

OFFICIAL TRANSCRIPT OF THE
MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND TRANSIT ADMINISTRATION
PRE-BID CONFERENCE
FOR
SWEEPING AND CLEANING SERVICES FOR MTA'S LIGHT RAIL
PARK AND RIDE LOTS
CONTRACT NO. T-8000-0442
JULY 10, 2014
10:00 A.M.

Maryland Transit Administration
6 St. Paul Street, 7th Floor Conference Room
Baltimore, Maryland 21202

Agency:

Nanette Gibson, Procurement
David Morris, MTA Light Rail Operations
Gary Brown, Office of Fair Practices

Participants:

Carlos Barrazo, Colossal Contractors, Inc.
Francis Itula, Merit Investments and Logistics
Rochelle Smith, Light Rail Facilities Maintenance

Court Reporter:
Greg Altham
One Stop Legal
5623 Monroe Street
Hyattsville, MD 20784
(301) 379-6607

1 MS. GIBSON: Good morning.

2 THE REPORTER: Going on record. It is 10:08.

3 MS. GIBSON: Good morning. My name is Nannette
4 Gibson. I am the Chief of Operations for the Maryland Transit
5 Administration.

6 I would like to welcome you to the Pre-Bid Conference
7 for Solicitation entitled, "Sweeping and Cleaning Services for
8 MTA's Light Rail Park and Ride Lots." Contract Number is T-
9 8000-0442.

10 Has everyone signed the attendance sheet?

11 UNIDENTIFIED PERSON: Yes.

12 MS. GIBSON: Thank you.

13 This conference is being recorded and I ask that you
14 Please state your name and your firm clearly. I would like for
15 the MTA staff to introduce themselves and then the vendors.

16 MS. SMITH: Rochelle Smith, Light Rail Facilities
17 Maintenance.

18 MR. MORRIS: David Morris, Light Rail Operations.

19 MR. BARRAZO: Carlos Barrazo, Colossal Contractors.

20 MS. GIBSON: Okay.

21 MR. ITULA: Francis Itula, Merit Investment and
22 Logistics.

23 MS. GIBSON: Okay. Welcome.

24 Everyone has received a copy of the Invitation for
25 Bid. I would like to go over a couple of key items and then

1 I'll turn the meeting over to the Project Manager to go over the
2 Scope of Work.

3 Notice to Vendor/Contractor. This we call, "No Bid
4 Notice." And it's after the Table of Contents in your
5 Solicitation. This is a very important document if you decide
6 not to bid. I would like to know the reason for not bidding. I
7 ask that you complete this form and return it to me if you
8 decide not to bid.

9 The purpose of the Invitation for Bid is to award a
10 contract to a qualified contractor who can provide equipment,
11 labor, fuel, tools, and supervision necessary to sweep, clean
12 for the Light Rail Park and Ride lots. The contractor shall
13 ensure that the sweeping and cleaning services are performed
14 once a month during the length of the contract.

15 This is a Small Business Reserve contract and it's
16 designated for small businesses.

17 The State reserves the right to make an award by item,
18 group of items or the total bid if it's in the best interest of
19 the MTA and the State.

20 Administrative Information. I am responsible for this
21 Solicitation. I am your sole point of contact for any matters
22 related to this Solicitation. If you have any questions or
23 concerns, please direct them to me. All questions must be in
24 writing. Administrative information is how you get in touch
25 with me. It's in the Solicitation and it's in the Section 1,

1 Item C.1. And that's all my contact information.

2 Are there any questions?

3 [There were no questions.]

4 MS. GIBSON: All inquiries must be directed to me by
5 the due date which is *Thursday, July 17th by 4 p.m.*

6 Bid Submission. Bids must be submitted no later than
7 **2 p.m. on Thursday, July 31st.** Bidders shall complete and submit
8 their bids as required on the Bid Form that's in Section 4 of
9 the IFB. The MTA only accept hard copies.

