

OFFICE OF PROCUREMENT

◆◆◆◆UPCOMING ARCHITECTURAL/ENGINEERING & SERVICE CONTRACTS ◆◆◆◆

SPECIFICATIONS/RFP'S ARE COMPLIMENTARY

Contract Number & Title	Anticipated Advertising Date	Pre-Bid/Proposal Meeting	(A/E) *EOI (SV) bid/ Proposal Due Date	Project Class
MAA-AE-18-004 Comprehensive Professional Architectural & Engineering Design Services for the Residential Sound Insulation Program at BWI Marshall Airport	November 2018	November 2018	December 2018	F
MAA-AE-19-001 CMI Services for A/B Connector & Baggage Handling Program https://emaryland.buyspeed.com/bsc/bid/bidSummary.sdo?docId=MDJ0631040989	September 25, 2018	October 17, 2018	November 29, 2018	I
MAA-AE-19-002 Construction Management and Inspection Services (SBR)	January, 2019	February, 2019	April, 2019	F
MAA-SV-19-003 Airport Real Estate Support Services at Baltimore/Washington International Thurgood Marshall Airport https://emaryland.buyspeed.com/bsc/bid/bidSummary.sdo?docId=MDJ0631041526	October 23, 2018	November 7, 2018	December 12, 2018	D
MAA-SV-19-007 Safety Management System Consulting Services	November 2018	December 2018	January 2018	D
MAA-SV-19-008 Curbside and Transportation Management Services	November 2018	December 2018	January 2018	E

Updated 10/29/2018

For new procurements, go to Maryland Aviation Administration's (MAA's) Website at www.MarylandAviation.com, and click on: Doing Business w/MAA, Procurement/Contracting Opportunities, Architectural/Engineering & Consultant Services, and/or Title on Upcoming Projects Chart.

Pursuant to Code of Maryland Regulations (COMAR) Title 21.02.03.06, to receive a contract award, an Offeror **must** be registered on eMaryland Marketplace (eMM) as a vendor. To register on eMaryland Marketplace, go to the Department of General Services Website at www.emarylandmarketplace.com All solicitations are advertised on eMM.

Service (SV) Requests for Proposals (RFP) and Architectural & Engineering (A/E) solicitations can be downloaded from eMaryland Marketplace, <https://emaryland.buyspeed.com/bsc/> For project information, contact Lynda Warehime, lyndaw@bwiairport.com or Agnes Vadasz, avadasz@bwiairport.com

OFFICE OF PROCUREMENT
◆◆◆◆◆ **UPCOMING CONSTRUCTION PROJECTS** ◆◆◆◆◆

Contract Number & Title	Anticipated Advertising Date	Pre-Bid Date	Bid Due/Bid Opening	Project Class
MAA-CO-19-003 Concourse E Gate Transition Building Renovations	November 2018	January 2019	February 2019	

Updated on 10/18/18

For more information, please contact Phoebe Yost, Manager, Construction & Maintenance Section at pyost@bwiairport.com / 410-859-7004 or visit the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) Website at www.marylandaviation.com. Firms must register as vendors on eMaryland Marketplace in order to be awarded contracts. Go to the Department of General Services website at <http://emaryland.buyspeed.com/bsol/>.

MDOT MAA Projects are advertised via eMaryland Marketplace. When advertised, Volume I and Volume II of the solicitation can be downloaded via: <https://emaryland.buyspeed.com/bsol/>. If you are unable to download the documents (Volume I and II), these documents may be examined without charge at the MDOT MAA's Office of Procurement at 7001 Aviation Blvd., 2nd Floor, Glen Burnie, Maryland 21061. Copies thereof may be obtained.

