

Notice to Offerors
Parking Management Services at BWI Airport
MAA-SV-21-007

Sealed proposals for the State of Maryland (“State”), Maryland Department of Transportation Maryland Aviation Administration (“MDOT MAA”) project entitled, Parking Management Services at BWI Thurgood Marshall Airport, MAA-SV-21-007 **will be received** at the

MDOT MAA Office of Procurement & Materials Management
7005 Aviation Blvd.
Glen Burnie, Maryland 21061

March 3, 2021 until 3:00:00 P.M. Local Time. U.S. Postal Service mail is not received at 7005 Aviation Blvd. Commercial or Hand Delivery is recommended.

Proposals sent by U.S. Postal Service should be sent to

MDOT MAA
P.O. Box 8766
BWI Airport MD 21240-0766
Attention: Linda D. Dangerfield, NIGP-CPP, CPPB, MAC Bldg.

Late proposals, late request for modification, or late request for withdrawal will not be considered. MDOT MAA is not responsible for proposals received late regardless of the method of shipment or delivery.

The MDOT MAA is seeking Offerors with demonstrated experience and thorough knowledge of airport parking services, as more fully described in this RFP. Each Offeror, prior to submitting a proposal shall become fully informed as to the extent and character of the work required. A submission of an offer is an agreement with all terms and conditions referenced in the RFP.

This project has been advertised via eMaryland Marketplace Advantage. Specifications (Volume I) and Proposal Documents (Volume II) are available for download via eMaryland Marketplace Advantage: <https://emma.maryland.gov>. All proposals must be submitted on the proposal documents found in Volume II.

A Virtual **Pre-Proposal Conference** will be held **January 14, 2021, at 1:00 P.M. local time via Teams**, for interested Offerors. Attendance is not mandatory, but interested Offerors are encouraged to attend. A State Equal Opportunity Officer will be available to discuss the Minority Business Enterprise (MBE) program requirements.

Offerors Proposal Bond: When submitting an Offer in response to this RFP, an Offeror must submit a bond or other suitable security as defined in the Code of Maryland Regulations (COMAR) 21.06.07. In accordance with Volume II Proposal Bond in the sum of Fifty Thousand Dollars (\$50,000.00) must be submitted with each proposal to guarantee execution of a Contract on the basis of the offer submitted. If an Offeror fails to submit the bond, the MDOT MAA may deem the offer not susceptible for award.

The bond is irrevocable for 180 days after the due date for receipt of Proposal.

Performance and Payment Bonds in the full contract amount will be required from the successful Offeror on this contract. The bonds may be annualized. The Offeror shall provide to the State, 30 days before the annual expiration of the bonds, confirmation from the surety that the bond will be renewed for the following year. Failure to timely provide this notice shall constitute an event of default under the Contract. Such a default may be remedied if the Contractor obtains a replacement bond that conforms to the requirements of the Contract and provides that replacement bond to the State prior to the expiration of the existing Performance Bond.

The cost of this bond, or other suitable security, is to be included in the total prices proposed and is not to be proposed and will not be recoverable as a separate cost item.

Assistance in obtaining bonds may be available to qualifying small businesses through the Maryland Small Business Development Financing Authority (MSBDFA). MSBDFA can directly issue bonds up to \$750,000. MSBDFA may also guarantee up to 90% of a surety's losses as a result of a Contractor's breach of Contract; MSBDFA exposure on any bond guaranteed may not, however, exceed \$900,000. Bonds issued directly by the program will remain in effect for the duration of the Contract, and those surety bonds that are guaranteed by the program will remain in effect for the duration of the surety's exposure under the Contract. To be eligible for bonding assistance, a business must first be denied bonding by at least one surety on both the standard and specialty markets within 90 days of submitting a bonding application to MSBDFA. The applicant must employ fewer than 500 full-time employees or have gross sales of less than \$50 million annually, have its principal place of business in Maryland or be a Maryland resident, must not subcontract more than 75 percent of the work, and the business or its principals must have a reputation of good moral character and financial responsibility. Finally, it must be demonstrated that the bonding or guarantee will have a measurable economic impact, through job creation and expansion of the state's tax base. Applicants are required to work through their respective bonding agents in applying for assistance under the program. Questions regarding the bonding assistance program should be referred to:

