



How to Respond to a City of Rockville, Maryland Solicitation

Presented By:

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What is a solicitation and where can I find it?

- A solicitation is a request the City formally issues for goods or services, including construction, either as a one-time event or over multiple years.
- The City posts its solicitations on its web site and on the State of Maryland's eMMA:
 - City's web site link:
<https://www.rockvillemd.gov/bids.aspx>
 - eMMA link (*registration is required*):
<https://procurement.maryland.gov/>



What to look for when initially reading the solicitation

- Review **Project Overview** and consider the following:
 - Does the work scope/project description fit your business?

PROJECT DESCRIPTION (example only)

The project consists of supplying all the labor, equipment, tools, and material for the structural and cosmetic integrity repairs as well as the asphalt approaches of aging pedestrian bridges throughout the City's park system. In total, ten (10) pedestrian bridges have been identified by EBA Engineering Bridge Inspection reports in need of repairs to either prefabricated corten, timber or culvert pedestrian bridges.

- Do the proposed due dates/schedule of the solicitation work for you?
Pay careful attention to **Questions Due** date.

PROPOSED SCHEDULE (example only)

IFB release date, by THURSDAY, JANUARY 7, 2021

Pre-Bid Conference – None Required

Site Visit (see Section 1.5) - THURSDAY, JANUARY 14, 2021 AT 10:00AM

Questions Due – THURSDAY, JANUARY 21, 2021, by 3:00PM

IFB closing date –TUESDAY, FEBRUARY 9, 2021 by 2:00 PM (ET)



What to look for when initially reading the Solicitation, part 2

- Review **Special Terms and Conditions** and consider the following:
 - Does your business meet the Minimum Qualifications Requirement?

MINIMUM QUALIFICATION REQUIREMENTS (*example only*)

At a minimum, Bidders must provide written evidence (through references) of five (5) years prior experience with the scope of work as detailed in the specifications.

- Can your business meet the Contract Term for the work scope?

CONTRACT TERM (*example only*)

The duration of all these FY21 tasks required to complete repairs shall not exceed 60 days from the Notice to Proceed. All FY21 work to be completed in full by June 30, 2021.



Attend Pre-Bid Meeting if offered

- Vendors are strongly encouraged to attend a Pre-Bid meeting and/or site visit if it is offered in the solicitation.
- In addition to meeting City staff and learning more about Rockville, vendors are often able to connect with other companies for possible future collaboration.



What to look for when reading the solicitation – next steps

- You have determined that your firm has the resources to meet the:
 - Work scope as stated in the Project Description
 - Proposed Due Dates
 - Minimum Qualification Requirements
 - Contract Term

Next Step...dive into the details!





The solicitation details!

- Using the Table of Contents, make sure you:
 - Read the Technical Specifications
 - Understand how the Bid Pricing Form is structured and what is the award based on
 - Review the General Terms and Conditions
 - Regarding the City's Insurance Requirements, check with your provider to see if there are any additional costs
 - Examine the Sample Contract (if any) to ensure your firm is able to execute it
- Keep track of your questions and the Questions Due Date from the solicitation schedule. Email your questions to the Buyer by the Questions Due Date. Generally, the Buyer will create an Addendum with all the questions and answers and post that on the City's web site and eMMA.



Putting your Bid Packet together for Submittal

- Complete all required signatures and provide the documents as stated in the solicitation, examples include:

Affidavit, Reference Form, Bidder's Questionnaire, provide a W-9, confirm your firm is in good standing with the State of Maryland Department of Assessments and Taxation, check for and sign any Addenda

- Complete the Bid Pricing Form, double checking pricing.
- Complete any other required documents.



Submit your Bid Documents

- Follow the Bid Document Submittal Instructions found in the solicitation.
- Submit your Bid Documents by the due date and time (*very important*).



Attend the Public Bid Opening

- Assuming the solicitation has a Public Bid Opening, you may attend, (this is at your option and is not required). Follow the instructions in the Solicitation.



Thank you for thinking of the City of Rockville

The City recognizes the work and effort that goes into submitting a bid and appreciates your time, diligence and attention to detail.

Questions involving this presentation or the City's outreach program to the minority-, female- and disabled-owned business community in general should be addressed to Pat Ryan by email at pryan@rockvillemd.gov or call 240-314-8434.

We look forward to talking and working with you.