OFFICE OF PROCUREMENT
◆◆◆◆◆ UPCOMING MAINTENANCE PROJECTS ◆◆◆◆◆

Contract Number & Title	Anticipated Advertising Date	Pre-Bid/Proposal Meeting	Bid/Proposal - Due/Opening Date
MAA-MC-20-001 Solid Waste Removal and Recycling Services at BWI and MTN	January 2019	February 2019	March 2019
MAA-MC-20-002 Fire Protection System Inspection, R & M at BWI and MTN	January 2019	February 2019	March 2019
MAA-MC-20-003 Inspection, R&M OF Portable Fire Extinguishers & Other Non-Water Based Protection Systems	February 2019	March 2019	April 2019
MAA-MC-20-004 Landside Snow Removal Services at BWI	January 2019	February 2019	March 2019
MAA-MC-20-005 HVAC Systems/Central Utility Plant, Water Treatment, Temperature and Automation Controls, Energy Management and Fire Alarm Systems Operations R & M	January 2019	February 2019	March 2019

Updated on 10/18/18

For more information, please contact Phoebe Yost, Manager, Construction & Maintenance Section at pyost@bwiairport.com/ 410-859-7004 or visit the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) Website at www.marylandaviation.com. Firms **must** register as vendors on eMaryland Marketplace in order to be awarded contracts. Go to the Department of General Services website at <http://emaryland.buyspeed.com/bsr/> to register. ***SBR (Small Business Reserve); **(Reduced Bonding Requirements)**

MDOT MAA Projects are advertised via eMaryland Marketplace. When advertised, Volume I and Volume II of the solicitation can be downloaded via: <https://emaryland.buyspeed.com/bsr/>. If you are unable to download the documents (Volume I and II), these documents may be examined without charge at the MDOT MAA's Office of Procurement at 7001 Aviation Blvd., 2nd Floor, Glen Burnie, Maryland 21061. Copies thereof may be obtained.



**MARYLAND DEPARTMENT
OF TRANSPORTATION™**

**MARYLAND AVIATION
ADMINISTRATION**

PROCUREMENT

At

**Baltimore/Washington International
Thurgood Marshall (BWI Marshall)**

and

Martin State (MTN) Airports

www.marylandaviation.com

TABLE OF CONTENTS

	<u>Page</u>
<i>Introduction</i>	<i>1</i>
<i>Procurement Hints</i>	<i>2</i>
<i>Office of Procurement:</i>	
<i>- Construction & Maintenance Section</i>	<i>3</i>
<i>- Architectural/Engineering and Services Section</i>	<i>6</i>
<i>- Procurement and Materials Management Section</i>	<i>8</i>
<i>Office of Commercial Management</i>	<i>12</i>
<i>Office of Fair Practices</i>	<i>14</i>
<i>Small, Minority, Veteran and Disadvantage Business Compliance</i>	
<i>Addresses of Organizations</i>	<i>16-18</i>

MARYLAND DEPARTMENT OF TRANSPORTATION MARYLAND AVIATION ADMINISTRATION

PROCUREMENT

This booklet describes the organizations within the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) that prepare contract solicitations for the operation of Baltimore/Washington International Thurgood Marshall (BWI Marshall) and Martin State (MTN) Airports.

The MDOT MAA advertises its contracts on eMaryland Marketplace, www.emaryland.buyspeed.com and on the MDOT MAA website.

Maryland's Small Business Reserve Program requires MDOT MAA to structure its procurement processes so that at least 15 percent of MDOT MAA's total procurement dollars are spent with qualified small businesses. To register as a small business go to www.dgs.maryland.gov and click on the "Small Business Reserve" button.

The MDOT MAA may also provide contract specifications and plans for public review with such organizations as the: The Dodge Report, Construction Market Data, Building Congress, Governor's Office of Small, Minority & Women Business Affairs, Maryland Minority Companies Association, and the Maryland Metropolitan Association of Minority Contractors.

Addresses and telephone numbers for the above periodicals, newspapers, and organizations and others can be found on pages 17 thru 19 of this booklet.

MDOT MAA PROCUREMENT MISSION

To efficiently, effectively, and economically procure the required materials and services necessary to provide outstanding airport facilities and services for the traveling public, the airline industry, and the State of Maryland.

