

**Pre-Proposal Conference Summary**

**REQUEST FOR PROPOSALS**

**PROJECT NUMBER K16-0089-25**

**Renovations at Judicial Information Systems Building- First Floor (South)**

**April 13, 2016**

**Judicial Representatives:**

Whitney Williams, Procurement Officer

Dave Manning, Facilities Administration

Terri Vukovich, Facilities Administration

Robin Nhare, Facilities Administration

**Independent Subject Matter Representative:**

Kurt Weiss, US Business Interiors

Attendees list is posted as a separate document on the Judiciary's Procurement website <http://mdcourts.gov/procurement/bids.html> and eMaryland Marketplace.

Ms. Williams, Procurement Officer for the Request for Proposals (RFP), began the meeting at 10:05 am and introduced the Judiciary representatives.

Ms. Williams then addressed various areas in the RFP.

Most emphasis were placed on the following:

- RFP Section 1.4 Contract Duration- contract resulting from this RFP shall be for the construction period beginning with the contract execution and will continue for (2) two years after final acceptance until the expiration of the two year warranty
- RFP Section 1.5 Procurement Officer- Whitney Williams is the sole point of contact in the Judiciary for purposes of this RFP prior to award. Making contact with anyone other than Ms. Williams may result in the rejection of the Offeror's proposal
- RFP Section 1.9 Proposal Due (Closing) Date: The due date for all proposals is April 21, 2016, 2 pm. Proposals must be received by this day and time in order to be considered. Proposals may be sent in earlier if the offeror so chooses
- RFP Section 3.4 Technical Proposal- Offerors are advised to follow the format as stated in the RFP

The floor was then opened for questions. Q&A documents will be posted to the Maryland Judiciary and eMaryland Martkeplace websites.

The walkthrough ensued after the question/answer period ended.

The meeting/walkthrough ended at 10:45 am.

**Notice: Nothing stated at the Pre-Proposal conference may change the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.**

**Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.**