

“How to Win a Government Bid and Avoid Fatal Flaws”

November 13, 2017

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Maryland Department Of Transportation

Maryland Aviation Administration OBJECTIVES

- ❑ Understanding the different procurement methods
- ❑ Highlight the key components of the bid process
- ❑ Common mistakes
 - Minor
 - Fatal flaws



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☐ Small Procurement

- Category 1 - \$0 - \$5,000
- Category 2 - \$5,000.01 - \$15,000
- Category 3 - \$15,000.01 - \$50,000

☐ Competitive Sealed Proposals

- The award is made to the responsible offeror whose proposal is most advantageous to the state, considering price and the evaluation factors set forth in the RFP



☐ A/E Act

- Specifically used for the Procurement of Professional Architectural and Engineering Services.

☐ Intergovernmental Agreements

- COMAR 21.05.09, a contract entered into by at least one governmental entity .
- Intended to promote efficiency and savings

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☐ Sole Source

- Only one source exists.

☐ Emergency

- A sudden, unexpected occurrence or situation that requires immediate action to prevent or mitigate serious damage to public health, safety and welfare.
- Normal procurement methods and procedures do not apply

☐ Expedited

- The use of this method is limited to Maryland Aviation Administration and Maryland Port Commission
- An urgent circumstance – requires Board of Public Works approval before use.



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☐ Preferred Providers

- Maryland Correctional Enterprises
- Blind Industries and Services of Maryland
- Community Service Provider – Certified Sheltered Workshop
- State must obtain goods and services from the preferred Providers or seek a waiver before going on the open market.

☐ Intergovernmental Corporative Purchasing

- When two or more governmental agencies aggregate their common requirements for purposes of maximizing economies of scale when soliciting bids/proposals. May piggyback if allowed.



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Commonly used Procurement Method

Competitive Sealed Bidding:

The award is made to the responsible bidder with a responsive bid that is the:

Lowest price



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Competitive Sealed Bidding

- ☐ Procurement Review Group - MBE Goal/SBR/Veteran/SBP
- ☐ Advertisement
- ☐ Pre-bid meeting
- ☐ Bid opening
- ☐ Successful bidder evaluation
 - Multi-Step
 - Multiple Award
- ☐ Board of Public Works Approval
- ☐ Notice to Proceed
 - ❖ **Maintenance: Renewals**
 - CPIs are applied
 - 8 months ahead of schedule
 - BPW or DCAR approval

Notice To Contractors

The Technical Provisions, Volume I of II; the General Provisions, Volume 1, 1st Edition; the Standard Provisions, Volume 1, 2nd Edition; and Bid Forms, Volume II of II are intended to describe and establish all requirements and standards for this construction Contract and shall be binding upon the parties signatory to the Contract. By submitting a bid for this Contract, the Contractor agrees to adhere to the requirements of all of these Provisions.

Sealed bids for the State of Maryland (State), Maryland Department of Transportation (MDOT), Maryland Aviation Administration (MAA) project entitled:

Terminal A/B Checked Baggage Inspection System at Baltimore/Washington International Thurgood Marshall Airport, Construction Contract No. MAA-CO-14-015 will be received at the MAA Office of Procurement, 7001 Aviation Blvd., 2nd Floor, Glen Burnie, Maryland 21061, May 14, 2017 at 02:00:00 PM Local Time

Title, Contract
No, time, and
location



All bids submitted on the date and time indicated above will be publicly opened and read aloud on:

May 14, 2014 at 02:10:00 PM Local Time at the MAA Office of Procurement
7001 Aviation Blvd., Glen Burnie, Maryland 21061

Use of UPS, U.S. Mail or other delivery services may delay delivery.
Hand or Commercial Delivery is recommended, and shall be delivered to:

Maryland Aviation Administration
Office of Procurement
7001 Aviation Blvd., 2nd Floor
Glen Burnie, Maryland 21061
Attn: Linda Dangerfield, CPPB

Bids sent by U.S. Postal Service shall be sent to:
Maryland Aviation Administration
Office of Procurement
P.O. Box 8766
BWI Airport, Maryland 21240-0766
Attn: Linda Dangerfield, CPPB

Delivery method



Positively **no bids will be received after May 14, 2017 at 02:00:00 PM** Local Time. Late bids, late requests for modifications, or late requests for withdrawal, will not be considered. MAA is not responsible for bids received late and will not receive any bids that are late if sent by U.S. Postal service or delivered by commercial delivery.

Late notice

In accordance with Code of Maryland Regulations (COMAR) 21.05.02.16, to receive a contract award, a vendor/offeror must be registered on eMaryland Marketplace (eMM) as a vendor. To register on eMM, go to the Department of General Services website at <https://emaryland.buyspeed.com>.



Description

The work under this contract includes, but is not limited to, **removal and replacement of two (2) checked baggage inspection systems. See paragraph GI-1.04 for additional description.**

Plans, Specifications and other contract documents may be examined without charge at MAA's Office of Procurement, 7001 Aviation Blvd., 2nd floor, Glen Burnie, Maryland 21061.

A CD containing Contract Drawings, Technical Provisions and Standard Provisions may be purchased for \$30.00. Payment should be made in the form of cash, credit card, check or money order made payable to the MAA. Requests for contract documents and payments by U.S. Postal Service should be sent to MAA's Office of Procurement, P.O. Box 8766, BWI Airport, Maryland 21240-0766.



Pre-bid meeting
and site visit

A Pre-Bid meeting will be held on :

April 24, 2016 at 10:00:00 am Local Time
Maryland Aviation Administration, Potomac River Conference Room, 7001 Aviation Blvd,
Glen Burnie MD 21061

A site Visit will be held immediately following the Pre-bid Meeting.

