



Administrative Office of the Courts

Operations Division

Questions/Responses No. 1

Request for Proposals (RFP) K19-0106-29

MJUD Master Contract for Signage

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: Current projects for the executive building must be completed and installed by August 31, 2019. Please explain exactly what this entails, along with scope

Response: The interior signage of the 5-story building, the exterior signage at the top of the building. Upon award of this contract, design, manufacturing, delivery and install must be complete by August 31st

2. Question: Bids must include labor pricing by key positions. Please outline specifically which labor positions you are anticipating for this contract, so all bidders submit the same labor pricing to compare apples to apples.

Response: Specific positions/labor are listed in Section 2.2.10.

3. Question: Please confirm the only sign types needed for this solicitation are office sign, bathroom sign, conference room sign, and 1 wayfinding sign. Please also confirm these are the only sign types you are looking for pricing on for our financial submission.

Response: Yes, these are the only signs asked for in Section 2.2.11. These signs are just samples and are needed for design intent and pricing.

4. Question: Please provide more details/needs for wayfinding sign. Is this a directory or directional? If a directory, how many insert/slots need to be available on this unit. If a directional, please provide approximate sizing

Response: In Section 2.2.1 these are interior directional wayfinding signs.

5. Question: Is existing signage removal and patch/paint needed for this scope of work, or just install on prepared walls?

Response: This was not a requirement of this RFP.

6. Question: Quality Assurance: contractor/bidder is required to provide information on 6 similar projects in size and scope. Please provide a size/scope so we can select similar projects to present.

Response: In Section 2.2.5 it states a 5-story executive building. There are multiple other buildings within the Annapolis area and across the state.

7. Question: Evaluation Criteria: Financial. Please provide a pricing chart with billable items so all are bidding the same products/services for this scope.

Response: Section 2.2.10 asks for specific pricing for this RFP. Pricing is to be submitted on company letter.

Issued by: Lisa Lee
Procurement Officer
June 4, 2019