

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS
RFP K17-0077-84F
ORNAMENTAL/PRIVACY FENCING
May 17, 2017

Judiciary Panel Representatives:

Robin Smith, Procurement Office
Joseph White, District Court
Michael Jones, District Court
Raymond Mack, District Court
Randolph Reynolds, MBE Liaison
Tony Rhodes, DGS Manager

Attendees list is posted as a separate document on the Judiciary's Procurement website and eMarylandMarketplace.

Ms. Smith, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:00 am and asked the Judiciary panel representatives to introduce themselves.

Ms. Smith then addressed the following sections of the RFP:

- Sections 1 – General Information
- Section 3 – Proposal Format

- Offeror must submit a sketch/design of proposed installation, and also propose a time line.

- As the Procurement Officer, Ms. Smith is the sole point of contact for the RFP. Making contact with anyone other than Ms. Smith could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal.

- Sole Exception to the above - Vendors with subcontractors may contact DGS Manager Tony Rhodes to schedule addition measuring and look at removal of trees and concrete, since some measuring was impossible to do because of the weather. Tony gave his contact information to all vendors in attendance.

- RFP Section 1.8 Questions – there is no cutoff date for questions, but Offerors are reminded to submit questions timely in order to receive a response before submission of proposals.

- RFP Section 1.9 Proposal Due/Closing Date - proposals must reach the Procurement Officer on time by May 22, 2017 by 2:00pm. Proposals received late will not be considered. Electronic submissions will not be considered.

Ms. Smith requested that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to our website and eMaryland Marketplace as well as any Addendums to RFP.

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.

Issued by: Robin Smith
Procurement Officer
May 17, 2017