10 The term of the contract is for three (3) years from
11 the start date stated in the Notice to Proceed.

12 If it becomes necessary to revise the IFB before the
13 due date for bid, an addendum to the IFB will be posted on the
14 MTA's website. Bidder's shall acknowledge the receipt of all
15 addendas in the Transmittal Letter of the Bid. The Transmittal
16 Letter is located in the Section 4, page 3.

17 Cancellations and Rejections of Bids. The State
18 reserve the right to cancel the IFB according to COMAR
19 Regulations 21.06.02.02.

20 Accepting Terms and Conditions. By submitting a bid,
21 respond to the IFB, Bidders shall be deemed to have accepted all
22 terms and conditions set forth in the IFB and Attachment D, the
23 General Conditions for the Maintenance Contracts.

24 The IFB will be incorporated by reference as a part of
25 the Solicitation.

1 Invoice Submission Requirements. The contractor shall
2 submit on a monthly basis an invoice for service performed,
3 completed and accepted by the MTA. Payments to the contractor
4 shall be made no later than 30 days after the MTA receipt of an
5 approved invoice.

6 Minority Business Affair. The MBE Participation goal
7 is fifteen percent (15%) with no sub goals. The Office of Fair
8 Practice is usually here to go over the MBE requirements for the
9 Solicitation. If you have any questions concerning the MBE
10 issues or forms, just give me a call and I will direct you to
11 the right person or I will show you exactly what to -- tell you
12 exactly what to do.

13 Insurance Requirements. The MTA reserve -- requires
14 the prime to have \$5 million dollars (\$5,000,000) of insurance
15 coverage.

16 Living Wage. That is Attachment 11. The Living Wage
17 Requirements is State Maryland law and we're asking that you
18 please read and fill out the Affidavit Agreement.

19 If you have any questions about the Living Wage or you
20 have any concerns, you can visit their website which is
21 dllr.maryland.gov.livingwage.

22 This contract is a Tier 1.

23 Performance Bonds. This IFB is required to have a
24 Performance Bond that equals 10 percent (10%) of the total three
25 (3) year contract value.

1 The Performance Bond shall be in the form as specified
2 in the IFB. Addendum will be issued to provide you with the
3 language for the Performance Bond.

4 Are there any questions?

5 [There were no response.]

6 MS. GIBSON: Okay. Well now the meeting's open for
7 questions related to the Scope of Work.

8 I ask that you state your name and your firm clearly,
9 and now I'll turn it over to the Project Manager to go over --
10 to reference the Scope.

11 MR. MORRIS: Okay. My name is David Morris. Scope of
12 Work entail 13 Light Rail parking lots, roadways, and entrance
13 ways. We require the contractor to have a minimum of two
14 sweepers because you know men break down, and take down the
15 (indiscernible) so we want to make sure you guys can man the
16 job, so we need to make sure you guys have at least two
17 sweepers.

18 The work will be -- take place from 11 p.m. at night
19 until 5 a.m. in the morning. That's the period of time that we
20 can use you guys to sweep the parking lot because our vendors --
21 patrons park illegal and the parking lot is empty from that
22 time.

23 Okay? You got a question?

24 MS. GIBSON: State your name.

25 MR. BARRAZO: I'm Carlos from Colossal Contractors. I

1 think I raised the -- the job is supposed to be done Saturday
2 and Sunday --

3 MR. MORRIS: Saturday and Sunday. It can be done on
4 Saturday and Sunday because that's the longest period of time
5 that we have. Saturdays and Sundays we basically -- during the
6 week, we shut down for like two hours, so Saturday and Sunday
7 gives us the longest period of time.

8 MR. BARRAZO: Oh, okay.

9 MR. MORRIS: Saturday and Sunday --

10 MR. BARRAZO: To midnight and 5 a.m.?

11 MR. MORRIS: Yes.

12 MR. BARRAZO: So from Friday midnight to 5 a.m. on
13 Saturday?

14 MR. MORRIS: Saturday midnight all the way into Sunday
15 morning, our system will be shut down until eight o'clock in the
16 morning.

