



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

SMALL PROCUREMENT

Uniform Juvenile Civil Citation Books

INVITATION FOR BIDS # 13493

This procurement is being conducted as a Small Procurement Invitation for Bids (IFB) as described in the Judiciary Procurement Policy, not to exceed \$50,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement IFB to acquire 14,800 Uniform Juvenile Citation Books (books) to be delivered to multiple sites.

1. Scope of Work

The contractor shall furnish and ship a total of 14,800 books (370,000 citations). Each book shall consist of 25 sets of citations. Each set shall consist of five parts. Each book shall have a two-fold bluff colored wrap-around cover, approximately 21 inches long, extending along the back of the book, around the base, covering the citation in full. Top cover is length of citation. Each book to be stapled at top stub. Citation measures 5.5” w x 10” h.

The books shall meet the following specifications (See **Attachment C**):

A. Cover: Two-fold wraparound cover from bottom to top. Top cover separate. Stiff chipboard to be inserted between last citation and bottom cover in each book.

B. Copy: Copy in each book shall be as follows (See **Attachment B**):

Wraparound Cover:	No printing
Citation Part 1:	Printing on front and back, head to head
Citation Part 2:	Printing on front only
Citation Part 3:	Printing on front and back, head to head

Citation Part 4: Printing on front only
Citation Part 5: Printing on front and back, head to head

C. Perforations: All parts to be perforated at top stub.

D. Stock Weight:

Wrap around cover: 150# Cover
Citation Part 1: 16# NCR
Citation Part 2: 14.5# NCR
Citation Part 3: 14.5# NCR
Citation Part 4: 14.5# NCR
Citation Part 5: 15# NCR

E. Marginals (in red ink):

Citation Part 1: LOCAL JUVENILE JUSTICE OFFICE
Citation Part 2: LOCAL JUVENILE JUSTICE
OFFICE/SMVA
Citation Part 3: CHILD’S PARENTS/LEGAL GUARDIAN
Citation Part 4: CHILD
Citation Part 5: LAW ENFORCEMENT

F. Stock Colors:

Wrap around cover: Manila
Citation Part 1: White
Citation Part 2: Green
Citation Part 3: Canary
Citation Part 4: Pink
Citation Part 5: Goldenrod

G. Ink: Printing on the front parts shall be in black ink. Printing on the back parts shall be in black ink. Printing in the marginals shall be in red ink.

H. Numbers: Each copy of the citation shall have a citation number consisting of a mod-7 check digit (“c”), followed by the letter Z (constant), then an 8-digit sequential number divided by 7. The remainder becomes the check digit. (Example: 3Z33357327. The check digit 3 is determined by dividing 33357327 by 7. The quotient is 4765332 with a remainder of 3.)

- The beginning number will be provided to the vendor.

I. Print Date: The vendor shall print the month and year of the printing beside the form number and revision date in the lower left corner (MM/YYYY format).

- J. Packaging: The books shall be packaged in cardboard boxes. Books within each box are to be packaged sequentially with the lowest number on top. Each box shall be clearly numbered with the first and last numbers contained therein.
- For shipments to the Maryland Judicial Center, the entire order is to be palletized and wrapped, with the lowest numbered citation on each pallet stacked at the top of the pallets.
- K. Proof: Prior to printing, the vendor shall send a digitized or camera proof to sarah.kaplan@mdcourts.gov and receive proof approval by email. The proof must be received within ten (10) business days from the date of purchase order issuance.
- L. Paper must be freesheet. Groundwood content will not be accepted.
- M. The vendor shall send the following to the below contact:
- Missing numbers list
 - Report detailing all tracking numbers
 - Delivery list stating the citation numbers delivered to each address

Sarah R. Kaplan
187 Harry S. Truman Parkway
Annapolis, MD 21401

2. Delivery

Delivery is to be made in multiple shipments, to multiple locations, in various quantities as shown in **Attachment D**. Delivery contacts will be provided upon award. Delivery terms shall be FOB destination, inclusive of all charges. Delivery is required by September 1, 2021 to all locations. Vendor must provide a signed statement certifying that quantities as shown were shipped to all locations on the distribution list.