Attendance at the Pre-Bid Conference and the Site Inspection is not mandatory, but all interested bidders are encouraged to attend in order to facilitate better preparation of their bids. Attendance may also increase the bidder's understanding of, and ability to meet the State's Minority Business Enterprise (MBE) subcontractor participation goals.



The Bid, if over \$100,000.00, must be accompanied by a Bid Guaranty in the amount of five percent (5%) of the Bid Price in the name of the "State of Maryland".

Bonding and
affidavits

The Bid/Proposal Affidavit shall accompany the bid.

Performance and Payment Bonds in the amount of the Contract Price will be required of the successful Bidders.

A State Equal Opportunity Officer will be available to discuss the Minority Business Enterprise program.

A Veteran-Owned Small Business Enterprise (VSBE) subcontract participation goal of one percent (1%) of the total contract dollar amount has been established for this procurement

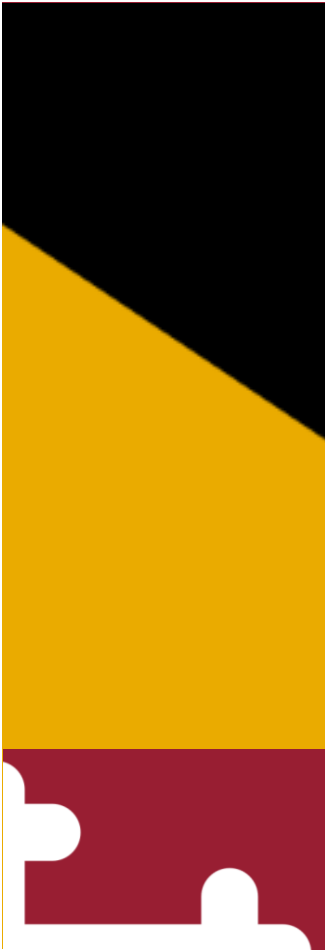
VSBE Goal



The MAA has established a minimum overall goal of 25% MBE participation of the total contract dollar amount of the Contractor's bid for this Contract, and minimum subgoals of 7% of total contract dollar amount to be allocated to certified minority business enterprise classified as African-American owned businesses and 4% of total contract dollar amount to be allocated to certified minority business enterprises classified as Asian owned businesses.



The Certified MBE/DBE Utilization and Fair Solicitation Affidavit and the MBE/DBE Participation Schedule must accompany the Price Proposal (Volume II, Part B). If an Offeror fails to submit these documents, the MAA shall deem the Proposal as not acceptable for award.



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MBE/DBE Program Requirements

MBE/DBE participation credit will only be given when the participating MBE/DBEs perform a commercially useful function.



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Commercially Useful Function

An MBE/DBE performs a commercially useful function when it is responsible for the execution of a distinct element of the work of the contract and carries out its responsibilities by actually performing, managing and supervising the work involved.



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MBE Prime Self-Performance

- When a certified MBE firm participates as a prime or as a joint venture, the work may be counted up to fifty-percent (50%) of the overall goal;
- Up to one hundred percent (100%) of not more than one of the subgoals may be counted.





MDOT Directory of Certified MBE and/or DBE firms

[BACK](#) | [EXIT](#)

Searching the Database

The MBE/DBE directory is updated daily. There are currently **4,380** certified firms participating in the program. All search results display in a fixed format and are downloadable as an XLS file on the result page.

Immediate Downloads (XLS files)

Download firms certified during the past [calendar year](#). Download the [entire directory](#).

Custom Search

Select single or multiple data fields for which you will provide search criteria. For convenience, [check all fields](#) or [clear all fields](#).

Minority Status	<input type="checkbox"/>
Firm Name	<input type="checkbox"/>
County (Maryland firms only)	<input type="checkbox"/>
Certification Number	<input type="checkbox"/>
Product or Service	<input type="checkbox"/>
NAICS Code	<input type="checkbox"/>
City	<input type="checkbox"/>
State	<input type="checkbox"/>
Street Address	<input type="checkbox"/>
Zip Code	<input type="checkbox"/>
Phone Number	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>

Next →





MDOT Directory of Certified MBE and/or DBE firms

[BACK](#) | [EXIT](#)

Custom Search

The system will search all 4,380 certified firms in the database. Separate keywords with single spaces. Fields left empty will not be searched and will have no effect on the result.

Field Name	Search Terms [clear all fields]	Search Context
Firm Name:	<input type="text" value="fade2blac"/>	<input type="text" value="Find ALL of these words"/>

Search

By Name



MDOT Directory of Certified MBE and/or DBE firms

[BACK](#) | [EXIT](#)

Custom Search Results

This search returned 1 certified firm. Download this result set as an [XLS file](#).
Click the firm name to view the complete firm profile or [click here](#) to show details for all firms.

Use [select mode](#) to make a custom list of firms based on this result set.

Firm Details

NAICS - Product and Service Description

[FADE2BLAC VIDEO AND EVENT PRODUCTION, INC.](#)

305 PIEDMONT STREET
HAMPSTEAD, MD 21074
AFRICAN AMERICAN
08-100

512110-MBE/DBE - MOTION PICTURE AND VIDEO PRODUCTION

812990-MBE/DBE - ALL OTHER PERSONAL SERVICES
(SPECIFICALLY:EVENT PLANNING SERVICES)

Shows name
NAICS Codes,
and service
description

MBE Liquidated Damages

- ☐ Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B (3): \$23.00 per day until the monthly report is submitted as required.
- ☐ Failure to include in its agreements with MBE subcontractors a provision requiring submission of payment reports in full compliance with COMAR 21.11.03.13B (4): \$82.00 per MBE subcontractor.



- ❑ Failure to comply with COMAR 21.11.03.12 in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work performed by that MBE firm for the contract.
- ❑ Failure to meet the Contractor's total MBE participation goal and subgoal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.
- ❑ Notwithstanding the use of liquidated damages, the State reserves the right to terminate the contract and exercise all other rights and remedies provided in the contract or by law.



