is terminated by **PWD** for convenience, **PWD** shall pay **CONTRACTOR** for all Work performed and all materials purchased pursuant to this Agreement prior to receipt of such Notice.
11. All work performed by **CONTRACTOR** shall be in conformance with pertinent OSHA, local, state and federal government regulations. In addition, **CONTRACTOR** shall comply with

PWD's motor vehicle idling policy, a copy of which will be provided to **CONTRACTOR** upon request.

IN WITNESS WHEREOF, the said **PORTLAND WATER DISTRICT** has caused this Agreement to be signed and sealed by David Kane, its Treasurer, thereunto duly authorized and **CONTRACTOR** has caused this Agreement to be signed and sealed by _____, its _____, thereunto duly authorized, the day and date first above written.

SAMPLE – DO NOT SIGN

WITNESS:

PORTLAND WATER DISTRICT

By: _____

Its

WITNESS:

CONTRACTOR

By: _____

Printed name: _____

Its: _____

Approved as to form:

Corporation Counsel

Approved:

Purchasing Agent

Portland Water District Insurance Requirements

1) General Requirements:

- a) The vendor shall file appropriate Certificates of Insurance with the DISTRICT. All Certificates of Insurance shall provide that notice shall be given to the DISTRICT at least thirty (30) days prior to the expiration or termination of any insurance and shall name the DISTRICT as an additional insured. This notice shall be in writing.
- b) All Certificates of Insurance provided to the DISTRICT shall be issued by companies licensed and registered to do business in the State of Maine.
- c) All Certificates of Insurance coverage shall be delivered to the District prior to the work commencing.
- d) Prior to the expiration date of any insurance, the vendor shall furnish to the DISTRICT a certificate showing the insurance then maintained by or on behalf of the vendor pursuant to these requirements.

2) Specific Coverage. Insurance to be carried by the vendor shall, as a minimum, include:

- a) Commercial general liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 and \$2,000,000 aggregate to include completed operations coverage. The DISTRICT must be named additional insured on this insurance. The vendor shall also require that all subcontractors carry this same insurance with the same limits.
- b) Automobile liability insurance, including but not limited to, coverage for owned, non-owned, and hired vehicles with limits of not less than a combined single limit of \$1,000,000 for bodily injury and property damage. The vendor shall also require that all subcontractors carry this same insurance with the same limits.
- c) Workers' Compensation Insurance providing statutory benefits, in each case as required by law. The vendor shall also require that all subcontractors carry this same insurance with the same limit.
- d) Other insurance appropriate to the work, e.g.: Diving, Aircraft, Umbrella, Professional, Environmental Impairment.

**INSTRUCTIONS AND CONDITIONS
PORTLAND WATER DISTRICT**

1. The District reserves the right to evaluate the submitted bids, waive any irregularity therein, and to select any firm which submits a bid to do the work and/or reject any or all bidders should it be deemed in the best interest of the District. The District reserves absolute discretion in reviewing the qualifications of the Vendor and may reject any prospective Vendor at the District's sole option. In submitting its RFB Response, the Vendor agrees and acknowledges that the District has the right to exercise its absolute and sole discretion in its consideration of any responses and in the conduct of the evaluation and selection process. Specifically, the District retains the right to reject any or all bids, to accept any bid which is deemed most favorable to the District, including the selection of a Vendor whose fee arrangements may not be the lowest, or the waiver of any informality or failure to meet any of the requirements or qualifications set forth in this Request.
2. Alternate bids must be clearly identified.
3. If the time within which the bids must be accepted is not stated, it is understood and agreed that the District shall have sixty days to accept.
- 4. Proof of Insurance will be required prior to work.**
5. Vendor shall indemnify, defend and hold harmless the District from all claims, suits actions, losses, damages, liabilities, cost and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of your company or its officers, employees, subcontractors, or agents under the Purchase Order resulting from this RFB.
6. Vendor agrees to comply with the provisions of the Occupational Safety and Health Act of 1970 and the standards and regulations issued there under, and certifies that all actions furnished under this order will conform to and comply with said standards and regulations. Supplier further agrees to indemnify and hold harmless the District for all damages assessed against the District as a result of Vendors' failure to comply with the Act and standards issued there under.
7. Subcontracting will not be allowed unless the District has given written approval.
8. Any exceptions to PWD's proposed contract must be noted in vendor's bid.
9. PWD has adopted a Vehicle Idling Policy which applies to contractor as well as PWD owned vehicles. The policy may be viewed/printed from http://www.pwd.org/account/terms/idling_policy.php

----- BID -----

In compliance with the above request for bid, and subject to all the conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish any or all of the items and/or services upon which prices are bid, at the price set opposite each item/service or the lump sum.

Submitting Firm Name	Address
By	Title
Signature of Person Bidding	

Bid Pricing Sheet
 (Sign and return with bid)

1) Provide lump sum pricing to complete entire Scope of Work (Attachment 4) listed in this RFB.