*Ricky D. Smith, Sr.
Executive Director*

*Linda D. Dangerfield, CPPB
Director, Office of Procurement*

*Kareen Davis, CPPB
Deputy Director, Office of Procurement*

PROCUREMENT HINTS

- * **Contract ID Number** - - Each contract is assigned a unique identification (ID) number. When contacting an agency, refer to the contract by its name and ID number.
- * **Subcontracting** - - The list of contractors who attend the pre-bid meeting is public information. If you think you're interested in participating as subcontractor, express interest to each prime, try to establish a dialogue with him/her, and ask what areas each plans to subcontract.
- * **Pre-Bid Meetings** - - At these meetings, prospective bidders ask whatever questions they may have regarding the contract. The state agency advertising the contract explains the aspects of the work and considers potential changes suggested by prospective bidders. Attend these open meetings to get a working knowledge of the project. All attendees are allowed to introduce themselves and state their expertise.
- * **Bid Openings** - - Procedures for each solicitation may vary, review contract specifications thoroughly.
- * **Business Cards** - - Always distribute business cards.
- * **Networking** - - Join as many contractor groups as you can. You will notice many of the same people, who often discuss mutual matters that might help you (escalating supply costs, alternative materials, new methods, etc.).
- * **Seminars** - - Many agencies offer seminars at minimal or no cost to the contractor. New programs, policies, etc. are often explained at these forums. Knowledge is never wasted. Take advantage of these classes, seminars and forums.
- * **Professional Advice** - - When in doubt, ask someone charged with the responsibility of knowing.
- * **Website** - Access the MDOT Maryland Aviation Administration through their website: www.marylandaviation.com

Office of Procurement

CONSTRUCTION & MAINTENANCE SECTION

MDOT MARYLAND AVIATION ADMINISTRATION

Office of Procurement

CONSTRUCTION & MAINTENANCE CONTRACTS

Office Description - The Construction & Maintenance Section of the Office of Procurement provides all aspects of the procurement process for facilities operations and grounds maintenance contracts for Baltimore/ Washington International Thurgood Marshall (BWI Marshall) and Martin State (MTN) Airports. The responsibilities include Request for Proposals (RFP) and Invitation to Bid (IFB) development, advertising, pre-bid/proposal meetings, bid openings, award process, and contract monitoring.

Bonding Requirements

Bid/Proposal Bond - The MDOT MAA may require that each bid or proposal over \$100,000 total price be accompanied by a bid bond in the amount of five percent of the total contract price.

Performance Bond - The selected Contractor shall be required to submit to the MDOT MAA, prior to execution of the contract, a Performance Bond in the amount identified in the IFB. This bond may be annualized for maintenance contracts.

Payment Bond - The selected Contract shall be required to submit to the MDOT MAA, prior to execution of the contract, a Payment Bond in the amount identified in the IFB. This bond may be annualized for maintenance contracts.

Contact Name

Phoebe Yost
Manager

Telephone #: (410)-859-7004
Fax #: (410)-694-6290
Email: pyost@bwiairport.com

This Section procures services that include, but are not limited to the following:

Baggage Scales Inspection Repair & Maintenance
Carpentry
Carpet Cleaning
CCTV Repair & Maintenance
Comprehensive Interior Modifications
Concrete (Minor jobs)
Consolidated Mechanical Systems/Plane-Mate Operating & Maintenance
Custodial
Controlled Access Security System Repair & Maintenance
Electrical
Electronics - Public Address System/Radios
Elevator/Escalator Repair and Maintenance
Fence Installation & Repair
Fire Protection System Repair Maintenance
Flight Information/Baggage Information Display
Garage Sweeping & Scrubbing Services
General Construction and Renovations
Glass Cleaning Services
Glycol Recovery Vehicle Operations
Hazardous Waste Removal
High Voltage Electrical
HVAC, Water Treatment Energy Management & Fire Alarm Systems
Interior Plantscape
Landscaping & Mowing Operations
Overhead Door Repair and Maintenance
Painting - Interior and Exterior
Parking Access and Revenue Control
Pavement Seal Coating and Striping
Pest Control Services
Plumbing Repairs
Radio Communications Repair and Maintenance
Recycling
Roof Repairs
Runway Rubber Removal
Security Guard Services
Septic Tank Services
Snow Melting Operations
Snow Removal Services
Solid Waste Removal & Recycling Services
Storm Water Management
Tree Removal
Turf Management & Vegetation Control

Office of Procurement

ARCHITECTURAL/ENGINEERING AND SERVICES SECTION

MDOT MARYLAND AVIATION ADMINISTRATION
Office of Procurement
ARCHITECTURAL/ENGINEERING AND CONSULTANT SERVICES CONTRACTS

Office Description - The Architectural/Engineering and Services Section of the Office of Procurement provides all aspects of the procurement process for professional and consultant service contracts for Baltimore/Washington International Thurgood Marshall (BWI Marshall), Martin State (MTN) and selected regional airports. The responsibilities include Request for Proposals (RFP) and Invitations to Bid (IFB) development, advertising, pre-bid / pre-proposal meetings, bid openings and award process.