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**Common Mistakes/ Fatal Flaws
And
Sample Forms**

For Your Information Only



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**SECTION I
BID BOND**

NOTE: THIS BID BOND IS NOT REQUIRED IF TOTAL CONTRACT PRICE IS LESS THAN \$100,000.

Bond No. *****

We, ABC Company as Principal, hereinafter called the Principal, and
United States Surety Company as a corporation duly organized under the laws of the
State of Maryland or an individual surety qualified in accordance with State Finance
and Procurement Article, §13-207 or §17-104, Annotated Code of Maryland, as Surety,
hereinafter called the Surety, are held and firmly bound unto the State of Maryland, hereinafter
called "State", for the sum of
5% of amount bid
for the payment of which sum, the Principal and the Surety bind ourselves, our heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for MAP-MC-15-000
MISC. DUTIES @ BWI

NOW THEREFORE, if the Principal, upon acceptance by the State of its bid identified above,
within the period specified therein for acceptance (ninety (90) days, if no period is specified),
shall execute such further contractual documents, if any, and give such bond(s) as may be
required by the terms of the bid as accepted within the time specified (ten (10) days if no period
is specified) after receipt of the forms, or in the event of failure so to execute such further
contractual documents and give such bonds, if the Principal shall pay the State the difference not
to exceed the penalty hereof between the amount specified in Principal's bid and such larger
amount for which the State may in good faith contract with another party to perform the work
covered by said bid, then the above obligation shall be void and of no effect.

The Surety executing this instrument hereby agrees that its obligation shall not be impaired by
any extension(s) of the time for acceptance of the bid that the Principal may grant to the State,
notice of which extension(s) to the Surety being hereby waived; provided that such waiver of

Bid Bond
(102050)

Contract No. MAA-35C-1

1



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notice shall apply only with respect to extensions aggregating not more than ninety (90) calendar days in addition to the period originally allowed for acceptance of the bid.

In Presence of: Individual Principal
Witness: _____ as to _____ (Name) _____ (Seal)

In Presence of: Partnership Principal
Witness: _____ as to _____ (Name) _____ (Seal)
_____ as to _____ (Seal)
_____ as to _____ (Seal)

Attest: Corporate Principal
ABC Company
(Name of Corporation) Affix

Secretary _____ By: President _____ Seal

Attest: United States Surety Company
(Surety) Affix
By: Attorney-in-fact Craig Barcroft Seal

Bonding Agent's Name ANY INSURANCE

1st Bond
(16/20/10)

2

COPIES: PA, MVA-MC-16-912

President
Signature



SECTION 2

NOTE: THIS BID BOND IS NOT REQUIRED IF TOTAL CONTRACT PRICE IS LESS THAN \$100,000.

Bond No. _____

We, _____ as Principal, hereinafter called the Principal, and
_____ Bidding Company
Fidelity and Deposit Company of Maryland, a corporation duly organized under the laws of the
_____ Bidding Company

State of Maryland, or an individual surety qualified in accordance with State Finance and Procurement Article, §13-207 or §17-104, Annotated Code of Maryland, as Surety, hereinafter called the Surety, are held and firmly bound unto the State of Maryland, hereinafter called "State", for the sum of:
5% of BASE BID TOTAL

Dollars and Written Words:
for the payment of which sum, the Principal and the Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for MAA-CO-15-014
Contract Number
Checked Baggage Inspection System at BWI Marshall International Terminal Bid Date: 05/26/2015
Contract Title

NOW THEREFORE, if the Principal, upon acceptance by the State of its bid identified above, within the period specified therein for acceptance (ninety (90) days, if no period is specified), shall execute such further contractual documents, if any, and give such bond(s) as may be required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified) after receipt of the forms, or in the event of failure so to execute such further contractual documents and give such bonds, if the Principal shall pay the State the difference not to exceed the penalty hereof between the amount specified in Principal's bid and such larger amount for which the State may in good faith contract with another party to perform the work covered by said bid, then the above obligation shall be void and of no effect.

The Surety executing this instrument hereby agrees that its obligation shall not be impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant to the State, notice of which extension(s) to the Surety being hereby waived; provided that such waiver of notice shall apply only with respect to extensions aggregating not more than ninety (90) calendar days in addition to the period originally allowed for acceptance of the bid.

In Presence of:

MAA-CO-15-014
Checked Baggage Inspection System
at BWI Marshall International Terminal

Individual Principal

BF-2

Technical Provisions
Bid Forms - Section 2 - Bid/Proposal Affidavit
March 2015



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EXCEED GOAL/SUPPLIES/SELF PERFORM

OVERALL GOAL
MDOT MBE FORM A
STATE-FUNDED CONTRACTS
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT
PAGE 1 OF 2

THIS AFFIDAVIT MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT THIS AFFIDAVIT AS REQUIRED, THE BID SHALL BE DEEMED NON-RESPONSIVE OR THE PROPOSAL NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.

In connection with the bid/proposal submitted in response to Solicitation No. MAA-CO-16-003, Overall MBE Goal, I affirm the following:

1. MBE Participation (PLEASE CHECK ONLY ONE)

☒ I have met the overall certified Minority Business Enterprise (MBE) participation goal of Thirty percent 30% of \$40,000,000.00 and the following subgoals (if applicable):
Seven percent 7% for African American-owned MBE firms
Zero percent 0% for Hispanic American-owned MBE firms
Four percent 4% for Asian American-owned MBE firms
Zero percent 0% for Women-owned MBE firms

I agree that these percentages of the total dollar amount of the Contract, for the MBE goal and subgoals (if any), will be performed by certified MBE firms as set forth in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts).

OR

☐ I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the Procurement Officer, I will submit a written waiver request and all required documentation in accordance with COMAR 21.11.03.11. For a partial waiver request, I agree that certified MBE firms will be used to accomplish the percentages of the total dollar amount of the Contract, for the MBE goal and subgoals (if any), as set forth in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts).

