

## **Pre-proposal Conference Summary**

### **REQUEST FOR PROPOSALS PROJECT NUMBER K14-0004-29 HVAC & ELECTRICAL PREVENTATIVE MAINTENANCE & REPAIR SERVICES May 23, 2013**

Judiciary Panel Representatives:

- Colleen Cantler, Procurement Officer
- Eric Brown, Contract Manager, JIS Manager - Computer Operations

Attendees list is posted as a separate document on the Judiciary's Procurement and eMaryland Marketplace websites.

Colleen Cantler, convened the meeting at 10:00 am and asked the Judiciary panel representative(s) to introduce themselves.

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

- Sections 1 – General Information
- Section 2 – Statement of Work
- Section 3 – Proposal Format
- Section 4 – Evaluation Process
- Attachment A

Ms. Cantler placed emphasis on the following:

- As the Procurement Officer, Ms. Cantler is the sole point of contact for the RFP. Making contact with anyone other than Ms. Cantler could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal.
- RFP Section 1.3 – Contract – The Contract resulting from the RFP will be fixed price and repair services will be time and materials.
- RFP Section 1.8 - The Procurement Officer shall accept written questions from prospective Offerors. Questions may be submitted to the Procurement Officer by e-mail.
- RFP Section 1.10 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by Monday, June 3, 2:00PM Local Time. Proposals received late will not be considered. Electronic submissions will not be considered.
- RFP Section 1.20 Minority Business Enterprise – there is no MBE subcontracting goal assigned to the RFP. MBE firms are encouraged to respond to the RFP.
- RFP Section 2.1.1 - The AOC is issuing this Request for Proposals (RFP) to select one Contractor to provide all labor, materials, and equipment to perform all work necessary to accomplish HVAC and Electrical Preventative Maintenance and Repair Services of all units located at JIS.

- RFP Section 2.3 – Contractor’s Qualifications - The technicians selected to perform work for this Contract must be Liebert certified and trained and must have, at a minimum, five (5) years commercial HVAC experience in servicing air conditioning, electrical systems, control systems, and mechanical equipment.
- RFP Section 3.1 - Offerors must submit proposals in two separate volumes:
  - a. Volume I - TECHNICAL PROPOSAL
  - b. Volume II - FINANCIAL PROPOSAL
- RFP Section 3.4 – Technical Proposal -
  - a. 3.4.1 Transmittal Letter
  - b. 3.4.2 Format of Technical Proposal
  - c. 3.4.3 Title and Table of Contents
  - d. 3.4.4 Executive Summary
- RFP Section 3.4.5 Offeror Technical Response to RFP Requirements - The Offeror shall address **each** RFP requirement stated in Section 2, in the Technical Proposal, and describe how its proposed services and technicians will meet each of the requirements.
- RFP Section 3.4.6 Offeror Experience and Capabilities - Offerors shall include information on past experience with similar engagements. Offerors shall describe their experience and capabilities through a response addressing the requirements in RFP Section 2, Statement of Work.
- RFP Section 3.4.7 References - Provide three (3) current customer references where the customer is similar to this project.
- RFP Section 3.4.10 Required Affidavits, Schedules and Documents to be submitted by Offeror in the Technical Proposal:
  - Detailed technical proposal encompassing all requirements set forth in Section 2.
  - Copies of all state, county, and local licenses and/or certificates to prove qualifications in heating, ventilation, and air conditioning maintenance, repair, and installation.
  - Completed Bid/Proposal Affidavit (Attachment B – with original of Technical Proposal)
  - ~~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 this RFP, Section 2. (See Addendum 1)
- RFP Section 4.2 – Technical Criteria
  - Offeror Experience and Capabilities
    - Experience, capability and certifications for the Offeror and proposed technicians.
  - Offeror Technical Response to RFP Requirements
    - The Offeror’s overall understanding of the SOW (Section 2) of this RFP.
  - References
- RFP Attachment A – Offeror must accept the AOC’s Standard Terms and Conditions. Any exception may deem the proposal as non-responsive.
- The floor was then opened for questions. Ms. Cantler requested that all questions be submitted to in writing via e-mail. Q&A documents will be posted to the Maryland Judiciary and eMaryland Marketplace websites.

The meeting adjourned at 10:45 am.

**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.**