

## REQUEST FOR OFFICIAL PROPOSAL FORM (R109)

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Vendor Code: \_\_\_\_\_

Original Signature, Title and Date

R109 form must be signed by an authorized representative of the company. In accordance with 720 CMR Section 5.04 (2) and under the penalties and perjury, I certify that the above combination of the project value plus the firm's uncompleted work does not exceed the firm's aggregate bonding capacity. **CSD-681 (R109) (REV. 09/18/2012)**

MASSDOT Prequalified

DCAM General Bid

DCAM Filed Sub-Bid

\*DCAM General and Sub Contractors must submit an electronic copy of their DCAM Certificate of Eligibility

	Project Number	City/Town	Project Description	Bid Opening Date	Project Value
1					
2					
3					
4					
5					
6					
7					
8					

To request for obtaining bidding documents on Compact Discs free of charge for the following projects (**MASSDOT projects only**). Contractors who wish to have a CD containing plans & specifications shipped to them must provide a completed mailing label for each project with an approved carrier account number for overnight mail service to the Construction Contracts Cashiers Office, located in room 6260 or email [MassDOTBidDocuments@dot.state.ma.us](mailto:MassDOTBidDocuments@dot.state.ma.us)

Please email the R109 form to MASSDOT at: [prequal.r109@state.ma.us](mailto:prequal.r109@state.ma.us) or mail this form to:

MASSDOT – Highway Division  
 Prequalification Department  
 10 Park Plaza, Room 6260  
 Boston, MA 02116  
Questions? Call (857) 368 - 8660

## **GENERAL INSTRUCTIONS**

### **Contractor Prequalification**

In order to bid on work as a prime contractor with MASSDOT you must be prequalified in accordance with MGL Ch81, Section 8B. You can find the application and directions on how to become prequalified on our website at:

<http://www.mhd.state.ma.us/default.asp?pgid=content/prequal02&sid=about>

General Bidders must be certified by DCAM in the GENERAL BUILDING CONSTRUCTION category and all Filed-Sub Bidders must be certified by DCAM in their respective sub trade categories in order to bid on the above project. Bidders who are not qualified will have their bids removed from consideration.

Both General and Sub Contractors intending to bid on this project must first complete a "Request for Proposal Form" (R109 Form) and e-mail an electronic copy of both this document as well as a current DCAM Certificate of Eligibility to the MASSDOT Director of Prequalification for approval. Please e-mail these documents to [prequal.r109@state.ma.us](mailto:prequal.r109@state.ma.us).

Upon approval, the official bidder shall be entitled to receive an officially numbered Compact Disc (CD) containing the plans and specifications free of charge. Other interested parties may also receive an informational copy of the CD containing the plans and specifications free of charge. It should be noted that informational copies cannot be used for bidding purposes. Bids shall be considered, and the contract awarded in accordance with statutes governing such contracts, **Massachusetts General Laws Chapter 149** (as amended).

All parties who wish to have the CDs shipped to them must provide a completed mailing label with an approved carrier account number for overnight mail service (i.e. – Federal Express) to the Office of the Cashier at the address below.

Documents should be submitted to:

Cashier's Office

**MASSDOT Highway Division**

10 Park Plaza - Suite 6260

Boston, MA 02116

**Attn: Frank Kucharski, P. E., Construction Contracts Engineer**