2. Additional MBE Documentation

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 business days of receiving such notice:
(a) Outreach Efforts Compliance Statement (MDOT MBE Form C - State-Funded Contracts);
(b) Subcontractor Project Participation Statement (MDOT MBE Form D - State-Funded Contracts);
(c) MBE Waiver Request documentation per COMAR 21.11.03.11 (if waiver was requested); and
(d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility/offeree's susceptibility of being selected for award in connection with the certified MBE participation goal and subgoals, if any.

MAA-CO-16-003
Comprehensive Interior/Exterior Modification 2016
At Baltimore/Washington International Thurgood Marshall Airport and Martin State Airport

Bid Documents
MBE Forms
August 18, 2015



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OVERALL GOAL
MDOT MBE FORM A
STATE-FUNDED CONTRACTS
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT
PAGE 2 OF 2

I acknowledge that if I fail to return each completed document (in 2 (a) through (d)) within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award or that the proposal is not susceptible of being selected for award.

3. Information Provided to MBE firms

In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.

4. Products and Services Provided by MBE firms

I hereby affirm that the MBEs are only providing those products and services for which they are MDOT certified.

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

ABE Rental

Company Name

123 Blue Street

Address

Baltimore MD 21212

City, State and Zip Code


Signature of Representative

Linda Dangerfield

Printed Name and Title

August 25, 2015

Date

MAA-CO-16-003
Comprehensive Interior/Exterior Modification 2016
At Baltimore/Washington International Thurgood Marshall Airport and Martin State Airport

Bid Documents
MBE Forms
August 18, 2015

**OVERALL GOAL
MDOT MBE FORM B
STATE-FUNDED CONTRACTS
PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE
PAGE 3 OF 3**

GOAL/SUBGOAL PARTICIPATION WORKSHEET

1. Complete the Part 2 – MBE Participation Schedule for each MBE being used to meet the MBE goal and any subgoals.
2. After completion of the Part 2 – MBE Participation Schedule, you may use the Goal/Subgoal Worksheet to calculate the total MBE participation commitment for the overall goal and any subgoals.
3. **MBE Overall Goal Participation Boxes:** Calculate the total percentage of MBE participation for each MBE classification by adding the percentages determined per Column 3 of the Part 2 – MBE Participation Schedule. Add the percentages determined in Lines 3.1 and 3.2 for the MBE subcontractor (subs) total. Add the overall participation percentages determined in Line 3.3 for the MBE prime total.
4. **MBE Subgoal Participation Boxes:** Calculate the total percentage of MBE participation for each MBE classification by adding the percentages determined per Column 3 of the Part 2 – MBE Participation Schedule. Add the percentages determined in Lines 3.1 and 3.2 for the MBE subcontractor (subs) total. Add the subgoal participation percentages determined in Line 3.3 for the MBE prime total.
5. The percentage amount for the MBE overall participation in the Total MBE Firm Participation Box F1 should be equal to the sum of the percentage amounts in Boxes A through E of the MBE Overall Goal Participation Column of the Worksheet.
6. The percentage amount for the MBE subgoal participation in the Total MBE Firm Participation Box L should be equal to the sum of the percentage amounts in Boxes A through E of the MBE Subgoal Participation Column of the Worksheet.

GOAL/SUBGOAL WORKSHEET		
MBE Classification	MBE Overall Goal Participation	MBE Subgoal Participation
(A) Total African American Firm Participation (Add percentages determined for African American-Owned Firms per Column 3 of MBE Participation Schedule)	7 %subs 15 %prime	7 %subs %prime
(B) Total Hispanic American Firm Participation (Add percentages determined for Hispanic American-Owned Firms per Column 3 of MBE Participation Schedule)	3 %subs %prime	%subs %prime
(C) Total Asian American Firm Participation (Add percentages listed for Asian American-Owned Firms per Column 3 of MBE Participation Schedule)	4 %subs %prime	4 %subs %prime
(D) Total Women-Owned Firm Participation (Add percentages determined for Women-Owned Firms per Column 3 of MBE Participation Schedule)	2.8 %subs %prime	%subs %prime
(E) Total for all other MBE Firms (Add percentages for firms listed as Other MBE Classification per Column 3 of the MBE Participation Schedule)	%subs %prime	%subs %prime
Total MBE Firm Participation (Add total percentages determined for all MBE Firms in each column of the Worksheet)	31.8 %	11 %

MAA-CO-16-003
Comprehensive Interior/Exterior Modification 2018
At Baltimore/Washington International Thurgood Marshall Airport and Martin State Airport

Bid Documents
MBE Forms
August 18, 2015

OVERALL GOAL - MDOT MBE FORM B
STATE-FUNDED CONTRACTS
PART 2 - MBE PARTICIPATION SCHEDULE
 PAGE ____ OF ____

PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NON-RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.

Prime Contractor ABE, <u>Realty</u>	Project Description Comprehensive Interior/Exterior Modification 2016	Solicitation Number MAA-CO-16-003 Overall Goal
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LIST INFORMATION FOR EACH CERTIFIED MBE PRIME OR MBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. NOTE INSTRUCTIONS IN EACH COLUMN.

