**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT # 2 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202409174 Building Management Services – Oxford District Court |
| **RFP ISSUED BY:** | Maine Judicial Branch |
| **SUBMITTED QUESTIONS DUE DATE:** | October 9, 2024 |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | October 17, 2024 |
| **PROPOSAL DUE DATE:** | October 25, 2024, no later than 11:59 p.m. local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP (if any):**  The Proposal Submission Deadline is amended. | |
| **REVISED LANGUAGE IN RFP (if any):**  All references to the Proposal Submission Deadline of October 18, 2024, no later than 11:59 PM local time **are amended to October 25, 2024 no later than 11:59 PM local time.** **All references to the Proposal Submission Deadline of October 23, 2024, no later than 11:59 PM local time (as amended in Amendment #1) are amended to October 25, 2024 no later than 11:59 PM local time.** | |

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

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| **1** | **RFP Section & Page Number** | **Question** |
| N/A | Please supply sq ft of the Oxford district court. Are any other building included in this bid ? If so please supply the sq ft of each location and the name |
| **Answer** | |
| Single Building: 25,000 SQ. feet. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| N/A | Is there any exclusion to a joint venture in Bidding on the RFP for building management services |
| **Answer** | |
| No, however, if a company is going to be used as a subcontractor, they must be clearly identified. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| H, Page 9 | Description of work indicates work hours will be defined by location. Is there more than one building in this proposal? If so please provide location |
| **Answer** | |
| Single Building: Building Manager will be responsible for 40 Hours per week. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| H, Page 9 | What are the normal hours of work to be supplied for the BM position. |
| **Answer** | |
| Normal hours of work are 7 a.m. to 4 p.m.; they will also be required during emergencies. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| H, Page 10, #2 | Please supply a list of current contractors for the building as described? |
| **Answer** | |
| Vendor lists change periodically. List will be provided to successful bidder. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| E, Page 7 | Providers personnel; indicates a laptop will be supplied to access BMS system at each location. How many locations are there and what are the BMS systems at each? |
| **Answer** | |
| Single location; BMS is the Maine Controls design. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| N/A | Please supply a list of all mechanical equipment for the building. |
| **Answer** | |
| Mechanical equipment will generally be provided by vendors providing services. | |

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| **8** | **RFP Section & Page Number** | **Question** |
| N/A | Is there any wage requirements by the state for this bid and if so please supply? |
| **Answer** | |
| Wage requirements must meet all State of Maine statutory requirements. Stability in the building management position should be taken into account when judging market rates for the position. | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Section III, #1, Page 17 | Please supply a list of services to be performed by the State’s contractors and over seen by the BM and what services are to be performed by the BM or their subcontractors. |
| **Answer** | |
| Services to be overseen by BM are to include, but not limited to, elevator maintenance, electrical work, plumbing, minor construction, repair and maintenance of building, and landscaping. Daily duties of the BM are listed in scope. No work required of the BM will require licensure. | |