UMBC On Call Electrical Maintenance Contract
RFP #BC-20887-K

Pre-Proposal Meeting
August 5, 2013
Pre-proposal Meeting Agenda

- Contract Overview
- Procurement process
- Contract Implementation
- Proposal Evaluation
- Question/Answer Period
UMBC On Call Electrical Maintenance
Contract Overview

- Provision of all labor, material, equipment and supervision for Electrical projects on an “on call” basis at UMBC.

- Type of work includes low and high voltage electrical services.

- Contract term - initial two (2) years with five (5) one-year renewal options at UMBC’s sole discretion.
Procurement Process

- Technical Proposal & Price Proposal submittal (to be provided in separate packaging)
- Technical evaluation resulting in a short list of proposers to advance to the Price Proposal phase.
- Price Proposal Opened
- Price evaluation based on sample projects.
- Final rating for each proposer.
Procurement Dates

- **Technical & Price Proposals**: Due on Monday, 8/23/13, at or before 2:00 p.m.

- **Price Proposal**: Anticipated to be opened on or about Tuesday, 09/17/13.

- Price Proposal will *not* be opened publicly.

- **Contract Award**: Anticipated on or about 09/25/13.

- **Contract Start Date**: Wednesday, 10/01/13
RFP Section I Highlights

• Technical Proposals are to be submitted to UMBC’s Procurement Office (1 original and 6 copies for a total of 7).

• Price Proposals are to be submitted to UMBC’s Procurement Office (1 original and 4 copies for a total of 5).

• Proposers must clearly indicate each and every section of their Technical Proposal which they deem to be confidential, proprietary or a trade secret.

• Late proposals cannot be accepted.
RFP Section I Highlights

• Last day for questions is Tuesday, 8/13/13 by 4:00 pm.

• All questions on this procurement are to be directed via e-mail to John Kenny at jkenny@umbc.edu.

• Questions and responses will be sent to all proposers via an addendum.
RFP Section II Highlight

• By submitting a proposal, a firm agrees that if awarded the Contract that it, as On Call Electrical Contractor, will be bound under the Contract to all the terms and conditions contained in the RFP documents.
RFP Section III
Contract Implementation

• The UMBC’s Office of Facilities Management (OFM) will prepare a written scope of work for each project inclusive of time frame/schedule with a corresponding site visit.

• On call contractor will provide a lump sum price to do the project work with a breakdown of the costs to include:

  - Total cost for self-performed work
  - Material costs with the quoted %
  - Subcontractor costs, if any, with the quoted %;
  - Labor costs with the estimated hours and quoted hourly billing rate(s).
RFP Section III
Contract Implementation

- Estimated annual volume is $300,000; this is not a guaranteed amount of work.

- Average project/task order size is $1,000 - $10,000 for low voltage and $5,000 - $10,000 for high voltage.
RFP Section III
Scope of Work

- Type of work includes low voltage and high voltage electrical services.

- Details provided in Section III of the RFP.
PERFORMANCE BOND: The successful bidder shall furnish within ten (10) days after notification of award, a performance bond in the full amount of the Contract Price.
RFP Section IV
Proposal Evaluations

• Technical Evaluation:
  – Evaluated by a University Evaluation Committee
  – Proposers must achieve 75% or better of the available technical points to be short-listed and advance to the Price Proposal phase of the procurement.
RFP Section IV
Proposal Evaluations

• Price proposals are *not* opened publicly.

• The University may elect to request Best & Final Price Proposal(s).
RFP Section IV
Proposal Evaluations

• The price proposal score will be combined with the corresponding technical score to determine a final rating.

• Technical merit will have a greater weight than price.

• The University will choose from among the highest rated proposals that proposal which will best serve the interests of the University in accordance with USM procurement policies and procedures.

• The University intends to award to a minimum of two (2) contractors.
RFP Section V
Technical Proposal Requirements

• Transmittal Letter must accompany the Technical Proposal Submittal.

• Detailed responses must be submitted to the Technical Criteria.

• Contractor License (copy)

• Licenses:
  – Master Electrician License (Firm)
  – Journeyman Electrician License (Field Superintendent)
RFP Section V
Technical Proposal Evaluation

• Certifications:
  – ANSI/NETA/NICET (Key Personnel)

• Training:
  – OSHA Training for High Voltage Technicians
RFP Section V
Technical Proposal Evaluation

• Forms: In addition to responses to the technical criteria, the proposal also includes:
  – Bid/Proposal Affidavit
  – Acknowledgement of Receipt of Addendum

  **Note:** All forms to be used in Proposers’ technical proposals are available on the UMBC eBid Board in MS Word format.

• The Technical Proposal must be submitted in a sealed envelope.
RFP Section V
Technical Proposal Criteria

1. **KEY PERSONNEL:**

   - Complete the Key Personnel Form for two (2) Project Managers & three (3) Foreman/Field Superintendents to be assigned to UMBC.

   - All Key Personnel must have at least five years experience working on contracts of this type

   - UMBC will contact the key personnel references listed on this form.
RFP Section V
Technical Proposal Criteria

2. PROFILE OF PROPOSER:

- Company Profile: Complete the Company Profile Form found in Attachment A. Include a brief, but informative history, of your firm.
3. **FIRM EXPERIENCE/REFERENCES:**

- **Firm Experience:**
  - Complete the Firm Experience Form on a total of three (3) similar projects/contracts.
  - Submitted projects/contracts should reflect the size, complexity, and services required under this RFP.
  - Higher consideration will be given if done in the higher education setting.

- **Firm References:** UMBC will contact the firm references listed on this form. The University reserves the right to check other sources.
RFP Section V  
Price Proposal

- Proposers whose proposals achieve the minimum technical score will have their Price Proposal opened.

- The following are to be quoted:
  - Hourly billing rates for Project Manager, Foreman/Field Superintendent, Journeyman Electrician, Apprentice, Laborer, Helper and High Voltage Technician;
  - Percentage mark-up for material costs;
  - Percentage mark-up for subcontractor.
RFP Appendices

• Appendix A: Forms to be included in Proposer’s Technical Proposals.

• Appendix B: Price Proposal Form

• Appendix C: UMBC Contract & Contract Affidavit forms.

• Appendix D: UMBC Website/Map
RFP Appendix E
University Maintenance General Conditions

• Appendix E includes the University’s Standard Maintenance General Conditions dated 1/4/2010.

• These documents are the general conditions for maintenance work on campus.
RFP Questions

• Questions from this pre-proposal meeting as well as questions submitted subsequently will be included in an issued addendum.

• All questions must be sent to John Kenny only, as indicated in the RFP. Proposers are not to contact anyone else outside of UMBC Procurement about this procurement.

• Firms must provide their contact information to Procurement so that addenda issued are provided to them.
Question/Answer Period

Any questions?
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