Bonding Requirements There are **no** bonding requirements for **Architectural/Engineering** contracts.
Bonding requirements for Consultant Services are as follows:

Bid/Proposal Bond - The MDOT Maryland Aviation Administration (MDOT MAA) may require that each bid or proposal over \$100,000 total price be accompanied by a bid bond in the amount of five percent of the total contract price.

Performance Bond - The selected Contractor may be required to submit to the MDOT MAA, prior to execution of the contract, a Performance Bond in an amount not to exceed 100 percent of the total contract price. The bond amount may be annualized over the term of the contract.

Payment Bond - The selected Contractor may be required to submit to the MDOT MAA, prior to execution of the contract, a Payment Bond in an amount not to exceed 100 percent of the total contract price. The bond amount may be annualized over the term of the contract.

Insurance Requirements - Professional Liability Insurance is required for all Architectural/Engineering contracts, and may be required for Consultant Service contracts. General Liability and Worker's Compensation coverage is required for all contracts, and automobile liability insurance may be required. The risk, and required limits of liability, are assessed for each solicitation based on the contract project services and will be announced in the RFP/IFB.

Contact Name Lynda Warehime Telephone #: (410)-859-7331
Manager Fax #: (410)-694-6290
Email: lwarehime@bwiairport.com

Office of Procurement

PROCUREMENT AND MATERIALS MANAGEMENT SECTION

MDOT MARYLAND AVIATION ADMINISTRATION
Office of Procurement
PURCHASING AND MATERIALS
MANAGEMENT SECTION

Office Description - The Purchasing and Materials Management Section, of the Office of Procurement is responsible for procuring all commodities, capital equipment, Information Technology, Telecom requirements, and non-facilities related service and maintenance contracts for the operation of the Baltimore/Washington International Thurgood Marshall (BWI Marshall) and Martin State (MTN) Airports. Generally, this section does not charge for RFQ, IFB, RFP bid specifications.

Bonding Requirements

Bid/Proposal Bond - The MDOT MAA may require that each bid or proposal over \$100,000 total price be accompanied by a bid bond in the amount of five percent of the total contract price.

Performance Bond - The selected Contractor shall be required to submit to the MDOT MAA, prior to execution of the contract, a Performance Bond in the amount equal to at least 100 percent of the total contract price if the total contract price is over \$100,000. This bond may be annualized.

Payment Bond - The selected Contractor may be required to submit to the MDOT MAA, prior to execution of the contract, a Payment Bond in the amount equal to at least 100 percent of the total contract price if the total contract price is over \$100,000. This bond may be annualized.

Mailing Address - P.O. Box 8766, Third Floor, Terminal Building
BWI Airport MD 21240-0766

Physical Address - MAC Building
7005 Aviation Boulevard
Glen Burnie, Maryland 21061

Contact - Joyce Sands
Manager
Telephone # (410)-859-7463
Fax # (410)-859-7323
Email: JSands@bwiairport.com

Procurement Specialists: Eric Carpenter
Email: ecarpenter1@bwiairport.com
Steven Kline
Email: skline@bwiairport.com
Larry Spirko
Email: lspirko@bwiairport.com

Telephone# (410)-859-7121

Telephone# (410)-859-7383

Telephone# (410)-859-7379

Bid Board Location - MAC Building
7005 Aviation Boulevard
Glen Burnie, Maryland 21061

TYPICAL SERVICE CONTRACTS INCLUDE:

Advertising	Laundry Service
Aerial Photography Service	Mailing Services
Armored Security Service	Medical/Physical Exams
Catering	News Clipping Services
Consulting Services	Pest Control
Delivery Services	Photography Services
Demolition	Printing Services
Equipment Maintenance Agreements	Telecommunication Services
Framing Services	Title Research and Property Appraisals
Fire Extinguisher Maintenance	

