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".

6 Saint Paul Street • Baltimore, Maryland 21202-1614 • TTY 410-539-3497 • Toll Free 1-866-743-3682

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 30% 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 **will not** 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-8000-0361

LIGHT RAIL SNOW AND ICE REMOVAL FOR THE SOUTHERN REGION

SECTION IV:

BID FORM

FOR

T8000-0361

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**)

MARYLAND TRANSIT ADMINISTRATION
CONTRACT NO. T-8000-0361
LIGHT RAIL SNOW AND ICE REMOVAL FOR THE SOUTHERN 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 equals1400 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-8000-0361

LIGHT RAIL SNOW AND ICE REMOVAL FOR THE SOUTHERN 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:

_____
Print Name

By:

_____
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 410-900-5282	Cleveland@CompleteCommercialMaintenance.com
Elvis Gutierrez	EMG Services, LLC	240 558 3298 301 404 1489	elvisemgservice@aol.com
[illegible] Johnson	Johnson's Total Service	410-225-9296	jtotalservices@verizon.net
Charlie Ewell	Johnson's Total Service	410-225-9296	jtotalservices@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 CUT LANDSCAPE
Brenda Carter	TOTE-IT INC	410 669-0999	TOTEITINC@comcast.NET
Efrem Keene	KeeneCUT@AOL.	410 768-0728	KeeneCUT@AOL.com