Bid: \$

Price in words: \$

-----**BID**-----

In compliance with the above Request For Bid, and subject to all the conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish any or all of the items and/or services upon which prices are bid, at the price set opposite each item/service or the lump sum.

Submitting Firm Name	Address Title
By	

Signature of Person Bidding

Portland Water District Paving Project **Finish Paving of Elm St Moratorium Repair**

Project Background:

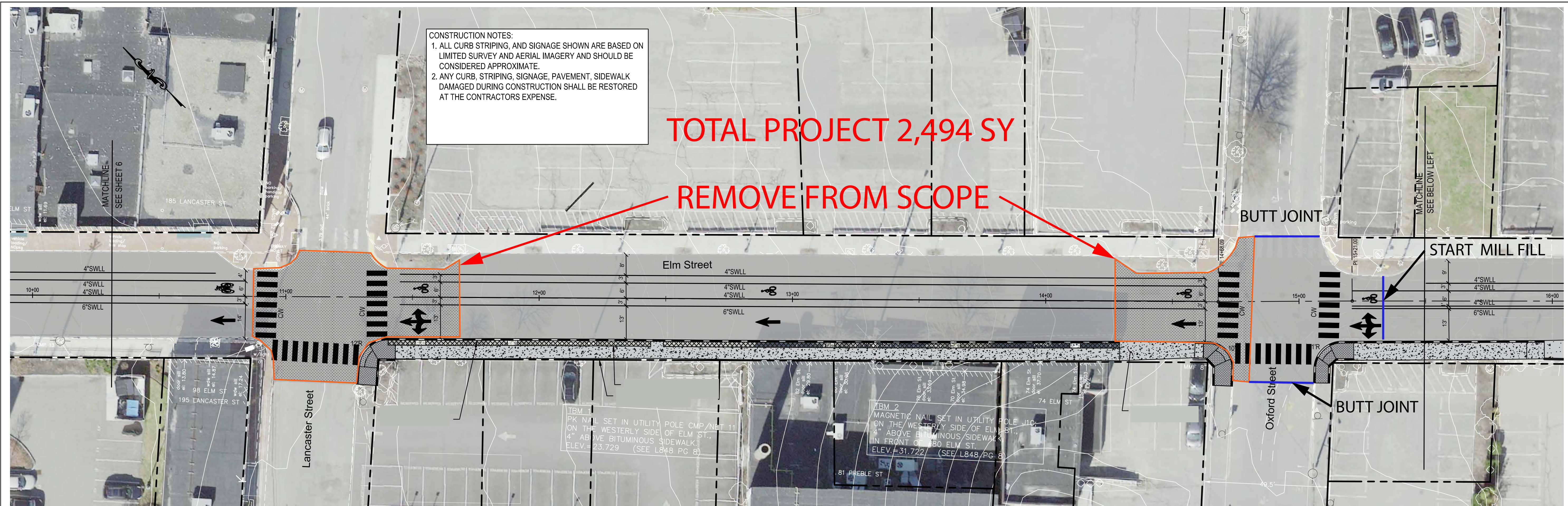
- Portland Water District is searching to procure a contractor to mill 1.5” depth of pavement and place 1.5” of HMA 12.5mm surface pavement on Elm St. Starting at Oxford St and ending at Somerset St. PWD replaced this section of water main in 2024 in a moratorium street. This moratorium pavement restoration will be approximately 2,500 square yards in total. The contractor must follow MDOT specifications and match in with all catch basins, valve boxes, and driveway aprons. The contractor must have a traffic control plan and street opening permit approved through the City of Portland before starting the project.
- Valve box adjustments, and any necessary man hole adjustments will be considered incidental.
- All roadway painting and line striping is necessary and to be completed before payment to the design standards attached and is to be included with lump sum price.
- All traffic control costs, and permit fees must be included in lump sum price.
- All signing, signal and striping materials shall conform to the most current edition of the Maine DOT standard specifications, and standard details within the “manual on uniform traffic control devices”
- Butt joints shall be used at all locations where the proposed pavement meets existing pavement. No feathering of pavement will be permitted. The cost of milling butt joints will be considered incidental.
- Contractor shall submit a proposed traffic control plan to the city traffic engineer at least 7 days before starting this work. Construction shall not begin until the plan is approved by city traffic engineer.
- It is the contractor’s responsibility to familiarize themselves with the existing conditions prior to bidding.
- Site safety is the responsibility of the contractor during both working and non-working hours.
- After milling the surface of the road, it must be swept clean and tack coated prior to paving process. Catch basins must be protected from milling debris.
- All crosswalks must be installed with preformed thermoplastics material see spec 627.02.2

Project Contacts:

