

Meeting Notes from May 14, 2012 Pre-proposal Conference – Essex, MD - Benches

Courtroom measurements began at 7:30 a.m.

Review of RFP:

- Review of Key Summary Page – RFP closes May 30, 2012 at 12:00 noon.
- Vendors are not permitted to contact anyone other than the procurement officer.
Reviewed Contract Duration (page 6)
- All questions shall be by email to Kelly Moore.
- Section 1.2.1 – A completed Bid/Proposal Affidavit shall be submitted with proposal (Attachment B)
- MBE Goal 0%

Review of Section 3 – Technical and Financial Proposals format

- Executive Summary
- Respond to all requirements 2.2 – 2.9.
- Bid/Proposal Affidavit

Attachment A – Acceptance of Contract

Attachment B – Bid/Proposal Affidavit

Attachment D – Price Proposal signed and dated

Review of Section 2 – Statement of Work

- Access to remove benches – through front door
- Carpet Contractor will remove benches and reinstall benches
- Concrete Floor