

Pre-proposal Conference Summary
REQUEST FOR PROPOSALS (RFP)
SMALL PROCUREMENT #5995
RELOCATION OF OFFICE FURNITURE AND OFFICE RELATED ITEMS
March 29, 2017

Judiciary Panel Representatives:

Robin Smith, Procurement Office
Joseph White, Project Manager
Michael Jones
Raymond Mack

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

Ms. Smith, Procurement Officer for the Request for Proposals (RFP), convened the meeting at 10:00 am and walk thru shortly after. Vendor had chance to see all areas (Storage room and 4 offices) take pictures and measurements if necessary. Judiciary panel representatives to introduce themselves.

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

Section 1 – Specification for Moving Services

- Same day delivery required.

Section 6 - Procurement Officer

- 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.

Section 7 Form of Response

- Be sure your proposal is formatted with the required information. Part I and Part II

Section 8 Proposal Closing date

- Proposals must be delivered via email to the Procurement Officer on time by **Thursday, April 6, 2017 by 2:00pm**. Proposals received late 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.

Notice: Nothing stated at the Pre-Proposal conference may change the RFOP 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.