

## Notes from March 27, 2012 Meeting – Upper Marlboro, MD - Benches

Courtroom measurements began at 7:00 a.m., meeting began at approximately 8:30 a.m.

Review of RFP:

- Review of Key Summary Page
- 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.
- Section 1.2.1 – A completed Bid/Proposal Affidavit shall be submitted with proposal (Attachment B)
- MBE Goal 0%

Reviewed Section 2 – SOW

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:

- Benches to be Red oak and match existing stain. Rifted red oak vs. straight red oak.
- Front benches (2) to be ADA compliant
- Vendors shall maximize seating. Make side benches longer; return "pink" benches to hall.
- Bench ends need further clarification.
- Seat sizes currently 14". Vendors can make 15" but have to split the difference ½ in seat, ½ in back angle.
- Spaces between benches 12 to 13".
- Carpet being replaced at the same time.
- Dumpster on site? Mary must clear through security.
- Schedule: 5 p.m. Friday – 12:00 midnight Sunday. Every night until midnight.
- Freight elevators? No, standard elevators. Stairwell is made for large items.
- Note to Kelly: Make (methods) more standard, more generic, i.e. performance specs
- Sections 2.6.3 and 2.6.4 – screw size, really? Make more generic.
- Section 2.11.3 – Fastener question. Gisela & Kelly decided to make more generic.
- Middle part of bench not currently anchored. New benches shall be anchored. (Need clarification on anchoring).
- Sign-off Sunday night? Walk-through Monday morning before court w/ vendor's finisher?
- Section 2.12.6 – Modify – need to "spell it out".