MTA Maryland

MARYLAND TRANSIT ADMINISTRATION

MARYLAND DEPARTMENT OF TRANSPORTATION
Martin O'Malley, Governor • Anthony G. Brown, Lt. Governor
Beverley K. Swaim-Staley, Secretary • Ralign T. Wells, Administrator

**MEMORANDUM**

TO: Holders of Contracts Documents

FROM: Nannette C. Gibson, Procurement Administrator
Maryland Transit Administration
Procurement Division
6 Saint Paul Street, 7th Floor
Baltimore, Maryland 21202-1614

SUBJECT: Addendum No. 1
Invitation for Bids (IFB) for
Contract No. T8000-0359, 0360 & 0361
LIGHT RAIL SNOW AND ICE REMOVAL FOR
NORTHERN, CENTRAL, SOUTHERN REGIONS

DATE: March 1, 2012

**Issued herewith and effective this date is Addendum No. 1. The Bidder shall include acknowledgement of receipt of this Addendum in accordance with Section 1, Item #12 of this IFB and reported on the BID FORM INCLUDING UNIT PRICE SCHEDULE, Section IV, Item # 9, Page 3 of 8.**

**ITEM ONE:**

- **The due date, location and public opening of "sealed bids" remain unchanged, as originally stated in the IFB:** "All bids must be received, no later than 2:00 P.M. (Eastern Standard Time), on March 14, 2012".

**ITEM TWO:**

On Thursday, February 23, 2012, the MTA conducted a Pre-Bid Conference at the MTA's Facilities Maintenance Light Rail Division Headquarters located at 344 West North Avenue, Baltimore, Maryland 21217. The following is list of attendees.

**Attendees:**

**Ms. Nannette Gibson, MTA Procurement Officer**
**Mr. David B. Morris, MTA Superintendent, Facilities Maintenance Light Rail**
**Ms. Paula Cullings, MTA Office of Fair Practices**
**Mr. Hisel Brown, MTA Office of Fair Practices**
**Mr. Cleveland Hamilton, Complete Commercial Maintenance**
**Mr. Elvis Gutierre , EMG Services, LLC**
**Mr. Rand Johnson, Johnson's Total Services**
**Ms. Pearlie Ewell, Johnson's Total Services**
**Mr. Lynwood Keene, Keene Cut Lawn Service, Inc.**
**Mr. Efren Keene, Keene Cut Lawn Services, Inc.**
**Ms. Brenda Carter, Tote-It, Inc.**

**ITEM THREE:**

THE FOLLOWING PAGE/SECTION TO THE IFB IS REVISED AS INDICATED:

- SECTION IV BID FORM (INCLUDING UNIT PRICE SCHEDULE)– (SEE REVISED PAGE ATTACHED – CHANGE IS IN *ITALICS)*

**ITEM FOUR:**

- **QUESTIONS/INQUIRES/MTA RESPONSES:**

**Question # 1:**

Can you please provide me with the cost to the county last year as well as a copy of the previous contract for inspection?

**MTA Response:**
**In order to provide your request this information your requesting must be on your company's letterhead because you are asking for a Public information Action. The letter will be forwarded to our legal department for review and approval.**

**Question # 2**

I don't believe there is any bonding required, however can you confirm?

**MTA Response:**

**No, this IFB does not require bonding.**

**Question # 3**

Is there a "local" vendor preference?

**MTA Response:**

**No.**

**Question # 4**

Are email bids acceptable?

**MTA Response:**

**The MTA only expert hardcopy's**

**Question # 5**

Can you explain the over-time, once 12hours has been worked? I understand that after 12 hours over-time takes places, but it also states that 8 hours of straight time:

**MTA Response:**

**The first 12 hours will be paid as straight time.**
**Then the next 8 hours will be paid as over time, at time and half.**
**Then the next 8 hour will be paid as straight time.**

**Question # 6**

**If the same contractor is bidding on all locations, does all necessary paperwork needed to be filled out in triple form or can the BID FORMS be attached for the 3 locations in on package?**

**MTA Response:**

**These contracts are three (3) individual contracts. Please label them in that order. What every contract you are bidding on label that package and provide all the documents that are required in the IFB.**

**Question # 7**

Are there an estimated number of over-time hours?

