

Pre-proposal Conference Summary

**REQUEST FOR PROPOSALS
PROJECT NUMBER K12-0080-40
WORKSTATIONS, DISTRICT COURT, ESSEX, MD
May 14, 2012**

Judiciary Panel Representatives:

Colleen Cantler, Procurement Specialist, Procurement and Contract Administration
Kelly Moore, Procurement Specialist, Procurement and Contract Administration
Gisela Blades, Deputy Director, Procurement and Contract Administration
Lisa Ritter, District Court Headquarters, Assistant Chief Clerk, Engineering and Central Services
Ray Mack, District Court Headquarters, Procurement Specialist
Joe White, District Court, Facilities Administrator

Attendees list will be posted to the Maryland Judiciary website <http://www.mdcourts.gov/procurement/bids.html> and eMaryland Marketplace as a separate document.

Mrs. Cantler, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 8:30a.m.

Mrs. Cantler then addressed the following sections of the RFP:

- Section 1—General Information
- Section 2—Scope of Work
- Section 3—Proposal Format
- Section 4—Evaluation Criteria and Selection Procedure

Mrs. Cantler reviewed the following:

- RFP Section 1.5 —The Procurement Officer, Colleen Cantler, is the sole point of contact in the AOC for purposes of this RFP. Unauthorized contact with any other Judiciary personnel may be the cause for proposal rejection. All questions **must be emailed** to the Procurement Officer.
- RFP Section 1.9 – All questions must be submitted to the Procurement Officer, Colleen Cantler.
- RFP Section 1.22—A completed Bid/Proposal Affidavit (Attachment B) must be submitted with each proposal.
- RFP Section 1.23—Contract Affidavit (Attachment C) must be signed upon Master Contract award. A copy is attached to this RFP for informational purposes only.
- RFP Section 2.1— The Administrative Office of the Courts (AOC) is issuing this Request for Proposals (RFP) to select a contractor to provide all labor, equipment, parts, expertise, supervision and installation for 15, new or used “turn key” workstations located at the District Court of Maryland, 8914 Kelso Drive, Essex, MD 21221 (Essex)
- RFP Section 2.1.2— The Contractor shall provide description of the new proposed workstations and components, materials, manufacturer, model information, materials, color(s), finish, photographs, and warranty information. If proposing used/refurbished workstations, the Contractor must include the

components, condition, appearance, materials, manufacturer, model information, color(s), finish, photographs, and warranty information.

- RFP Section 2.1.4—All work shall be completed after court hours, nights and weekends. Courtrooms must be restored to their original condition each evening or weekend in order for Court to operate in a normal fashion each day. The Contractor shall coordinate, with the Project Manager, to schedule /stage work in increments or groups of workstations so that the maximum number of personnel is able to work during the project.
- RFP Section 2.1.5 –Project Manager shall coordinate flooring installation (procured under separate contract) to occur simultaneously with the workstation project.
- RFP Section 2.2.1— The Contractor shall have at least three (3) years of experience in installation design, layout and installation involving at least 25 workstations. Wiring Contractor shall have at least three (years) experience in performing relevant work.
- RFP Section 2.3.1—The Contractor shall disassemble, remove and dispose of all existing workstations.
- RFP Section 2.3.2 - The Contractor shall furnish and install new or used workstations and related items and components.
- RFP Section 2.3.3 - Contractor shall provide layout/design services and submit layouts showing “best” proposed design/locations of workstations. Proposed layout/design must be submitted with Contractor’s proposal. Layout/design shall make most efficient use of the limited available space. All existing electric/data/telecommunications terminations (wall and floor access) must be utilized. The District Court reserves the right, at its sole option, to change any suggested layout or provide its own plans. All plans, drawings, layouts, etc. provided under this Contract shall become the exclusive property of the District Court of Maryland. **PROPOSED LAYOUT/DESIGN MUST BE SUBMITTED WITH THE CONTRACTOR’S PROPOSAL.**
- RFP Section 2.3.4— The Contractor shall wire all workstations for electrical/telephone/data using existing terminations. The existing terminations are located on the floor and walls. Floors are concrete and Contractor will not be permitted to drill additional holes. Some telephone junction boxes are located on the floor. Electrical service is located in flush mounted and “doghouse type” receptacles located on the walls and floor. Existing electrical/telephone/data service, to individual workstations, are terminated in a combination of floor and/or (existing) workstation raceways.
- RFP Section 2.3.5— All wiring shall be placed neatly into workstation raceways wherever possible. Wires not in raceways must be bundled and secured neatly to the undersides of the workstation surfaces or other concealed areas. All existing electric/data/telecommunications terminations (wall and floor access) must be utilized. The AOC reserves the right, at its sole option, to change any suggested layout or provide its own plans.
- RFP Section 3.4.5.1—The Offeror must clearly indicate, in their technical proposal, whether the proposed workstations are new or used and refurbished as well as:
 - The Offeror shall provide description of new proposed workstations and components, materials, manufacturer, model information, materials, color(s), finish, photographs, and warranty information. If used/refurbished workstations are proposed, the Offeror must include the

components, condition, appearance, materials, manufacturer, model information, color(s), finish, photographs, and warranty information.

- The Offeror shall provide and submit with the proposal, layout/design services providing the "best" proposed design/locations of workstations. Layout/design shall make most efficient use of the limited available space. All plans, drawings, layouts, etc. provided under this Contract shall become the exclusive property of the District Court of Maryland.
 - All furniture layouts must be in accordance with all building, life, fire, safety, proper ingress/egress codes and all other applicable regulations and must be ADA compliant.
 - The Offeror shall describe the how workstations shall be wired for electrical/ telephone/data service and the overall work plan for wiring the various office areas. All electrical/telephone/data wiring must be performed by qualified and licensed personnel and be in compliance with all applicable codes and regulations.
 - The Offeror shall provide a delivery time, installation process and schedule that shall include lead time for workstations from manufacturer, if applicable, and installation/wiring schedule.
- RFP Section 3.4.10 Required Affidavits, Schedules and Documents to be submitted by Offeror in the Technical Proposal:
 - Completed Bid/Proposal Affidavit (Attachment B – with original of Technical Proposal)
 - Completed and signed MBE EEO 3 and EEO 4 forms. Electronic signature is not accepted (Attachment F).
 - Certified true copies of any and all of the policies of insurance to AOC. By submitting a proposal in response to this solicitation, the offeror warrants that it is able to provide evidence of insurance required by RFP Section 2.
 - Warranty terms for proposed products, materials and labor.
 - RFP Section 4.2.1— The criteria to be applied to each technical proposal are listed in descending order of importance are:
 - Offeror Technical Response to RFP Requirements
 - Proposed Workstations
 - Proposed design/layout
 - Installation plan
 - Offeror Experience and Capabilities
 - References
 - Attachment A—Each Offeror technically qualified will be required to accept all terms and conditions in Attachment A—the Maryland Judiciary Standard Terms and Conditions.

The floor was then opened for questions. Ms. Cantler requested that all questions be submitted to her in writing via e-mail.

The meeting adjourned at 9:30a.m.

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.