Maryland Department of Commerce
Maryland Small Business Development Financing Authority

MMG Ventures
826 E. Baltimore Street
Baltimore, Maryland 21202
Phone: (410) 333-4270
Fax: (410) 333-2552

Offerors are hereby notified that in regard to any Contract entered into pursuant to this RFP; MBEs will be afforded full opportunity to submit offers in response to this notice and will not be subjected to discrimination on the basis of race, color, sex, creed, or national origin. MBEs are encouraged to respond to this solicitation notice.

It is the goal of MDOT that MBEs participate in all Contracts, and the MDOT MAA has established a minimum overall goal of twenty-five percent (25%) MBE subcontractor participation with sub goals of two (2) percent Asian, three (3) percent Hispanic American and ten (10) percent Women-owned businesses for this Contract.

In accordance with COMAR 21.11.03.10(E), all contracts containing MBE Program Goals must include the Liquidated Damages Provision as found in SP-1.03.

There is no VSBE subcontract participation goal for this procurement.

An Offeror agrees that the established MBE goal will be performed by one (1) or more certified

MBE firms including any classifications specified. A prime contractor, including an MBE contractor and/or a registered Small Business Reserve contractor must accomplish the MBE subcontract goals with MDOT-certified MBE subcontractors. A current directory of certified MBEs is available through the

MDOT
Office of Minority Business Enterprise
7201 Corporate Center Drive
Hanover, Maryland 21076

The phone numbers are (410) 865-1269, 1-800-544-6056, or TTY (410) 865-1342. The directory is also available on the MDOT website at <http://mbe.md.state.md.us/directory/>. The most current and up-to-date information on MBEs is available via this website. **Only MDOT-certified MBEs may be used to meet the MBE subcontracting goals.**

An Offeror that has received this document from a source other than <https://emma.maryland.gov/> should go to <https://emma.maryland.gov/>, for any changes or additional materials related to this RFP.

In accordance with COMAR 21.05.02.16, to receive a contract award, an Offeror must be registered on eMaryland Marketplace Advantage as a vendor. To register on eMaryland Marketplace Advantage, go to the Department of General Services Website at

<https://emma.maryland.gov/>.

By submitting a response to this solicitation, an Offeror shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland. This includes the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.

The Offeror agrees to accept payments by electronic funds transfer, for Contracts with a value of \$200,000 or more, unless the State Comptroller's Office grants an exemption. Questions regarding electronic funds transfers should be referred to the Office of the Comptroller.

Office of the Comptroller
General Accounting Division
80 Calvert Street, Room 200
Annapolis MD 21401
410-260-7813
gad@comp.state.md.us

The Offeror agrees, that if selected for award, shall be deemed to have accepted the terms of this RFP and all accompanying documents. Any exceptions to this RFP and Contract documents must be clearly identified and included as part of the Offeror's proposal. A proposal that takes exception to these terms may be rejected.

The Hiring Agreement – This contract has been designated as part of the First Source Program which provides that the contractor, Maryland Department of Human Resources (DHR) and the contracting entity will work cooperatively to identify and hire qualified current and former Family Investment Program (FIP) recipients, their children, foster youth, and child support obligors to fill job opening resulting from this procurement, in accordance with Section 13-224, State Finance and Procurement Article.

The State reserves the right to cancel this RFP, accept or reject any and all Proposals, in whole or in part, received in response to this RFP, to waive or permit the cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the State. The State also reserves the right, in its sole discretion, to award a Contract based upon the written Proposals received without discussions or negotiations.

If there should be any questions regarding this RFP, please contact:

Linda D. Dangerfield, NIGP-CPP, CPPB
Director/Chief Procurement Officer
Office of Procurement & Materials Management
MDOT MAA
Office (410) 859-7097
ldangerfield@bwiairport.com

Questions or concerns regarding the requirements of this solicitation must be raised before the receipt of initial proposals.