TYPICAL COMMODITY PROCUREMENT:

Automated Data Processing Equipment
Building Materials
Concrete Pavers
Electrical Supplies
Gases
Hardware
Heavy Equipment
Janitorial Supplies
Lighting
Medical Supplies
Office Supplies
Office Furniture and Equipment
Paint Supplies
Petroleum Products
Plumbing Supplies
Printed Materials
Promotional Items
Residential Soundproofing Products
Runway De-Icing Materials
Runway Lighting Equipment/Supplies
Safety Equipment
Sodium Chloride Salt
Stone Products
Uniforms/Shoes

OFFICE OF

COMMERCIAL MANAGEMENT

MARYLAND AVIATION ADMINISTRATION OFFICE OF COMMERCIAL MANAGEMENT

Office Description - The Office of Commercial Management is responsible for the negotiation and development of all **revenue-generating** lease and concession contracts for Baltimore/Washington International Thurgood Marshall (BWI Marshall) and Martin State (MTN) Airports.

Bonding Requirements

Bid/Proposal Bond/Payment Guarantee: Varies by contract type.

<p>Contact Name: Jaimini M. Erskine Director, Office of Commercial Management Maryland Aviation Administration P.O. Box 8766, Third Floor, Terminal Building BWI Airport, Maryland 21240-0766</p>	<p>Telephone #: (410) 859-7071 Email: JErskine@bwiairport.com</p>
<p>Bruce Rineer Manager, Commercial Development Maryland Aviation Administration P.O. Box 8766, Third Floor, Terminal Building BWI Airport, Maryland 21240-0766</p>	<p>Telephone #: (410) 859-7813 Email: BRineer@bwiairport.com</p>
<p>Morris E. Williams, III Manager, Commercial Business Activities Maryland Aviation Administration P.O. Box 8766, Third Floor, Terminal Building BWI Airport, Maryland 21240-0766</p>	<p>Telephone #: (410) 859-7036 Email: MWilliams8@bwiairport.com</p>
<p>Andrea Bickley Manager, Concession Activities Food & Beverage, Retail and Services (Airmail Contract) Maryland Aviation Administration P.O. Box 8766, Third Floor, Terminal Building BWI Airport, Maryland 21240-0766</p>	<p>Telephone #: (410) 859-7923 Email: ABickley@bwiairport.com</p>

Bidders List The Office of Commercial Management maintains a computerized bidders list that includes but is not limited to the following occupations:

Advertising	Business Service Center	Taxicab Services	Retail Concessions
Wireless Services	Service Station	Parking Services	Food & Beverage Concessions
Duty Free	Cargo Building Development	Ground Transportation Services	
Luggage Carts	Vending Services	Rental Car Services	

OFFICE OF FAIR PRACTICES

SMALL, MINORITY, VETERAN AND DISADVANTAGE BUSINESS COMPLIANCE SECTION

MARYLAND AVIATION ADMINISTRATION
OFFICE OF FAIR PRACTICES
SMALL, MINORITY, VETERAN AND DISADVANTAGE BUSINESS
COMPLIANCE SECTION

Office Description: The Office of Fair Practices (OFP) is responsible for the development, implementation and evaluation of programs and strategies to ensure that employees, contractors, subcontractors and patrons of Baltimore/ Washington International Thurgood Marshall and Martin State Airports are given access to MAA services and businesses, contracting and employment opportunities without discrimination.

OFP is committed to increasing the participation of MBE, DBE and ACDBE firms on MAA contracts through outreach, technical assistance and contract compliance. As a part of the implementation of the MBE and DBE programs, OFP monitors the participation of small and minority firms on MAA procurement contracts in the areas of Construction, Architectural/Engineering, Consulting, Maintenance, Services, Supplies, Equipment and Commodities. Participation is also obtained and monitored in airport concessions and leasing activities through the Airport Concessions Disadvantaged Business Enterprise (ACDBE) program.

The office is committed to diversity and to providing information and assistance to firms interested in participating in the MBE, DBE and ACDBE programs. Small businesses are encouraged to become certified through the Maryland Department of Transportation (MDOT) to enable them to participate in the above programs. Please do not hesitate to call, we look forward to working with you.