3. Contract Type

The resulting contract shall be for 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 (IFB) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Nia Graves

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-2557

Email: nia.graves@mdcourts.gov

6. Bid Closing Date

All bids must be received via email to the Procurement Officer at the email address listed in Section 5, **no later than 4:30 PM (local time) on June 16th, 2021** in order to be considered.

7. Award Determination

The most favorable Bid will be the lowest price on **Attachment A**. Upon determination of the most favorable bid, review of the bid for responsiveness, and satisfaction that the bidder is responsible, the Procurement Officer shall, after obtaining all required approvals, award the contract to that bidder.

Attachment A - Price Bid Form

Contractor's price bid must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____	
Submitted by _____	
Authorized Signature	Date
Print Name and Title _____	
Company Name _____	
Company Address _____	
Telephone _____	
Federal Tax Identification # _____	

Attachment B – Camera Ready Copy

UNIFORM JUVENILE CIVIL CITATION				Citation Number _____
<input type="checkbox"/> Related Citation(s) No(s): _____ <input type="checkbox"/> Witness				
CHILD'S FIRST NAME _____		MIDDLE NAME _____		LAST NAME _____
COUNTY/CITY _____		AGENCY _____		LOCAL CASE NO. _____
CHILD'S CURRENT ADDRESS IN FULL (include street no. or post office box no.) _____				
CITY _____		STATE _____	ZIP CODE _____	EMAIL _____
HEIGHT _____	WEIGHT _____	RACE _____	SEX _____	ETHNICITY _____
		HAIR COLOR _____	EYE COLOR _____	BIRTH DATE _____
DRIVER'S LICENSE NO. _____		VEH REG NO. (if Relevant) _____	STATE _____	TELEPHONE NO. DAY/NIGHT _____
IT IS FORMALLY CHARGED THAT the above-named child, on _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM at _____ Location of Offense _____ City/County, Maryland did, _____ _____ _____				
In violation of Maryland Code				
Article _____	Section _____	Subsection _____	Paragraph _____	
INSTRUCTIONS				
The Department of Juvenile Services will notify you when and where to appear for a hearing. Your failure to appear for an intake hearing may result in formal court action.				
FULL NAME OF PARENT/LEGAL GUARDIAN _____				
FULL ADDRESS OF PARENT/LEGAL GUARDIAN ONLY (include street no. or post office box no.) _____				
I sign my name as a receipt of a copy of the citation and not as an admission. I agree to appear.				
X Child's Signature _____				
I solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, and belief.				
Issuing Officer's Signature _____		Name Printed _____		Date _____
Agency _____	Sub-Agency _____	I.D. No. _____	Telephone No. _____	
INTAKE DECISION				
				ASSIST NO. _____
<input type="checkbox"/> Referred to alcohol education or rehabilitation program. <input type="checkbox"/> Referred to substance abuse education or rehabilitation program. <input type="checkbox"/> Assigned to supervised work program for _____ hours. <input type="checkbox"/> Parent/Guardian agrees to withdraw consent for a period of _____ days after the child is eligible and has applied for a driver's license. <input type="checkbox"/> Forwarded to the State's Attorney				
Intake Officer's Signature _____				Hearing Date _____
Name Printed _____		Telephone No. _____		
Signature of Parent/Legal Guardian (to be signed at Intake) _____				

CC-JVCIT-001 (04/2021) Uniform Juvenile Civil Citation

Front of Citation:

- Copy #1: Juvenile Services Office
- Copy #2: Juvenile Services Office/SMVA
- Copy #3: Child's Parents/Legal Guardian Copy
- Copy #4: Child Copy
- Copy #5: Law Enforcement Copy

Reverse of Citation:

- Copy #1: Certificate of Mailing/Witness
- Copy #2: (Blank)
- Copy #3: Notice - Child's Parents/Legal Guardian
- Copy #4: Notice - Child
- Copy #5: Officer's Notes

Note to Law Enforcement:

1. Remove this first copy of Citation before entering witness information.
2. A copy of this Citation must be mailed to the child's parent or legal guardian within 7 days.