COLUMN 1	COLUMN 2	COLUMN 3
NAME OF MBE PRIME OR MBE SUBCONTRACTOR AND TIER	CERTIFICATION NO. AND MBE CLASSIFICATION	<p><small>COLUMN 3 Unless the bidder/offeror requested a waiver in MDOT MBE Form A - State Funded Contracts for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal and subgoals (if applicable) set forth in Form A.</small></p> <p><small>FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS, refer to Sections 5 through 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the MBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule. For items of work where the MBE firm is the prime, complete Line 3.3.</small></p>
MBE Name: <u>Let's Go, Inc.</u> <input checked="" type="checkbox"/> Check here if MBE firm is a subcontractor and complete in accordance with Sections 6, 7, & 8 of Part 1 - Instructions. If this box is checked, complete 3.1 or 3.2 in Column C, whichever is appropriate. <input type="checkbox"/> Check here if MBE firm is the prime contractor, including a participant in a joint venture, and self-performance is being counted pursuant to Section 5 of Part 1 - Instructions. If this box is checked, complete 3.3 in Column C. <input type="checkbox"/> Check here if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 6 of Part 1 - Instructions	Certification Number: <u>01-230</u> <small>(If dually certified, check only one box.)</small> <input checked="" type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American-Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification	<p>3.1. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).</p> <p><u>3</u> % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)</p> <p>3.2. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 7 (E) IN PART 1 - INSTRUCTIONS).</p> <p>_____ % Total percentage of Supplies/Products</p> <p><u>x</u> _____ 60% (60% Rule)</p> <p>_____ % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any)</p> <p>3.3. TOTAL PERCENTAGE TO BE PAID TO MBE PRIME FOR WORK THAT CAN BE COUNTED AS MBE SELF-PERFORMANCE (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE).</p> <p>(a) _____ % Total percentage for self-performed items of work in which MBE is certified;</p> <p>(b) _____ % (Insert 50% of MBE overall goal)</p> <p>(c) _____ % (Insert subgoal for classification checked in Column 2, if applicable)</p> <p>Percentages for purposes of calculating achievement of MBE Participation goals:</p> <p>➤ For MBE Overall goal - Use lesser of (a) or (b)</p> <p>➤ For MBE Subgoal - Use lesser of (a) or (c)</p> <p>➤ If MBE Prime is supplier, wholesaler and/or regular dealer, apply the 60% rule.</p>

☐ Check here if Continuation Sheets are attached.

MAA-CO-16-003
 Comprehensive Interior/Exterior Modification 2016
 At Baltimore/Washington International Thurgood Marshall Airport and Martin State Airport

Bid Documents
 MBE Forms
 August 18, 2015

subcontractor

**OVERALL GOAL - MDOT MBE FORM B
STATE-FUNDED CONTRACTS
PART 2 – MBE PARTICIPATION SCHEDULE
PAGE ___ OF ___**

PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NON-RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.

Prime Contractor ABE Rental	Project Description Comprehensive Interior/Exterior Modification 2016	Solicitation Number MAA-CO-16-003 Overall Goal
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LIST INFORMATION FOR EACH CERTIFIED MBE PRIME OR MBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. NOTE INSTRUCTIONS IN EACH COLUMN.

COLUMN 1	COLUMN 2	COLUMN 3
NAME OF MBE PRIME OR MBE SUBCONTRACTOR AND TIER MBE Name: ABE Rental <input type="checkbox"/> Check here if MBE firm is a subcontractor and complete in accordance with Sections 6, 7, & 8 of Part 1 - Instructions. If this box is checked, complete 3.1 or 3.2 in Column C, whichever is appropriate. <input checked="" type="checkbox"/> Check here if MBE firm is the prime contractor, including a participant in a joint venture, and self-performance is being counted pursuant to Section 5 of Part 1 - Instructions. If this box is checked, complete 3.3 in Column C. <input type="checkbox"/> Check here if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 6 of Part 1 - Instructions.	CERTIFICATION NO. AND MBE CLASSIFICATION Certification Number: 22-222 (If dually certified, check only one box.) <input checked="" type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American-Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification	Unless the bidder/offeree requested a waiver in MDOT MBE Form A - State Funded Contracts for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal and subgoals (if applicable) set forth in Form A. FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS, refer to Sections 5 through 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the MBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule. For items of work where the MBE firm is the prime, complete Line 3.3. 3.1. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE, EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS). _____ % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any) 3.2. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 7(E) IN PART 1 - INSTRUCTIONS). _____ % Total percentage of Supplies/Products _____ % (60% Rule) _____ % (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any) 3.3. TOTAL PERCENTAGE TO BE PAID TO MBE PRIME FOR WORK THAT CAN BE COUNTED AS MBE SELF-PERFORMANCE (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE). (a) _____ % Total percentage for self-performed items of work in which MBE is certified) (b) _____ % (Insert 50% of MBE overall goal) (c) _____ % (Insert subgoal for classification checked in Column 2, if applicable) Percentages for purposes of calculating achievement of MBE Participation goals: • For MBE Overall goal - Use lesser of (a) or (b) • For MBE Subgoal - Use lesser of (a) or (c) • If MBE Prime is supplier, wholesaler and/or regular dealer, apply the 60% rule.

☐ Check here if Continuation Sheets are attached.

MAA-CO-16-003
Comprehensive Interior/Exterior Modification 2016
At Baltimore/Washington International Thurgood Marshall Airport and Martin State Airport

Bid Documents
MBE Forms
August 16, 2015

Self
perform

**OVERALL GOAL
MDOT MBE FORM B
STATE-FUNDED CONTRACTS
PART 2 – MBE PARTICIPATION SCHEDULE
CONTINUATION SHEET
PAGE ____ OF ____**

Prime Contractor ABE Rental	Project Description Comprehensive Interior/Exterior Modification 2016	Solicitation Number MAA-CO-16-003 OVERALL GOAL
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LIST INFORMATION FOR EACH CERTIFIED MBE PRIME OR MBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. NOTE INSTRUCTIONS IN EACH COLUMN.

