

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS
PROJECT NUMBER K12-0056-25
FURNISH AND INSTALL ALL MATERIALS TO CONVERT EXISTING DOUBLE GLASS
DOORS TO AUTOMATIC OPERATOR DOORS
FEBRUARY 23, 2012

Judiciary Panel Representatives:

Karen Hoang, Procurement Officer
Rocky McKagan, Project Manager
Terri Vukovich, Project Manager Assistant
Pearce Joe, DGS
Donald Gross, DGS

Attendees list will be posted on Judiciary website and eMaryland Marketplace.

Mrs. Hoang, Procurement Officer for the Task Order Request for Proposals, convened the meeting at 10:00 am and asked the Judiciary panel representatives to introduce themselves.

Mrs. Hoang then addressed and emphasis the following sections of the RFP:

- Key Information Sheet (page 3)
- Section 1 – General Information
- Section 2 – Scope of Work
- Section 4 –Proposal Format and Submission Requirements
- Section 5 – Evaluation Criteria and Selection Procedure.

Ms. McKagan gave a detailed overview of the project and Section 2 – Scope of Work.

Ms. McKagan & Ms.Vukovich performed a walk-through.

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

As discussed at the pre-proposal conference, an Amendment will be forthcoming.

The meeting adjourned at 10:45a.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 Offertory's proposal.