CERTIFICATE OF MAILING

I hereby certify that a copy of this Citation was mailed to the child's parent or legal guardian on

_____ Date _____
Name and Title _____ I.D. No. _____

WITNESSES

Please summons the following witnesses for the adjudicatory hearing.

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

Reverse of Part #1
Local Juvenile Services Office Copy

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NOTICE - CHILD'S PARENTS/LEGAL GUARDIAN

Intake. An Intake Officer from the Department of Juvenile Services will review this citation.

1. The Intake Officer **may**:
 - a. Refer the child to an alcohol or substance abuse education or rehabilitation program;
 - b. Assign the child to a supervised work program for not more than 20 hours (1st violation) and not more than 40 hours (2nd or subsequent violation);
 - c. Require you to withdraw your consent for the child to drive, and advise the Motor Vehicle Administration that your consent was withdrawn; or
 - d. Forward this citation to the State's Attorney for further action.
2. The Intake Officer **must** forward this citation to the State's Attorney if:
 - a. You refuse to withdraw your consent for the child to drive;
 - b. The child does not comply with the alcohol or substance abuse education or rehabilitation program referral; or
 - c. The child does not comply with a supervised work program assignment.

See Maryland Code, Courts and Judicial Proceedings Article, Section 3-8A-10.

Juvenile Court. If this citation is referred to the Juvenile Court and is not dismissed at the adjudicatory hearing, the case will go to a disposition hearing.

Reverse of Part #3
Child's Parents/Legal Guardian Copy

1. If the child has a driver's license, the Juvenile Court **may** order the Motor Vehicle Administration to take action to suspend the license for a specified period between 30 and 90 days.
2. If the Juvenile Court found that the child violated Criminal Law Article, Section 10-113 (involving use of a driver's license or document purporting to be a driver's license), the Juvenile Court **may** order the Motor Vehicle Administration to take action to suspend the child's license for 6 months (1st offense) or until the child is 21 years old (2nd or subsequent offense).
3. If the Court found that the child violated Education Article, Section 26-103 (possessing or consuming alcohol on public school grounds), the Juvenile Court **must** order the Motor Vehicle Administration to take action to suspend the child's license for a specified period between 30 and 90 days.
 - a. If the child does not have a driver's license on the date of disposition, and the child **is 16 years old** on that date, the suspension will begin on the date of the disposition.
 - b. If the child does not have a driver's license on the date of disposition, and the child **is not 16 years old** on that date, the suspension will begin on the child's 16th birthday.
4. The Juvenile Court also **may**:
 - a. Counsel you and/or the child, or order the child to participate in an alcohol or a substance abuse education or rehabilitation program that is in the child's best interest; or
 - b. Order the child to participate in a supervised work program for not more than 20 hours (1st violation) and not more than 40 hours (2nd or subsequent violations).

See Maryland Code, Courts and Judicial Proceedings Article, Section 3-8A-19.

An adjudication by the Juvenile Court is **not** a criminal conviction for any purpose. It does **not** impose any of the civil disabilities ordinarily imposed by a criminal conviction.

See Maryland Code, Courts and Judicial Proceedings Article, Section 3-8A-23.

For more information:

Juvenile Court: mdcourts.gov/legalhelp/juveniledelinquency

Juvenile Citations: mdcourts.gov/legalhelp/juvenilecitations

Maryland Code: lawlib.state.md.us/researchtools/coderesearch.html

NOTICE - CHILD

Intake. An Intake Officer from the Department of Juvenile Services will review this citation.