COLUMN 1	COLUMN 2	COLUMN 3
NAME OF MBE PRIME OR MBE SUBCONTRACTOR AND TIER	CERTIFICATION NO. AND MBE CLASSIFICATION	COLUMN 3 Unless the bidder/officer requested a waiver in MDOT MBE Form A – State Funded Contracts for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal and subgoals (if applicable) set forth in Form A.
MBE Name: Supplies Are Us, Inc. <input checked="" type="checkbox"/> Check here if MBE firm is a subcontractor and complete in accordance with Sections 6, 7, & 8 of Part 1 - Instructions. If this box is checked, complete 3.1 or 3.2 in Column C, whichever is appropriate. <input type="checkbox"/> Check here if MBE firm is the prime contractor, including a participant in a joint venture, and self-performance is being counted pursuant to Section 5 of Part 1 - Instructions. If this box is checked, complete 3.3 in Column C. <input type="checkbox"/> Check here if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 6 of Part 1 - Instructions.	Certification Number: 55-888 (If dually certified, check only one box.) <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American-Owned <input type="checkbox"/> Asian American-Owned <input checked="" type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification	FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS, refer to Sections 5 through 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the MBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule. For items of work where the MBE firm is the prime, complete Line 3.3. 3.1. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE - EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS). _____% (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any) 3.2. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 7(E) IN PART 1 - INSTRUCTIONS). 3 _____% Total percentage of Supplies/Products x _____% 60% (60% Rule) 1.8 _____% (Percentage for purposes of calculating achievement of MBE Participation goal and subgoals, if any) 3.3. TOTAL PERCENTAGE TO BE PAID TO MBE PRIME FOR WORK THAT CAN BE COUNTED AS MBE SELF-PERFORMANCE (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE). (a) _____% Total percentage for self-performed items of work in which MBE is certified) (b) _____% (Insert 50% of MBE overall goal) (c) _____% (Insert subgoal for classification checked in Column 2, if applicable) Percentages for purposes of calculating achievement of MBE Participation goals: ➔ For MBE Overall goal – Use lesser of (a) or (b) ➔ For MBE Subgoal – Use lesser of (a) or (c) ➔ If MBE Prime is supplier, wholesaler and/or regular dealer, apply the 60% rule.

☐ Check here if Continuation Sheets are attached.

MAA-CO-16-003
Comprehensive Interior/Exterior Modification 2016
At Baltimore/Washington International Thurgood Marshall Airport and Martin State Airport

Bid Documents
MBE Forms
August 18, 2015

Supplies

WAIVER REQUESTED

**SAMPLE TASK 2
MDOT MBE FORM A
STATE-FUNDED CONTRACTS
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT
PAGE 1 OF 2**

This affidavit must be included with the bid/proposal. If the bidder/offeror fails to accurately complete and submit this affidavit as required, the bid shall be deemed non-responsive or the proposal not susceptible of being selected for award.

In connection with the bid/proposal submitted in response to Solicitation No. MAA-CO-16-003,
Sample Task #2, I affirm the following:

1. MBE Participation (PLEASE CHECK ONLY ONE)

☐ I have met the overall certified Minority Business Enterprise (MBE) participation goal of Forty percent (**40%**) and the following subgoals, if applicable:
Zero percent (0%) for African American-owned MBE firms
Zero percent (0%) for Hispanic American-owned MBE firms
Zero percent (0%) for Asian American-owned MBE firms
Zero percent (0%) for Women-owned MBE firms

I agree that these percentages of the total dollar amount of the **Task 2**, for the MBE goal and subgoals (if any), will be performed by certified MBE firms as set forth in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts).

OR

X I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals for **Task 2**. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the Procurement Officer, I will submit a written waiver request and all required documentation in accordance with COMAR 21.11.03.11. For a partial waiver request, I agree that certified MBE firms will be used to accomplish the percentages of the total dollar amount of the Contract, for the MBE goal and subgoals (if any), as set forth in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts).

2. Additional MBE Documentation

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 business days of receiving such notice:

- (a) Outreach Efforts Compliance Statement (MDOT MBE Form C - State-Funded Contracts);
- (b) Subcontractor Project Participation Statement (MDOT MBE Form D - State-Funded Contracts);
- (c) If waiver requested, MBE Waiver Request Documentation and Forms (MDOT MBE/DBE Form E - Good Faith Efforts Guidance and Documentation) per COMAR 21.11.03.11; and
- (d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility/offeror's susceptibility of being selected for award in connection with the certified MBE participation goal and subgoals, if any.

I acknowledge that if I fail to return each completed document (in 2 (a) through (d)) within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award or that the proposal is not susceptible of being selected for award.

MAA-CO-16-003
Comprehensive Interior/Exterior Modification 2016
At Baltimore/Washington International Thurgood Marshall Airport and Martin State Airport

Bid Documents
MBE Forms
August 18, 2015

SAMPLE TASK 2
MDOT MBE FORM A
STATE-FUNDED CONTRACTS
CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT
PAGE 2 OF 2

3. Information Provided to MBE firms

In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.

4. Products and Services Provided by MBE firms

I hereby affirm that the MBEs are only providing those products and services for which they are MDOT certified.

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

ABE Rental

Company Name

123 Blue Street

Address

Baltimore MD 21212

City, State and Zip Code


Signature of Representative

Linda Dangerfield

Printed Name and Title

August 25, 2015

Date

MDOT-OP 012-2 (9/11) (Revised 7/14)



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Fatal Flaw

SECTION C – BID WORKSHEET

All prices are fully loaded prices, that includes all cost/expenses associated with the provision of this IFB. The bid price shall include, but is not limited to all: profit/overhead, general operating administrative, freight and all other expenses necessary to provide the item listed in the Bid Worksheet. No other amount will be paid to the vendor.

