

## **NOTICE TO CONTRACTORS**

**City of Portland, Maine  
Portland International Jetport**

**Transportation Security Administration (TSA)  
Administrative Office Painting  
Bid#23069**

Sealed bids for TSA Administrative Office Painting at the Portland International Jetport shall be submitted electronically to [bidsubmit@portlandmaine.gov](mailto:bidsubmit@portlandmaine.gov) with the name of the Bidder, Contract Name and Bid number in the subject line will be received until 3:00 p.m., Thursday, May 25, 2023, at which time they will be opened and read. Proposals may also be submitted via USPS, UPS, FedEx or hand delivered to the City of Portland, Purchasing Rm. 103, 389 Congress St., Portland ME 04101. It is the bidder's sole responsibility to ensure that their bid is submitted prior to the date and time specified. Late bids shall not be accepted.

**Location:** Portland International Jetport  
1001 Westbrook Street  
Portland, Maine 04102

**Outline of Work:** Repainting of the TSA administrative offices. In general work will include all preparation, painting walls, door jams, trim, parapets, exposed duct work, exposed concrete structures, cleanup, completion of work in phases and work around cubicles and other office furniture, fixtures, wall coverings and hangings that will not be relocated during the improvements.

**Bid Note:** Contractor shall be fully aware that this is an active federal office and that the project will need to be completed in phases as identified on the phasing plan. Timing for the start of construction is expected in early June 2023 but will be dependent on TSA operations and therefore the Contractor shall remain flexible and fully cooperate with the TSA and Jetport for the start of work. Contractor shall complete each phase from start to finish within the time period shown on the Phasing Plan from the time of mobilization. The Contractor shall also coordinate with the Jetport TSA for transition from one phase to the next phase. Contractor fully understands and acknowledges the transition will require coordination and may inconvenience the contractor to allow for the TSA to re-occupy the newly painted space and vacate the next phase of the work. No added costs or changes orders will be allowed for the phasing or the work and transition from one phase to the next phase. Contractor shall be fully aware that office furniture and

cubicles in some cases will not be moved and the contractor shall work around the furniture. In addition, there will be numerous instances where wall hangings will not be moved and the contractor shall tape and paint around these obstacles. Cover plates to electrical and communication devices shall be removed by the Contractor for painting and reinstalled. Wall mounted monitors, fire alarms and security equipment will not be removed and the Contractor shall tape and paint around these features.

Liquidated damages will not be assessed, however, if the Contractor is determined by the Jetport to not be responsive due to the critical nature of the TSA operations, the owner reserves the right to withhold money from the Contractor until such work is completed to the satisfaction of the owner and/or terminate the contract retaining sufficient funds to complete the project.

#### **MANDATORY PRE-BID CONFERENCE**

It is mandatory that all prospective contractors attend a pre-bid meeting that will be held at the Portland International Jetport. This meeting will be held at the Engineering Office Conference Room (2nd Floor) at the Portland Jetport on Tuesday, May 16, 2023 at 10:00 a.m. Only those firms represented at this meeting may bid on the project.

Copies of the above documents are available by contacting the Purchasing Office either by e-mail [jrl@portlandmaine.gov](mailto:jrl@portlandmaine.gov) or phone (207) 874-8654. Each prospective bidder will be required to obtain from the city each copy of the proposal form and each set of plans.