



MARYLAND TRANSIT ADMINISTRATION

MARYLAND DEPARTMENT OF TRANSPORTATION

Martin O'Malley, Governor • Anthony G. Brown, Lt. Governor
James T. Smith, Jr., Secretary • Robert L. Smith, Administrator

MEMORANDUM

TO: All Planholders

FROM: Maryland Transit Administration
Procurement Division
6 Saint Paul Street, 7th Floor
Baltimore, Maryland 21202-1614

SUBJECT: **Clarification Questions and Answers - No. 2**
Contract No. T8000-0438
BUS SHELTER REPAIR AND MAINTENANCE

DATE: October 07, 2014

Issued herewith are answers to questions put forward by potential bidders at the pre-bid conference held on September 19, 2014. In accordance with Section 1, Item 1.17 of this Invitation For Bids (IFB), prospective bidders shall acknowledge receipt of all addenda to this IFB in the Transmittal Letter accompanying their bids.

Question #1: Why would a performance bond be needed, when we are invoicing per unit and the average invoice will be 90% of the time will be less than a \$1000.00. The other 10% is generally is less than \$3000.00

MTA ANSWER: As stated in the IFB, a performance bond is a requirement for this contract.

A handwritten signature in black ink, appearing to be "John Alozie", written over a horizontal line.

John Alozie
Procurement Officer



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Procurement Division
6 Saint Paul Street, 7th Floor
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SUBJECT: **Clarification Questions and Answers**
Contract No. T8000-0438
BUS SHELTER REPAIR AND MAINTENANCE

DATE: September 29, 2014

Issued herewith are answers to questions put forward by potential bidders at the pre-bid conference held on September 19, 2014. In accordance with Section 1, Item 1.17 of this Invitation For Bids (IFB), prospective bidders shall acknowledge receipt of all addenda to this IFB in the Transmittal Letter accompanying their bids.

Question #1: Clarify what work should be done to the shelters.

MTA ANSWER: The maintenance will included but not limited to the removal and replacement of broken/damaged glass and Plexiglas windows and roofs, metal post, benches, advertisement doors and panels, purchase and installation of new shelters, relocation and temporary removal, emergency repairs and clean up, and new concrete shelter pads.

Question #2: Are the vendor to keep items stock in their inventory (i.e. a replacement shelter takes about 4 weeks to be delivered from Canada)

MTA ANSWER: The MTA may at anytime provide parts to maintain shelters but unless otherwise instructed the contractor is required to provide all material which will require the contract to maintain a parts inventory. The contractor is required to respond within three hours, prompt attention and repair of each shelter is expected to be completed immediately.

Question #3: When does billing begin? (Is travel time allowed to be included in the total hours)

MTA ANSWER: No, the contractor is not allowed to charge labor for travel time to and from job sites. Contractor may only bill for actual time worked.

Question #4: Explain maintenance (i.e. Snow removal, trash/cleanup, etc)

MTA ANSWER: Other than any debris from damaged shelters or shelter maintenance the contractor will not be providing and cleaning service or snow removal.

Question #5: Does MTA supply any of the materials need to repair/replace shelters

MTA ANSWER: Per the scope of work, MTA reserves the right to supply any/all parts but, unless stated otherwise, the contractor is responsible for all parts.

Question #6: Provide an estimate of the amount of work (how many people are needed for the maintenance and repair).

MTA ANSWER: The MTA has no accurate estimate. The previous contract was for 150 shelters, this contract is for 450 shelters. Depending on the task and type of repair the previous contractor normally used a two man or a three man crew. It is unknown how many crews were used at the same time. In addition to scheduled task the contractor may be contacted as few as one or two times per week and as much as 10 or 12 times per week to repair shelters. The contractor must have sufficient manpower to respond within the three hours.

Question #7: How much of a mark-up is the contractor allowed.

MTA ANSWER: 10 percent



John Alozie
Procurement Officer