Year 1

Line Number	Description	Estimated QTY	Unit of Measure	Unit Cost	Total Cost Year 1
001	HID Global Part Number: IOD-CG-05266, iClass contactless laser engraved smart card, 16k bit, custom artwork on back, includes: composite card upgrade, corporate 1000 format MC-1000. Artwork for two color back.	15,000	EA	\$4.896	\$73,440.00

Year 2

Line Number	Description	Estimated QTY	Unit of Measure	Unit Cost	Total Cost Year 2
001	HID Global Part Number: IOD-CG-05266, iClass contactless laser engraved smart card, 16k bit, custom artwork on back, includes: composite card upgrade, corporate 1000 format MC-1000. Artwork for two color back.	15,000	EA	\$4.896	\$73,440.00

Year 3

Line Number	Description	Estimated QTY	Unit of Measure	Unit Cost	Total Cost Year 3
001	HID Global Part Number: IOD-CG-05266, iClass contactless laser engraved smart card, 16k bit, custom artwork on back, includes: composite card upgrade, corporate 1000 format MC-1000. Artwork for two color back.	15,000	EA	\$4.896	\$73,440.00

The undersigned acknowledges receipt of all addenda to the Bid Documents. Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the IFB, which would require rejection of bid.

This product only can be purchased from HID. It will be drop shipped from HID. If HID to have a price increase, or discontinue this product we need to adjust it accordingly.

7

Conditioned



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Minor Flaws

- ❑ Mathematical Errors
- ❑ Not acknowledging addenda – Minor/Fatal
- ❑ Experience – Minor/Fatal



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Upcoming Procurements



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Roof Repairs and Maintenance at BWI Marshall

The Contractor shall perform preventive maintenance and repairs to various types of roof surfaces at Baltimore/Washington International Thurgood Marshall and Martin State Airports

7% Minority Business Enterprise Subcontracting Goal Established



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Hazardous Waste Disposal Services at BWI Marshall and MTN

Small Business Reserve

The Contractor shall perform the analysis, labeling, packaging, manifest preparation, transportation and recycling and disposal of hazardous regulated waste generated at BWI Marshall and MTN Airports and other property owned by the MDOT MAA.



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Janitorial Services Quality Control at BWI Marshall

Provide monthly-computerized profiles of the cleanliness in the public and tenant spaces of the Airport Terminal Building and various other locations such as the Hourly Garage and Outer Buildings at BWI Thurgood Marshall Airport.



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Content Service Providers at BWI Marshall and MTN Airports

❑ A firm experienced in developing and delivering:

- Trainings for an aviation management organization,
- Professionally credited instructor-led or on-line training classes, courses and/or programs primarily related to airport management,
- Training that is conducive to the Organization's 3-shift 24-hour operation, and
- Personalized learning resources and solutions to support the MAA's learning and professional development activities. MAA's overall objective is for the successful applicant(s) to provide on-call HR services for BWI and MTN.

28% Minority Business Enterprise and 2% Veteran Small Business Enterprise Goals Established

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Comprehensive Professional A/E Design Services at BWI Marshall and MTN Airports

- ✓ Perform concept development, site planning, schematic design and provide preliminary architectural and engineering studies and reports;
- ✓ Prepare artist renderings, design visualizations, and computer simulations;
- ✓ Perform design, and prepare plans, technical provisions, cost estimates and bid documents for construction of multi-disciplinary airside, terminal, and landside projects.



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Comprehensive Professional A/E Design Services at BWI Marshall and MTN Airports Cont'd

- ✓ Prepare interior space planning and design, including restrooms, signage, furniture, fixtures and equipment layout, design, rendering, and specifications;
- ✓ Perform Independent Fee Estimates (IFE);
- ✓ Prepare construction phasing, safety, security and scheduling plans;
- ✓ Attend meetings and present studies, projects and analyses to airport audiences as needed.

19% Disadvantaged Business Enterprise Goal Established



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Program Management A/E Design Services at BWI Marshall and MTN Airports

- ✓ Providing architectural, engineering, and other services that include, but not be limited to, program management; supervision and management of project planning, environmental, design, procurement, and construction phases for airside/airfield projects;
- ✓ Monitoring Capital Improvement Projects cost estimates and schedules including: development of program budget, finance, cash flow analysis and reports;



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Program Management A/E Design Services at BWI Marshall and MTN Airports Cont'd

- ✓ Providing cost estimating, scheduling services, program phasing, and funding analysis
- ✓ Developing environmental documentation, right-of-way acquisition plans, property and easement acquisitions, obstruction and clearing activities;
- ✓ Developing system updates, for MDOT pavement management systems, MAA's GIS and Airport Engineering Information System programs, storm water management master plan, and subsurface utility engineering and management program;

Disadvantaged Business Enterprise Goal Setting Scheduled for November 2017



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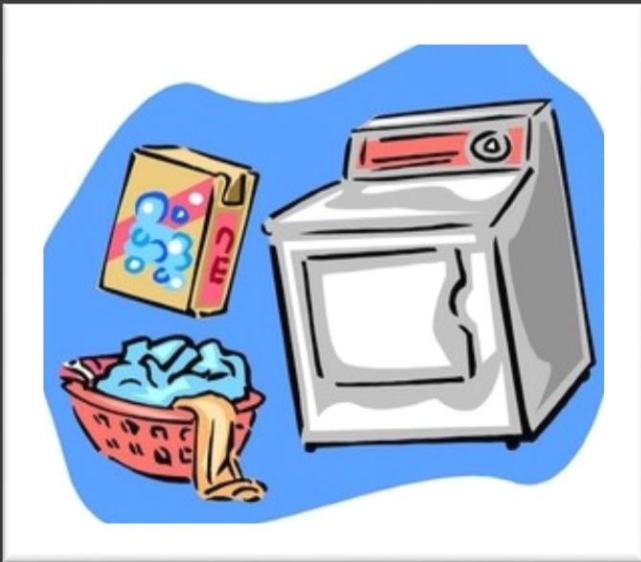
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Laundry Services at BWI Marshall Airport (3 Year Term)



Provide Laundry Services for Blankets, Sheets, and Pillow Cases on an as needed basis



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Domestic Ticket Counter Maintenance at BWI Marshall Airport (1 Year Term)