**MTA Response:**

**Yes**

This procurement has been designated for the **Small Business Reserve Program**. Only certified small businesses can bid on this procurement and be awarded the contract that results from this IFB.

**The recommended MBE Subcontract Goal is <u>30%</u> with no-subgoals. By submitting a response to this solicitation, the bidder agrees that this dollar amount of the contract will be performed by certified minority business enterprises.**

MBE Subcontractors not certified by the MDOT **<u>will not</u>** be accepted.

**A bidder who is certified as a Minority Business Enterprise and awarded the contract that results from this IFB is not exempt and must still meet the MBE subcontract goal for this IFB with certified MBE subcontractors as detailed in this IFB.**

The information issued with this Addendum will become part of the contract awarded to the successful bidder. If you have any questions regarding this Addendum, please contact me at 410-767-0813 or by e-mail at ngibson@mta.maryland.gov

Nannette C. Gibson

Nannette C. Gibson
Procurement Administrator
MTA Procurement Division

cc: Contract File

BID FORM

**MARYLAND TRANSIT ADMINISTRATION**

**CONTRACT NO. T-8000-0359**

**LIGHT RAIL SNOW AND ICE REMOVAL FOR THE NORTHERN REGION**

**SECTION IV:**

BID FORM

FOR

T8000-0359

LIGHT RAIL SNOW AND ICE REMOVAL FOR THE NORTHERN REGION

TO: MARYLAND TRANSIT ADMINISTRATION
ATTN: CONTRACT ADMINISTRATION DEPARTMENT
6 ST. PAUL STREET, 7TH FLOOR
BALTIMORE, MD 21202-1614

BID OPENING DATE: _____

BID OPENING TIME: 2:00 P.M.

BID OF: _____
(Bidder's Name)

Vendor:

1. This bid is hereby submitted to the Maryland Transit Administration (hereinafter sometimes called the "Administration") in response to SOLICITATION INFORMATION AND INSTRUCTIONS dated._____.

2. The UNDERSIGNED has thoroughly examined, acknowledges receipt of, and is familiar with the Contract Documents as well as the various instructions, information, and requirements covering the same, all as mentioned herein and in said SOLICITATION INFORMATION AND INSTRUCTIONS.

3. In compliance with said SOLICITATION INFORMATION AND INSTRUCTIONS the undersigned hereby propose to furnish all labor, equipment, and materials and perform all work described in and in strict accordance with the provisions of the Contract Documents for the consideration of the Unit Prices, total price and list less percentage, listed in the

attached Bid Form, and agrees that upon Notice of Award, within ninety (90) calendar days after the date of opening of bids, unless mutually extended, he will within 10 calendar days after receipt of the prescribed forms, execute the Contract.

4. The UNDERSIGNED agrees and understands that the time of completion is as specified in the specifications, unless the completion dates are extended as provided for in the Contract Documents.

5. The UNDERSIGNED hereby certifies that the _____ (Bidder's Name) / /is, / / is not (CHECK ONE) included on the GSA List of Parties Excluded from Procurement.
**AND**
The UNDERSIGNED hereby certifies that the _____ (Bidder's Name) / /is, / / is not (CHECK ONE) included on the List of Contractors suspended or Debarred from Contracting with the State of Maryland.