17 MR. BARRAZO: Okay.

18 MR. MORRIS: So it will be no later than 8 you will be
19 able to sweep.

20 MR. BARRAZO: One day you don't -- you don't do it one
21 to other. It's got to be done each day on the weekends.

22 MR. MORRIS: Yeah. That's why it made me put we need
23 to have like two sweepers, one do the north and one do the south
24 --

25 MR. BARRAZO: Yeah.

1 MR. MORRIS: -- you know, so.

2 MR. BARRAZO: Yeah. Because the time frame is between
3 Saturday --

4 MR. MORRIS: Uh-huh.

5 MR. BARRAZO: -- and Sunday.

6 MR. MORRIS: Yeah.

7 MR. BARRAZO: So each weekend we only have 10 hours
8 because Monday it start back at what time?

9 MR. MORRIS: It start back Monday -- Monday morning at
10 five o'clock in the morning.

11 MR. BARRAZO: So we -- okay.

12 MR. MORRIS: So -- so Saturday night, you start
13 sweeping Saturday night at 11 o'clock. You got to do 11 to
14 eight o'clock Sunday morning.

15 MR. BARRAZO: Oh, okay.

16 MR. MORRIS: Okay. So you got 12 -- so we start --

17 MR. BARRAZO: -- Eight o'clock Saturdays and Sundays.

18 MR. MORRIS: We start revenue service late like 10
19 o'clock. So --

20 MR. BARRAZO: Ten o'clock. Okay. All right.

21 MR. MORRIS: Any more questions?

22 MR. ITULA: Yeah. My name is Francis Itula from Merit
23 Investments. My question is the job is supposed to be done say
24 once a month? And if that is the case, when we're talking about
25 Saturday, Sunday, is this Saturday, Sunday once a month or every

1 Saturday, Sunday?

2 MR. MORRIS: We give you a period each from Saturday
3 to Sunday to sweep. Right now, the schedule that we have, the
4 contractors sweep, I think, all those lots. All those lots are
5 swept in one weekend.

6 MR. ITULA: Okay.

7 MR. MORRIS: So, all -- all the 13 lots are swept in
8 one weekend. So one weekend out of each month they can be done.
9 They're not -- all lots are not dirty, but they are obviously
10 filthy. They're not -- we have contractors who clean them each
11 day. But this way what you're doing is cleaning the soot and
12 the small debris.

13 If you -- if you want to visit one of our lots, you
14 can. You can stop by one of our lots and just do a site visit
15 because they're open to the public.

16 MR. ITULA: Okay.

17 MR. BARRAZO: Question. Carlos from Colossal. Right
18 now, you have -- I did visit each lot and the last time this bid
19 went out --

20 MR. MORRIS: Yes.

21 MR. BARRAZO: -- was last year, no?

22 MR. MORRIS: No. Like four years ago.

23 MR. BARRAZO: Four years ago?

24 MR. MORRIS: Yeah.

25 MR. BARRAZO: I don't know. It probably was last year

1 or I did the year before and I ride all the lots in one day.

2 MR. MORRIS: Good. Okay.

3 MR. BARRAZO: So if I try to like have the print out
4 even I try to bid it or --

5 MR. MORRIS: -- I don't know. I wouldn't tell you
6 that.

7 MR. BARRAZO: Okay.

8 MR. ITULA: One more question. We have about seven
9 lots here if not more. I was wondering by the locations of the
10 lots --

11 MR. MORRIS: Uh-huh.

12 MR. ITULA: -- how possible it was to do the cleaning
13 and sweeping that's in weekend to be able to complete all the
14 lots since they're not within the same area.

15 MR. MORRIS: Okay. From past practice, these lots are
16 cleaned from 11 to 5. If there's an issue with not cleaning
17 them during that period of time, then we need to know. We have
18 some short period winter week that we can get.

19 MR. ITULA: Okay.

20 MR. MORRIS: Our system night time during the week,
21 the system closes at like 12 and open up at 5. But during the
22 weekend there are less people parking in the lot.