Contact Names:

Angela M. Martin
Director

Telephone #: (410)859-7009
Fax #: (410)859-7769
Email: AMartin3@bwairport.com

Bill Villanueva
Assistant Director

Telephone #: (410)859-7284
Email: WVillanueva@bwairport.com

Alice Cook
MBE/DBE Compliance Officer
Architectural/Engineering & Construction Compliance Unit

Telephone #: (410)859-7291
Email: acook1@bwairport.com

Vincentia (Tia) Rattini
MBE/DBE Compliance Manager

Telephone #: (410)859-7223
Email: vrattini@bwairport.com

Jeffrey Johnson
MBE/DBE Compliance Officer
Maintenance & Services Compliance Unit

Telephone #: (410)859-7949
Email: JJohnson18@bwairport.com

Nicholas Lloyd
Accountant

Telephone #: (410)859-7841
Email: NLloyd@bwairport.com

ADDRESSES

OF

PERIODICALS, NEWSPAPERS, AND ORGANIZATIONS

Jimmy Rhee, Special Secretary	410-697-9600
The Governor's Office of Small, Minority & Women Business Affairs	877-558-0998
100 Community Place	
Crownsville, Maryland 21032	
Jimmy.rhee@maryland.gov	
www.mdminoritybusiness.com	

JoAnn Hill	202-482-1940
U.S. Department of Commerce	202-501-3016 (f)
Minority Business Development Agency	
1401 Constitution Avenue NW, Room 5079	
Washington DC 20230	
jhill@mbda.gov	
www.mbda.gov	

Sam Reprogel, Chief Business Development	410-962-6195
U.S. Small Business Administration	202-481-5573 (f)
City Crescent building, 6 th Floor, Baltimore District Office	
10 S. Howard Street, Suite 6220	
Baltimore MD 21201	
Samual.reprogel@sba.gov	
www.sba.gov	

Wayne R. Frazier, Sr., President	443-759-8580
Maryland-Washington Minority Companies	888-609-8313 (f)
Association, Inc. (MWMCA)	
3229 Powhatan Avenue	
Baltimore MD 21216	
wrf@mwmca.org	
www.mwmca.org	

Pless B. Jones, Sr., President	410-235-8303
Maryland Minority Contractors Association, Inc.	410-235-8304 (f)
2423 Maryland Avenue, Suite 200	
Baltimore, MD 21218	
Mmca.inc@gmail.com	
www.mmcainc.org	

James Coleman
Ollie P. Anderson, Jr., Secretary
Prince George's County Economic Development Corporation
1801 McCormick Drive, Suite 350
Largo, MD 20774
jgunnell@pgcedc.com
www.pgcedc.com

Patrick Quarry
Construction Data Corporation
Construction Data Plan Room
111 Corning Road
Cary NC 27518
pquarry@cdcnews.com
www.cdcnews.com

Leonie Hanson, Reporter
Reed Construction Data
30 Technology Parkway
Suite 100
Norcross GA 30092
Leonie.hanson@cmdgroup.com
www.reedconstructiondata.com

Jorge Castillo, Chair
Maryland Hispanic Chamber of Commerce
1122 Kenilworth Avenue, Suite 307
Baltimore MD 21204
info@mdhec.org

George W. Owens III, Secretary
Maryland Department of Veteran Affairs
16 Francis Street, 4th Floor
Annapolis MD 21401

Carmen Ortiz-Larsen, President of the Board
Hispanic Chamber of Commerce Montgomery County
4833 Rugby Avenue, Suite 500
Bethesda MD 20814
info@hccmg.org

Ron Busby, President
Greater Baltimore Black Chamber of Commerce
2505 Lord Baltimore Drive, Suite A78
Baltimore MD 21244

African American Chamber of Commerce Montgomery County
P.O. Box 2206

Montgomery Village MD 20886

info@aacc-mc.com

Mid-Atlantic Hispanic Chamber of Commerce

202-587-5600

1775 Eye Street NW #1150

Washington DC 20006

www.mahcc.org

Southern Maryland Black Chamber of Commerce

443-646-5744

www.smmcoc.org

Lorena Rivera

Maryland Governor's Commission on Hispanic Affairs

410-697-9260

100 Community Place

Crownsville MD 21032
