



**STATE OF MARYLAND JUDICIARY  
Administrative Office of the Courts**

**SMALL PROCUREMENT**

**Exterior Pressure Washing at Anne Arundel County District Court**

**Small Procurement # 13195**

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$50,000.

**Purpose**

The Administrative Office of the Courts (AOC), on behalf of the District Court of Maryland, issues this Small Procurement to solicit bids from prospective Bidders to provide a one-time service consisting of exterior pressure washing services for accumulated dirt buildup at Anne Arundel County District Court located at 251 Rowe Boulevard, Annapolis, MD 21401.

The Contractor shall complete all work no later than 60 calendar/business days after receipt of order. All punch list items must be completed to the District Court of Maryland's complete satisfaction with 5-10 business days from receipt of punch list.

**1. Scope of Work**

- A.** The Contractor shall furnish all resources (i.e. supervision, labor, materials, supplies, tools, transportation and equipment) necessary to fulfill all the requirements and satisfactorily perform all the services described in this Small Procurement in a safe, orderly, timely, efficient and workmanlike manner. **The Contractor shall service the following specified areas:**

➤ **Base Bid Work**

• **Front of Building**

- Brick wall including retainer walls facing Rowe Blvd. between Farragut Road and Taylor Avenue.
- Brick steps

- Right and left side of the front entrance. (see attachment – area below green line)
- **Side and Rear Building**
  - Area covering from the ground to approximately 20ft. up the brick building. (see attachment-area below green line).

➤ **Alternate Work #1**

Contractor shall power wash the brick located on front of the building, second level of the exterior of the building.

- **Front of building 2<sup>nd</sup> Level**
  - Area in front and on the second level of the exterior of the building. (see attachment-area within green circle.)

**B. Damage to State and Personal Property**

The Contractor, their employees, subcontractors and agents shall be held directly responsible to repair, replace or restore to its original condition, to the satisfaction of the Maryland Judiciary, curbs, roadway surfaces, wheel stops, shrubbery, trees, buildings, bollards, gates, light pole, sign poles or any other State-owned property which is damaged by the actions of the above-mentioned representatives.

The Contractor, their employees, subcontractors and agents shall be held directly responsible for any damage caused by their action or inaction to privately-owned property and shall hold the State harmless for such damages.

**C. General**

- Contractor shall perform all work after hours and/or weekends.
  - Contractor shall have access to water on site.
  - Contractor is not permitted to use chemicals of any kind.
  - Contractor shall use plain water only.
2. A **MANDATORY Walk-Through** Pre-Proposal Conference will be held on **April 20, 2021, beginning at 11:00am, at Annapolis District Court, 251 Rowe Blvd., Annapolis, MD 21401**. Please meet at Security Desk. Attendance at the Conference is mandatory in order to facilitate better preparation of proposals.
3. **Contract Type**  
The resulting contract shall be Fixed Price.

**4. Contract Term**

The Contract resulting from this Small Procurement shall begin with execution of the Purchase Order.

**5. Procurement Officer**

The sole point-of-contact for purposes of this Small Procurement prior to the award of any Contract shall be the Procurement Officer at the address listed below:

**Robin Smith**

Maryland Judiciary, Administrative Office of the Courts  
Department of Procurement, Contract and Grant Administration  
Telephone: 410-260-1421  
Email: [robin.smith@mdcourts.gov](mailto:robin.smith@mdcourts.gov)

**6. Closing Date**

All bids must be received via email to the Procurement Office at the email address listed in Section 5, **no later than 4:30pm (local time) on April 30, 2021** in order to be considered. **Bids received by the Procurement Officer after the due date and time will not be considered.**

**7. Basis for Award**

a. **References.** At least three (3) references are required from customers who are capable of documenting the Bidder's ability to provide the services as specified in this Small Procurement. Each reference shall be from a client whom the Bidder has provided services within the past five (5) years and shall include the following information:

- 1) Name of client organization
- 2) Name, title, telephone number, and e-mail address, if available, or point of contact for client organization; and
- 3) Value, type, duration, and description of services provided.

b. **Basis for Award.** The Procurement Officer shall, after obtaining all required approvals, award the Contract to the lowest responsive and responsible Bidder.

**Award will be authorized by the AOC for either the Base Bid or the Base Bid and Bid Alternate.**

## Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed here.

Labor	Bid Price
*Base Bid	\$
**Bid Alternate #1	\$

\*The Base Bid price is the lump sum and includes all work as specified in the Scope of Work, Base Bid Work.

\*\* The Bid Alternate price is the lump sum and includes all work as specified in the Scope of Work, Alternate Work #1.

Submitted by _____	Authorized Signature	Date
Print Name and Title _____		
Company Name _____		
Company Address _____		
Telephone _____		
Federal Tax Identification # _____		

**ATTACHMENTS:**







**ATTACHMENT: Add Alternate Work**