23 MR. ITULA: Okay.

24 MR. MORRIS: Maybe some people like leave their cars
25 there. So, you know, on the weekend, a lot of people still have

1 their cars there.

2 Another thing is that all lots are basically north and
3 south. There's one lot central, there's no barrier. All lots
4 are north and south.

5 MR. ITULA: Okay.

6 (Pause in proceeding)

7 MS. GIBSON: Are there any other questions?

8 [There was no response.]

9 MS. GIBSON: You want to say something else about the
10 lots?

11 MR. MORRIS: All trash and debris that are removed
12 from the lots, we need to make sure we have the ticket because
13 we need to make sure if you dump it somewhere, we need to know
14 where you dump it at because most times those debris can be
15 toxic because of cars, oil and stuff. So we need to make sure
16 each month when you remove those debris, you have to show us
17 some kind of deposit tickets where you dump those trash at.

18 MR. BARRAZO: Question. Carlos from Colossal. In the
19 case, for example, the company that I had been -- work with, we
20 had dumpster all the time in the facilities. When we park the
21 trucks, we had dumpsters.

22 MR. MORRIS: So when you dump, you dump -- when you
23 dump, you dump trash?

24 MR. BARRAZO: Yeah.

25 MR. MORRIS: Where do you dump your trash in the

1 dumpster?

2 MR. BARRAZO: All I know is Risk Management take care
3 of it.

4 MR. MORRIS: Okay. I will need to see a ticket from
5 Risk Management to make sure it's not dumped into someone's
6 backyard or somewhere.

7 MR. BARRAZO: Oh, okay. We can provide tickets, so
8 it's not a problem.

9 MR. MORRIS: Next thing, water for your sweepers. We
10 don't provide water for your sweepers, so you'll have to pull up
11 somewhere to get water for your sweepers.

12 MR. BARRAZO: Okay.

13 MS. GIBSON: That's it? Any other questions?

14 [There was no response].

15 MS. GIBSON: Okay. Now, I'll turn it over to Office
16 of Fair Practice to go over your MBE form which is Attachment 15
17 if I'm not mistaken.

18 MR. BROWN: Good morning. My name is Gary Brown,
19 Compliance Officer with the Office of Fair Practices. I have
20 some information I just need to provide to you in regards to our
21 forms. And if there are any questions, you can ask them later
22 or I think they will be in writing or you can contact the
23 Procurement Officer.

24 This is Contract T-8000-0442. Okay, and the
25 percentage -- MBE percentage is fifteen (15)?

1 MS. GIBSON: Fifteen percent (15%).

2 MR. BROWN: Fifteen percent (15%)? Okay.

3 MBE Requirements. The following are part of the MBE
4 requirements for this project. MDOT MBE Form A is due at the
5 time of bid submission. If the bidder fails to accurately
6 complete and submit the Affidavit as required, the bid shall be
7 deemed non-responsive. MBE Form A is a certified MBE
8 Utilization and Fair Solicitation Affidavit which is your
9 commitment and understanding of the overall MBE Participation
10 goal.

11 MDOT MBE Form B is also due at the time of bid
12 submission. If the bidder fails to accurately complete and
13 submit Part II and III with the bid as required, the bid shall
14 be deemed non-responsive. MBE Form B is the MBE Participation
15 Schedule which lists the certified MBE firms that you will be
16 utilizing. It is important that you engage the MBE firms as
17 early as you would engage any other supplier or subcontractor or
18 vendor. All MBE firms listed on the MBE Form B must be
19 certified at the time of bid submission to perform a specific
20 scope of work.

21 For that information, please visit MDOT website to
22 access the electronic MBE Directory for a complete lists of
23 certified firms. You can find that at www.mdot.maryland.gov.

