

SECTION 00020 – INVITATION TO BID**1. PROJECT IDENTIFICATION**

- 1.1 Invitation to bid is extended to select Bidders for the construction of Retail 2 and Retail 3 buildings contained within the Pine Tree Shopping Center site, located at 1030 Brighton Avenue, Portland, Maine, as further described in the contract documents.
- 1.2 There will be a pre-bid conference Wednesday, February 23, 2005 at 2:00 PM at a location to be determined by the Owner. A fax notice of the location will be sent to all bidders 48 hours prior to that date.

2. PROPOSAL AND DATE OF BID RECEIPT

- 2.1 All proposals must be submitted on the Form of Proposal, a copy of which is bound into the specifications.
- 2.2 Proposals shall be submitted in duplicate with required bonds and security.
- 2.3 Owner will receive faxed proposals until 2:00 p.m. on Friday, March 4th, 2005 (with originals to be sent by overnight delivery to arrive on Monday 3/7/05) in the office of Packard Development, One Wells Avenue, Newton, Massachusetts, Fax No. 617/965-2519, at which time they will be privately opened. Proposals received after the time designated will not be accepted.

3. BID SECURITY

- 3.1 Each Bidder shall accompany his proposal with a bid guarantee in the form of a Cashier's Check, a Certified Check, or a Bid Bond secured by a guarantee company or surety company licensed to operate in the State of Maine, in the amount of five (5%) percent of his bid.
- 3.2 This bid guarantee shall ensure the execution of a Contract, and the furnishing of a Performance Bond and a Labor and Materials Payment Bond should such bonds be required by the Owner, and shall be in effect for 60 days after Owner's receipt of bid.
- 3.3 Bid guarantees of the unsuccessful Bidders will be returned as soon as practicable.

4. ISSUANCE OF DOCUMENTS

- 4.1 One complete set of drawings and specifications may be obtained at the office of Port City Architecture for each Bidder without cost. Additional sets may be obtained by any Bidder at the cost of reproduction. No partial sets will be distributed. Additional sets at cost may be obtained directly from:

Express Copy
144 Fore Street
Portland, Maine 04101
Ph: 207-775-2444

5. INTERPRETATION AND EXAMINATION OF CONTRACT DOCUMENTS

- 5.1 Any questions by the Bidders regarding this Invitation to Bid or the Contract Documents shall be directed to the Architect:

Port City Architecture
65 Newbury St.
Portland, ME 04101
Tel: (207) 761-9000
Fax: (207) 761-2010
Email: john@portcityarch.com

Packard Development
One Wells Avenue
Newton, Massachusetts 02459
ATTN: Howard Mintz
Tel: (617) 965-1966
Fax: (617) 965-6984
Email: hmintz@PACKARDDEVELOPMENT.com

Drawings and specifications may be examined at the following locations during normal working days.

F.W. Dodge Plan Room
47 Atlantic Place-Darling Ave
South Portland, ME 04106-2316
207-774-3488
Fax: 207-774-8786

Express Copy
144 Fore Street
Portland, Maine 04101
207-775-2444

6. PROJECT SCHEDULE AND MANAGEMENT OVERVIEW PLAN

- 6.1 Bids shall include a Management Overview Plan and Schedule. The Management Overview Plan should consist of a brief narrative and bar chart schedule that shows the Construction Manager that the Contractor understands the site constraints and the Owner's schedule.

7. REJECTION OF BIDS

- 7.1 Owner reserves the right to reject any or all bids and to waive technicalities and informalities in the bidding.

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