



Maryland Department of Budget & Management

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**Questions/Responses #1
Request for Proposals (RFP)
STATEWIDE EQUIPMENT INSTALLATION AND SERVICES
PROJECT NUMBER 050R4800267
April 8, 2004**

Ladies/Gentlemen:

This List of Questions and Responses #1 is being issued to clarify certain information contained in the above named RFP. The statements and interpretations of contract requirements which are contained in the following answers to questions of potential bidders are not binding on the State, unless the State expressly amends the RFP. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor asking the question as to what the contract does or does not require.

1. Question: Is the hourly rate in the price proposal form E-5 based on a per person cost? How to offerors account for the two different levels of labor required for this category when the individual who services the HVAC system is paid more than the individual cutting the grass?

Answer: The fully-loaded hourly rate on the Price Proposal Form E-5 should include both levels of labor that may be required for keeping the site up.

2. Question: Does the contractor performing the pesticide/herbicide application need to be licensed to perform those services?

Answer: The contractor is responsible for using "standard industry practices" as specified in the RFP; if site upkeep requires the use of herbicide, and industry standards require licencing, then the contractor is responsible for using licensed personnel.

3. Question: Will there be safety requirements such as a certification for climbers, fall protection plans, emergency first aid training etc. added in the qualification section of the RFP, and if yes, what makes an Offeror's safety record / program acceptable to the State?

Answer: Section 3.2.1.c of the RFP states: "Be responsible for installing and cable in accordance with the equipment manufacturers instructions, standard accepted industry practices, specifications in this RFP and the pertinent Task Order Request, specific instructions as outlined in the accepted Task order response document and field coordination under the direction of the State technician or engineer". Standard accepted industry practices include any safety requirements as mandated and enforced by OSHA.

4. Question: Are Offerors required to submit one transmittal letter but separate proposals for each category proposed?

Answer: Offerors are to submit a transmittal letter, technical and financial proposal for each category proposed. If an Offeror proposes two categories then two transmittal letters, two technical proposals and two financial proposals must be submitted. Please reread the requirements of Section 4 of the RFP.

5. Question: Category 5 – Tower Site Upkeep - Where are the sites located and how many are there?

Answer: The State has approximately 300 tower sites. Some, all or none may be maintained under any master contract awarded as a result of this RFP. The sites are located throughout the State of Maryland.

6. Question: Category 5 – Tower Site Upkeep - How many sites will be included in each task order?

Answer: The individual State agencies will issue task orders for sites under they are responsible for maintaining. There may be one or several sites per task order, which is at the discretion of each agency.

7. Question: Category 5 – Tower Site Upkeep - Is it the responsibility of the Contractor awarded a task order to do general upkeep and go through the items on the inspection checklist or will the Contractor be responsible to do the repairs?

Answer: Category 5 – Tower Site Upkeep includes all work (including repairs) to maintain the tower site in a manner satisfactory to the State. The checklist is provided with the RFP as a guide and example of typical items that need to be completed in order to maintain the tower site.

8. Question: In the event a Contractor is tasked with providing parts or materials under a task order, the cost of these items must be provided to the State with no mark-up in the cost. Can the Contractor charge the State for freight and handling costs of these items?

Answer: The cost to the State for parts and materials should include the freight and handling costs with no mark-up. The Contractor cannot make a profit on the parts supplied.