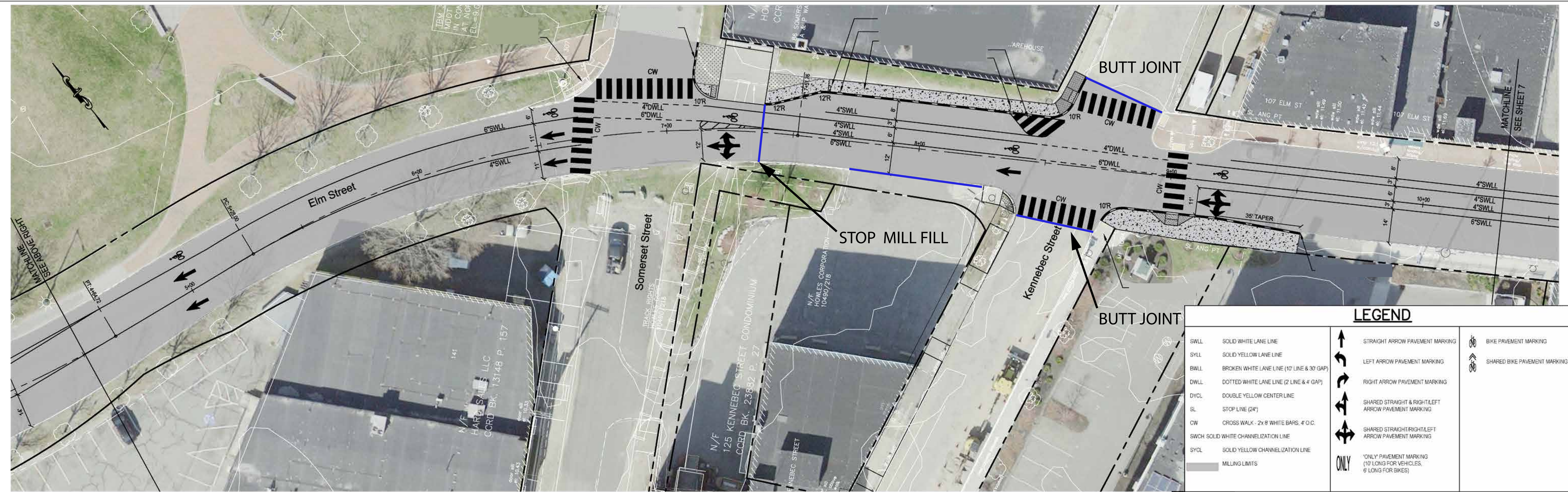
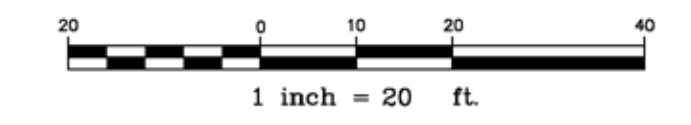
- Portland Water District: Joe Parent, Utility Coordinator jparent@pwd.org (207-232-3851)
- Portland Public Works: Carolyn Bess, Construction Inspection Specialist
cmb@portlandmaine.gov (207-756-8166)
- City Transportation Engineer, Lauren Anderson landersen@portlandmaine.gov (207-874-8844)

Scheduling/Completion:

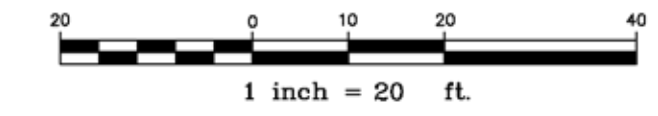
- The work will need to be completed before July, 1 2025
- Notification must be made two weeks in advance to City of Portland and PWD before starting work. Along with notification to METRO city bus.



ELM STREET PLAN
 SCALE: 1" = 20'



ELM STREET PLAN
 SCALE: 1" = 20'



LEGEND

SWLL	SOLID WHITE LANE LINE	→	STRAIGHT ARROW PAVEMENT MARKING	🚲	BIKE PAVEMENT MARKING
SYLL	SOLID YELLOW LANE LINE	←	LEFT ARROW PAVEMENT MARKING	🚲	SHARED BIKE PAVEMENT MARKING
BWLL	BROKEN WHITE LANE LINE (10' LINE & 30' GAP)	→	RIGHT ARROW PAVEMENT MARKING		
DWLL	DOTTED WHITE LANE LINE (2' LINE & 4' GAP)	↔	SHARED STRAIGHT & RIGHT/LEFT ARROW PAVEMENT MARKING		
DYCL	DOUBLE YELLOW CENTER LINE	↔	SHARED STRAIGHT/RIGHT/LEFT ARROW PAVEMENT MARKING		
SL	STOP LINE (24")	↔	ONLY		
CW	CROSS WALK - 2x 8' WHITE BARS, 4' O.C.				
SWCH	SOLID WHITE CHANNELIZATION LINE				
SYCL	SOLID YELLOW CHANNELIZATION LINE				
	MILLING LIMITS				