6. PARENT COMPANY

   a. The UNDERSIGNED represents that it / /is, / /is not, (CHECK ONE) OWNED OR CONTROLLED BY A parent company. For this purpose a parent company is defined as one which either owns or controls the activities and basic business policies of the UNDERSIGNED. To own another company means the parent company must own at least a majority (more than 50 percent) of the voting rights in that company. To control another company such ownership is not required; if another company is able to formulate, determine or veto basic business policy decisions of the bidder, such other company is considered the parent of the bidder. This control may be exercised through the use of dominant minority voting rights, use of proxy voting, contractual arrangements, or otherwise.

   b. If UNDERSIGNED is owned or controlled by a parent company, insert in the space below the name and main office address of the parent company.

   _____
   Name

   _____
   Address

7. ARREARAGES

By submitting a response to this solicitation, the undersigned shall be deemed to represent that it is not in arrears in the payment of any obligations due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so arrears

during the term of the contract if selected for contract award.

8. CERTIFICATION OF NON-MARYLAND CORPORATION (FOREIGN CORPORATION)

   a. A corporation not incorporated in the State of Maryland is considered to be a foreign corporation and, therefore, is required to be registered with the Maryland State Department of Assessments and Taxation if awarded this contract.

   b. Where a foreign corporation is currently registered with the Department of Assessments and Taxation, such a bidder shall submit with his bid a copy of the department's certification of his registration or qualification acknowledgement.

   c. If a foreign corporation is not currently registered, such a bidder shall submit with his bid his certification that, if notified of his apparent award of the contract, he will register with the Maryland State Department of Assessments and Taxation and provide a copy of the departments certification of his registration or qualification acknowledgement along with the executed contract.

9. The UNDERSIGNED acknowledges receipt of the following addenda to the Bid Documents (Give the number and date of each).

   Addendum No. _____ dated_____

   Addendum No. _____ dated_____

   Addendum No. _____ dated_____

   Addendum No. _____ dated_____

   Failure to acknowledge receipt of all addenda may cause the bid to be considered not responsive to the invitation, which would require rejection of the bid.

10. Documents to be included with the Bid Form:

    A. Bid Form Including Unit Price Schedule (Section IV of this IFB)

    B. Bid/Proposal Affidavit (**Attachment 1 of this IFB**)

    C. Conflict of Interest Form (**Attachment 5 of this IFB**)

D. Experience and Reference Form (**Attachment 10 of this IFB**)

E. Living Wage Requirement of Affidavit Agreement (**Attachment 11 of this IFB**)

F. Small Business Contract Affidavit (**Attachment 13 of this IFB**)

G. MDOT MBE Form A State-Funded Contracts (Bids Only) Certified MBE Utilization and Fair Solicitation Affidavit (**Attachment 12 of this IFB**)

H. MDOT MBE Form B State-Funded Contracts (Bids Only) MBE Participation Schedule (**Attachment 12 of this IFB**)

**MARYLAND TRANSIT ADMINISTRATION**
**CONTRACT NO. T-8000-0359**
**LIGHT RAIL SNOW AND ICE REMOVAL FOR THE NORTHERN REGION**

| Item & Description | Unit Price - A | Unit Price -B | Unit Price - C | Unit Price - D | Unit Price -E |
|---|---|---|---|---|---|
| | 1ST YEAR | 2ND YEAR | 3RD YEAR | 4TH YEAR | 5th YEAR |
| **STRAIGHT TIME** | | | | | |
| 1. ***Snow & Ice Removal Crew*** | **1,400 X Rate* | **1,400 X Rate* | **1,400 X Rate* | **1,400 X Rate* | **1,400 X Rate* |
| | | | | | |
| A. Supervisor | $ | $ | $ | $ | $ |
| B. Worker | $ | $ | $ | $ | $ |
| C. Flagger | $ | $ | $ | $ | $ |
| ***Sub-Total** | $ | $ | $ | $ | $ |
| | | | | | |
| **OVER TIME** | | | | | |
| 2. ***Snow & Ice Removal Crew*** | ** 700 X Rate* | ** 700 X Rate* | ** 700 X Rate* | ** 700 X Rate* | ** 700 X Rate* |
| | | | | | |
| A. Supervisor | $ | $ | $ | $ | $ |
| B. Worker | $ | $ | $ | $ | $ |
| C. Flagger | $ | $ | $ | $ | $ |
| ***Sub-Total** | $ | $ | $ | $ | $ |
| | | | | | |
| **TOTAL COST EACH YEAR** | **$** | **$** | **$** | **$** | **$** |