**Provide Inspection, Repair, and
Maintenance for Ticket
Counters**



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International Ticket Counter Maintenance at BWI Marshall Airport (1 Year Term)

Provide Inspection, Repair, and Maintenance for Ticket Counters



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Inspection and Maintenance for Fuel Trucks at Martin State Airport (3 Year Term)

Provide Monthly, Quarterly, and Annual Inspections for Fuel Trucks at MTN



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Safety Shoes for BWI Marshall and MTN Maintenance Department (3 Year Term)

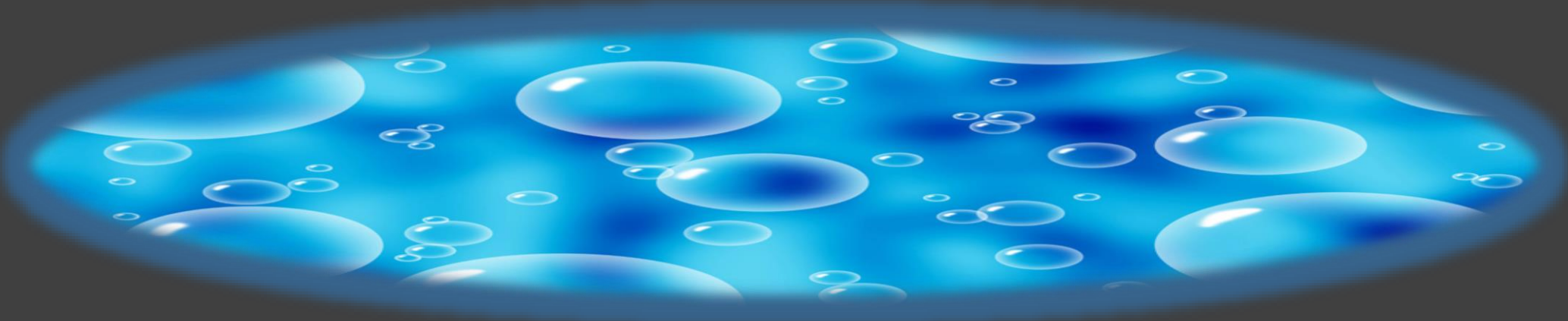
Provide Safety Shoes for BWI and MTN
Maintenance Departments by way of Mobile Unit.



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Car Wash Service (3 Year Term)

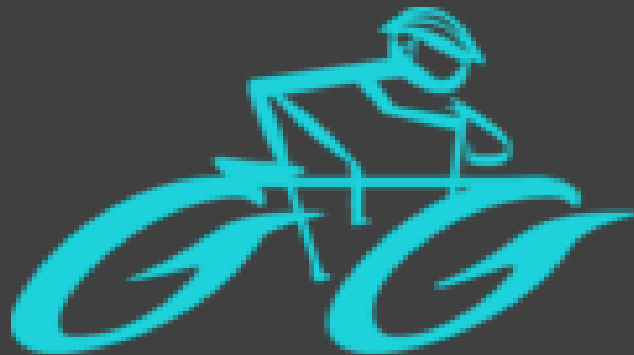
Provide Car Wash Service on MDOT MAA Fleet Vehicles to include Car Wash, Vacuum, Clean Windows, and Dash Boards.



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Bike Share Program (3 Year Term)

Provide 10 Bikes/Bike Racks and Necessary Maintenance for Public Use.



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Advertise Date		Estimate	POC Mark Berry, 410-859-7004, mberry@bwiairport.com
1	Nov 2017	<\$2M	Roof Repairs and Maintenance (7% MBE Participation)
2	Feb 2018	<\$1.5M	Hazardous Waste Disposal Services (Small Business Reserve)
3	April 2018	<\$1M	Janitorial Services Quality Control and Performance Program

Advertise Date		Estimate	POC Kareen Davis, 410-859-7792, kdavis1@bwiairport.com
1	Nov 2017	<\$3M	Content Service Providers (28% MBE, 2% VSBE Participation)



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	Advertise Date	Estimate	POC Lynda Warehime, 410-859-7331, lwarehime@bwiairport.com
1	Nov 2017	\$30M	Comprehensive Professional A/E Design Services (19% DBE)
2	Dec 2017	\$12M	Program Management of A/E Design Services
3	Dec 2017	\$4M	Comprehensive Professional A/E Design Services for the Residential Sound Insulation Program (Small Business Reserve)
4	Feb 2018	\$4M	Comprehensive Professional Construction Management and Inspection Services for the Residential Sound Insulation Program (Small Business Reserve)
5	Nov 2017	<\$1M	Comprehensive Professional Partner Moderator Services (Small Business Reserve)



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Advertise Date	Estimate	POC Joyce Sands, 410-859-7463, jsands@bwiairport.com Small Procurements
Nov 2017	<\$15,000	Laundry Services (3 Year Term)
Nov 2017	<\$50,000	International Ticket Counter Maintenance (1 Year)
Nov 2017	<\$50,000	Domestic Ticket Counter Maintenance (1 Year)
Nov 2017	<\$50,000	Inspection and Maintenance for Fuel Trucks at Martin State Airport



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Advertise Date	Estimate	POC Joyce Sands, 410-859-7463, jsands@bwiairport.com Small Procurements
Jan 2018	NTE \$50,000	Safety Shoes (3 Year)
Jan 2018	<\$15,000	Car Wash Service (3 Year)
May 2018	<\$50,000	Bike Share Program (3 Year)



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Tips to be successful!

- ☐ Read the scope of work and minimal qualifications
- ☐ Ask Questions
- ☐ Attend the pre-bid/pre-proposal meetings
- ☐ Request meetings to understand the process



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“How to Win a Government Bid and Avoid Fatal Flaws”

Questions

Linda D. Dangerfield, CPPB

Kareen N. Davis, CPPB



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