24 If you are notified that you are the apparent awardee
25 or requested by the Procurement Officer, you must submit MDOT

1 MBE Form C and D within 10 business days of receiving such
2 notice.

3 MBE Form C is the Outreach Effort Compliance
4 Statement. MBE Form D is the Subcontractor's Project
5 Participation Statement. Again, those forms are in the packet.
6 It is mandatory that you obtain signatures on Form D from the
7 participating MBE listed on Form B.

8 The sixty percent (60%) rule supplied items apply as
9 well. When calculating your goal, you may count the entire
10 expenditure of the certified business supplier that manufactures
11 or produce goods from raw materials or substantially alter goods
12 before resale. However, you may only count sixty percent (60%)
13 of the expenditures of the certified supplier who are not
14 manufacturers. For example, you spend \$10,000 on office
15 supplies. Six thousand dollars (\$6,000) would be the amount
16 counted towards the MBE participating goal. Additionally, the
17 MBE certified supplier may not exceed sixty percent (60%) of the
18 entire contract goal.

19 Requesting a waiver. Per COMAR guidelines 21-
20 11.03.11, if you believe a firm cannot achieve the established
21 overall goal or sub-goal, you have the right to request a
22 waiver. The request should be indicated in your initial bid
23 package on MBE Form A. The waiver request must be in writing
24 and submitted within 10 days following the notification of your
25 firm apparent awardee or low bidder. Your waiver request must

1 include the following documentation: 1) Detailed statements of
2 the efforts made to select portions of work proposed -- to be
3 performed by certified MBE's including the work to be performed
4 by each MBE classification if any sub-goals apply; 2) Detailed
5 statements of efforts made to contact and negotiate with
6 certified MBE's; 3) For each certified MBE that placed a
7 quotation or offer that was not acceptable to the bidder or the
8 offeror, a detailed statement of the reason for this conclusion;
9 4) a list of MBE's that were found to be unavailable which shall
10 be accompanied by an unavailability certificate or a statement
11 from the apparent successful bidder or offeror that the MBE
12 refused to give written verification, and item 5) If the bidder
13 or offeror requests a waiver of the sub-goal, a detailed
14 statement as to the bidder or offeror efforts to meet the
15 overall goal with other MBE classifications. And finally, note,
16 your request for a waiver with all supporting documentations
17 will be reviewed by the Office of Fair Practices and a
18 determination will be provided to our office -- our Procurement
19 office.

20 Okay. That's it.

21 MS. GIBSON: Okay. Any questions?

22 [There was no response].

23 MS. GIBSON: Okay. Please remember to submit your
24 questions to me by *Thursday, July 17th by 4 p.m.* Bids are due
25 **Thursday, July 31st by 2 p.m.** and it's a public bid opening. It

1 will be held here on the 7th floor in Room 742. And if you don't
2 have any questions, I thank you for coming and have a great day.

3 VARIOUS SPEAKERS: Thank you.

4 MS. GIBSON: Can I have your business cards? I don't
5 have any.

6 MR. ITULA: I don't have mine here.

7 MS. GIBSON: Okay.

8 THE REPORTER: Okay. We're going off record at 10:44
9 [a.m.]

10 MS. GIBSON: Okay. Thank you.

11 (Pre-Bid Meeting was concluded)

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CERTIFICATE OF TRANSCRIBER

1
2 I, hereby, certify that the Maryland Department of
3 Transportation, Maryland Transit Administration Pre-Proposal
4 Conference for Contract Number T-8000-0442 held at 6 St. Paul
5 Street in Baltimore, Maryland on July 10th, 2014 was recorded by
6 means of electronic sound recording.

7 I further certify that, to the best of my knowledge,
8 that the foregoing pages represent a complete and accurate
9 transcript of the electronic sound recording of the conference
10 as transcribed by me.

11 I further certify that I am neither an employee of MTA
12 or relative to any party, herein, and that I have no interest in
13 the outcome of this Solicitation and subsequent award.

14 In witness whereof, I have affixed my signature this
15 21st day of July, 2014.

16 By: 
17 Lisa P. Campbell
18 Transcriber
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22
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24
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