

Pre-proposal Conference Summary

REQUEST FOR PROPOSALS

RFP #9044

Kitchen Renovation

October 11, 2018

Judiciary Panel Representatives:

Robin Smith, Procurement Office
Dawn Loetz, Supervisor Civil Division
Pete Fenton, Chief Deputy
Laverne Henry, AACo. Circuit Court

Attendees list is posted as a separate document on the Judiciary's Procurement website and eMarylandMarketplace.

Ms. Smith, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:00 am and asked the Judiciary panel representatives to introduce themselves.

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

- Sections 1 – General Information
- Section 3 – Proposal Format
- Price Proposal

Ms. Smith placed emphasis on the following:

- As the Procurement Officer, Ms. Smith is the sole point of contact for the RFP. Making contact with anyone other than Ms. Smith could result not only in receiving incorrect information, but may also result in the rejection of the Offeror's proposal. This prohibition does not extend to the contracted personnel currently working in the positions advertised in this RFP.
- Questions – there is no cutoff date for questions, but Offerors are reminded to submit questions timely in order to receive a response before submission of proposals.
- RFP #6 Proposal Due/Closing Date - proposals must be delivered to the Procurement Officer on time by October 22, 2018 Local Time. Proposals received late will not be considered. Electronic submissions will not be considered.

Ms. Smith requested that all questions be submitted to her in writing via e-mail. Q&A documents will be posted to our web site and eMaryland Marketplace as well as any Addendums to RFP.

The Walk thru begin at 10:20 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.