* Total Contract Cost- Columns A through E = Total $ dollar amount for five (5) years. $_____

*Estimated crew hours per yearly snow period equals 1400 hours.
*Estimated crew hours for snow period overtime equals 700 hours.
*Each truck shall have three (3) employees at all times (this called a crew).
*Sub-Total equals the estimated hours X hourly rate for each crew member.
***Note:** Overtime will start after the first twelve (12) hours of work.

BID FORM

MARYLAND TRANSIT ADMINISTRATION

CONTRACT NO. T-8000-0359

LIGHT RIL SNOW AND ICE REMOVAL FOR THE NORTHERN REGION

**TOTAL UNIT PRICE FOR FIVE YEARS:**

**YEAR ONE (1) UNIT PRICE = $_____**

**YEAR TWO (2) UNIT PRICE = $_____**

**YEAR THREE (3) UNIT PRICE = $_____**

**YEAR FOUR (4) UNIT PRICE = $_____**

**YEAR FIVE (5) UNIT PRICE = $_____**

**Grand Total**

**TOTAL FOR ALL FIVE (5) YEARS: = $_____**
**Year 1+2+3+4+5 = Grand Total**

# BID FORM

A. CORPORATION BID:

_____
Name of Corporation

_____
State in which Incorporated

_____
Business Address

_____
Telephone

Attest:

_____
Secretary

_____
Print Name

By:

_____
President or Vice President

_____
Print Name

B. PARTNERSHIP BID:

_____
Name of Partnership

_____
Business Address

_____
Telephone

Names of each Partner:

_____

_____

_____

Witness:

_____

By:

_____
Signature

_____
Print Name

# BID FORM

BID FORM

C. INDIVIDUAL BID

_____
Name

_____
Business Address

_____
Telephone

Witness:

By:

_____
Print Name

_____
Signature

_____
Print Name

PRE-BID CONFERENCE ATTENDANCE
CONTRACT NO. T-8000-0359, 60 & 61
LIGHT RAIL SNOW AND ICE REMOVAL FOR NORTHERN, SOUTHERN AND CENTRAL REGIONS
February 23, 2012 @ 10:00 AM.

| CONTACT PERSON | NAME OF FIRM | TELEPHONE/FAX NO. | E-MAIL |
|---|---|---|---|
| Nannette C. Gibson | Maryland Transit Administration | 410-767-0813/410-767-4810 | ngibson@mta.maryland.gov |
| Cleveland Hamilton | Complete Commercial Maintenance | 410-800-4211<br>410-900-5282 | Cleveland@CompleteCommercialMaintenance.com |
| Elvis Gutierrez | EMG Services, LLC | 240 558 3298<br>301 404 1489 | elvisemgservice@aol.com |
| [illegible] Johnson | Johnson's Total Service | 410-225-9296 | jtotalservicse@verizon.net |
| Charlie Ewell | Johnson's Total Service | 410-225-9296 | jtotalservicse@verizon.net |
| Paula Cullings | MTA-OFP | 410-767-3934 | PCullings@MTA.Maryland.gov |
| Hisel Brown | MTA-OFP | 410 767-5717 | |
| LYNWOOD E. KEENE | MTA-OFF | 410-768-0728 | KEENE[illegible] |
| Brenda Carter | TOTE-IT INC | 410 669-0999 | TOTEITINC@Comcast.NET |
| Efrem Keene | KEENECUT@AOL. | 410 768-0728 | KEENECUT@AOL.com |