

Notes from March 28, 2012 Meeting – Hyattsville, MD - Benches & Carpet

Courtroom measurements began at 7:00 a.m., meeting began at approximately 7:45 a.m.

Review of RFP:

- Review of Key Summary Page – closing dates
- Vendors are not permitted to contact anyone other than the procurement officer.
Reviewed Contract Duration (page 6)
- All questions shall be in writing (preferably email) to Kelly Moore. Responses will come asap.
- Section 1.2.1 – A completed Bid/Proposal Affidavit shall be submitted with proposal (Attachment B)
- MBE Goal 0%

Reviewed Section 2 – SOW

- Work to be done after court hours on weekends
- Background check required on all workers

Reviewed Section 3 – Technical and Financial Proposals format

- Technical Capabilities in descending order, experience & capabilities, technical response, and references.
- Contractor shall accept Attachment A – AOC's Mandatory Terms and Conditions
- Price Proposal Page – self explanatory

Questions & Responses:

- How many rooms per weekend? 2 maybe 3. No room for error. Rooms must be ready and cleaned for court Monday morning
- Dumpster? DGS building. Mary will handle. Vendor required to make dumpster arrangements
- Freight elevators? Standard elevators and there is always the stairwell
- Loading dock? Yes, there is a loading dock.
- Bench lead time? 4 months + 1 month for contract award = 5 months
- Stain shall be approved by Joe White.
- Bench layout for Hyattsville; extra bench in hallway by ladies bathroom.
- 8 in hallway on 2nd floor, 4 on the 1st floor
- Add 1 bench to each courtroom to maximize seating
- Mary supplying pictures of grain and color.