

FRANK BROCCOLINA STATE COURT ADMINISTRATOR (410) 260-1295 Fax: (410) 974-2066 frank.broccolina@mdcourts.gov

FAYE D. GASKIN DEPUTY STATE COURT ADMINISTRATOR (410) 260-1257 Fax: (410) 974-2066 faye.gaskin@mdcourts.gov

GRAY BARTON Executive Director Drug Treatment Court Program 2011-D Commerce Park Drive Annapolis, Maryland 21401 (410) 260-3617 Fax: (410) 841-9850 gray.barton@mdcourts.gov

PHILIP S. BRAXTON Executive Director Judicial Information Systems 2661 Riva Road, Suite 900 Annapolis, Maryland 21401 (410) 260-1000 Fax: (410) 974-7170 philip.braxton@mdcourts.gov

ALLEN C. CLARK, III Executive Director Budget & Finance (410) 260-1579 Fax: (410) 260-1290 allen.clark@mdcourts.gov

SUSAN S HOWELLS Executive Director Procurement & Contract Administration (410) 260-1410 Fax: (410) 260-1749 Susan.howells@mdcourts.cov

DAVID R. DURFEE JR. Executive Director Legal Affairs (410) 260-1405 Fax: (410) 974-2066 <u>david.durfee@mdcourts.gov</u>

SHARON SAMPSON BALL Executive Director Human Resources (410) 260-1255 Fax: (410) 974-2849 sharon.ball@mdcourts.gov

PAMELA CARDULLO ORTIZ Executive Director Family Administration (410) 260-1580 Fax: (410) 974-5577 pamela.ortiz@mdcourts.gov

DIANE S. PAWLOWICZ Executive Director Court Research & Development (410) 260-1725 Fax: (410) 974-2066 diane.pawlowicz@mdcourts.gov

ROXANNE P. McKAGAN Manager Administrative Services (410) 260-1407 Fax: (410) 974-2066 rocky.mckagan@mdcourts.gov

DEBORAH A. UNITUS Manager Program Services (410) 260-1291 Fax: (410) 974-5577 deborah.unitus@mdcourts.gov

## ADMINISTRATIVE OFFICE OF THE COURTS MARYLAND JUDICIAL CENTER 580 TAYLOR AVENUE ANNAPOLIS, MARYLAND 21401

Questions/Responses #1 Cable and Wiring Services RFP Project K11-0032-83B August 11, 2010

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 who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the State unless the RFP is expressly amended. Nothing in the State's response to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the Offeror asking the question.

1. Question: Do the people in the Labor Categories in Section 2.8 have to be people on the company payroll or can they be subcontractors?

## Response: Labor categories may be subcontracted

2. Question: Please clarify how the CD data submitted will be used and the security of proprietary information?

## **Response:** All proposals submitted, whether in hard copy form or electronic format (CD), are subject to Public Information Act policy and procedure (Section 1.15). CD format provides for electronic storage of proposal.

3. Question: Will the revised price sheet reflect cost for fiber installation and an hourly rate for cable removal?

# **Response: Yes. Installation and removal will fall under Cable Technician hourly rate.**

4. Question: What is considered acceptable lead time to start work after a work order has been finalized?

## **Response:** Three to five days following Notice to Proceed

5. Question: Would you provide guidelines for applicable travel time charges?

**Response:** Routine Travel is defined as travel within a 50-mile radius of the JIS (Annapolis 21401) location, or the Contractor's facility, whichever is closer to the work site. There will be no payment for labor hours for travel time or reimbursement for any travel expenses for work performed within this radius

Non-routine travel is defined as travel beyond that 50-mile radius. Nonroutine travel will be identified within the work order, if appropriate, and will be reimbursed according to the State's travel regulations and reimbursement rates, which can be found at: www.DBM.maryland.gov - search: Fleet Management. If non-routine travel is conducted by automobile, the first 50 miles of such travel will be treated as routine travel and as described in section 2.2.4.1 of this definition, and will not be reimbursed. The Master Contractor may bill for labor hours expended in non-routine traveling beyond the identified 50-mile radius, only if so specified in the work order.

6. Question: In Section 2.2.5 – how does this relate to the material pricing sheet where prices are "loaded" with overhead, profit, and labor? In seems that a pass through for materials would be contradictory

## Response: Section has been removed via Amendment

7. Question: Could you clarify cable slack/ extra? As a typical industry standard, if we must *estimate* an installation of cables from point A to point B (especially with large pair count copper and fiber), that we typically estimate to be on the safe side, because we cannot splice certain cables. There is a real likelihood of incurring excess cable footage ordered but not installed. Could this portion be exempted from this provision? Perhaps up to a certain amount (IE: 50ft)?

### Response: Section has been removed via Amendment

8. Question: Will you allow a holiday/weekend rate differential?

## Response: Yes, if the Offeror so opts; see revised price sheet

9. Question: Section 2.3.2: Are detailed design drawings and GANTT charts required for every job?

# **Response:** No, very rarely, and only if so specified in the work order.

10. Question: Section 2.3.8 Can "as built drawings" be billed/proposed under a separate labor category?

**Response: No** 

11. Question: Section 2.3.3 Test Equipment – Is this required before each job, or just the proposal?

### **Response: Only once with proposal**

12. Question: Section 2.3.10 What does "three intervals" refer to and how does it apply?

### Response: Verbiage has been edited out; see Amendment

13. Question: May we provide electronic, rather than hard copies, of fiber test results?

### **Response:** Absolutely yes, preferred.

14. Question: Section 2.3.10 Bi-Directional testing may be required – can that be billed as T&M?

#### **Response: Yes**

15. Question: Will the live date testing requirement be removed from Sections 2.3.10/11?

#### **Response: Yes; see Amendment**

16. Question: Can excessive security checkpoint time be billed under T&M?

### **Response:** No – there will be no excessive checkpoint time

17. Question: There are no labor categories for installer and such – will they be added?

### **Response: Yes – see Amendment**