**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202402028 – Building Management Services |
| **RFP ISSUED BY:** | Judicial Branch |
| **SUBMITTED QUESTIONS DUE DATE:** | March 5, 2024, no later than 11:59 p.m., local time |
| **QUESTION & ANSWER SUMMARY ISSUED:** | March 8, 2024 |
| **PROPOSAL DUE DATE:** | March 15, 2024, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Section D. Page 7 | This section states the “provider will furnish all supplies and equipment for accomplishment of all work.” How much equipment is the provider expected to provide at their own cost? |
| **Answer** | |
| It is assumed that a professional Building Management company would have all the necessary equipment on hand (including a wet vac) to perform the daily duties associated with providing building management services at a courthouse location with class A office space. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Section D. Page 7 | Follow up: For example, in West Bath a wet vacuum is necessary to be kept on-site to vacuum the elevator pit once per month. In this scenario is the provider expected to supply a wet vacuum at their own cost or will they be reimbursed? |
| **Answer** | |
| It is assumed that a professional Building Management company would have all the necessary equipment on hand (including a wet vac) to perform the daily duties associated with providing building management services at a courthouse location with class A office space. If the MJB does purchase any equipment, it will be deemed the property of the MJB. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Section D. Page 7 | Does the provider pay for all ladders or manlifts needed to change ceiling tiles and light bulbs if the equipment is left on site? |
| **Answer** | |
| All locations have ladders to change ceiling tiles, at locations without manlifts, the State will reimburse the vendor for renting one. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Part II. E. Provider’s Personnel. Page 7 | Will a workstation and desk where the provider can set up a computer be provided? |
| **Answer** | |
| Yes, they will have a location available to set up their computer. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part II. E. Provider’s Personnel. Page 7 | Who supplies and pays for a printer and the costs of printing documents (paper, ink) at the facility? |
| **Answer** | |
| Printers will be available at all locations for the BM to use. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Section j. Page 13 | Who pays for the ice melt during the hours when the BM is responsible for applying it? |
| **Answer** | |
| The snow removal company provides all ice melt. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Section 11. page 13 | What is the mileage reimbursement policy? |
| **Answer** | |
| The State reimburses for mileage at .50 cents per mile. Providers can also put in for toll reimbursement. Mileage reimbursement is only for driving outside of normal commuting requirements. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Section B. page 22 | It says the state “anticipates” paying on the basis of net 30. However, if the state does take significantly longer to pay (90+ days) will interest be paid to the provider? |
| **Answer** | |
| The State standard Rider B contractually binds the State to a 30 day net payment schedule. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Section C. page 6 & Appendix D page 28 | The contract term shows options to renew for up to 5 years but it appears the state is only asking for pricing for one term. Is the expectation that the provider will lock in their price to be the same for all 5 years? If not, where is the provider to list pricing for the renewal periods? |
| **Answer** | |
| The State is asking for the pricing of one term because the awarding calculations will be based on the cost of a single year of services. Providers are encouraged to provide expected costs for each subsequent contract term but are not required. If prices are raised above inflation adjustments between contract terms the MJB will put the services out to bid again. Cost adjustment negotiations must be completed 60 days prior to beginning of next contract term. | |

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| **10** | **RFP Section & Page Number** | **Question** |
|  | Will walk throughs of each location be possible before the proposal due date? |
| **Answer** | |
| Walk throughs will not be available for this RFP. | |