1. The Intake Officer **may**:
 - a. Refer you to an alcohol or substance abuse education or rehabilitation program;
 - b. Assign you to a supervised work program for not more than 20 hours (1st violation) and not more than 40 hours (2nd or subsequent violation);
 - c. Require your parent or guardian to withdraw her or his consent for you to drive, and advise the Motor Vehicle Administration that consent was withdrawn; or
 - d. Forward this citation to the State's Attorney for further action.
2. The Intake Officer **must** forward this citation to the State's Attorney if:
 - a. Your parent or guardian refuses to withdraw her or his consent for you to drive;
 - b. You do not comply with the alcohol or substance abuse education or rehabilitation program referral; or
 - c. You do not comply with a supervised work program assignment.

See Maryland Code, Courts and Judicial Proceedings Article, Section 3-8A-10.

Juvenile Court. If this citation is referred to the Juvenile Court and is not dismissed at the adjudicatory hearing, your case will go to a disposition hearing.

Reverse of Part #4
Child Copy

1. If you have a driver's license, the Juvenile Court **may** order the Motor Vehicle Administration to take action to suspend your license for a specified period between 30 and 90 days.
2. If the Juvenile Court found that you violated Criminal Law Article, Section 10-113 (involving use of a driver's license or document purporting to be a driver's license), the Juvenile Court **may** order the Motor Vehicle Administration to take action to suspend your license for 6 months (1st offense) or until you are 21 years old (2nd or subsequent offense).
3. If the Court found that you violated Education Article, Section 26-103 (possessing or consuming alcohol on public school grounds), the Juvenile Court **must** order the Motor Vehicle Administration to take action to suspend your license for a specified period between 30 and 90 days.
 - a. If you do not have a driver's license on the date of disposition, and you are **16 years old** on that date, the suspension will begin on the date of the disposition.
 - b. If you do not have a driver's license on the date of disposition, and you are **not 16 years old** on that date, the suspension will begin on your 16th birthday.
4. The Juvenile Court also **may**:
 - a. Counsel you and/or your parent or guardian, or order you to participate in an alcohol or a substance abuse education or rehabilitation program that is in your best interest; or
 - b. Order you to participate in a supervised work program for not more than 20 hours (1st violation) and not more than 40 hours (2nd or subsequent violations).

See Maryland Code, Courts and Judicial Proceedings Article, Section 3-8A-19.

An adjudication by the Juvenile Court is not a criminal conviction for any purpose. It does not impose any of the civil disabilities ordinarily imposed by a criminal conviction.

See Maryland Code, Courts and Judicial Proceedings Article, Section 3-8A-23.

For more information:

Juvenile Court: mdcourts.gov/legalhelp/juveniledelinquency

Juvenile Citations: mdcourts.gov/legalhelp/juvenilecitations

Maryland Code: lawlib.state.md.us/researchtools/coderesearch.html

OFFICER'S NOTES

Reverse of Part #5
Law Enforcement Copy

Attachment C – Printing Specifications

UNIFORM JUVENILE CIVIL CITATION PRINTING SPECIFICATIONS

1. 370,000 Sets Uniform Juvenile Civil Citation (14,800 books) **REVISED 04/2021**

New Camera Ready Copy Exact Reprint of Sample or Previous Order Reprint with Changes as noted

- 2a. Continuous Form _____ Part(s) Carbonless Paper (NCR) Carbon interleaved Folds every _____"
 Left Carrier Strip _____" perforated not perforated crimped glued
 Right Carrier Strip _____" perforated not perforated crimped glued
- 2b. Snapout Form ⁵ Part(s) Carbonless Paper (NCR) Carbon interleaved ^{5/8} "stub at top left

2c. Edge-glued Form _____ Part(s); edge-glued at top bottom left right

2d. Single Sheet Form Folds to _____ x _____.

2e. Multi-Page Brochure _____ Pages with self cover Scored, Folded and saddle-stitched to finished size _____ x _____

3. FRONT PRINTING All <input checked="" type="checkbox"/> parts print alike Copy <input type="checkbox"/> changes on part(s) <input checked="" type="checkbox"/> Marginals (red ink) <input type="checkbox"/> Screened Tints <input type="checkbox"/> Prepunching 2-3/4" C to C along 8 1/2 width; below 5/8" stub	4. BACK PRINTING <input type="checkbox"/> All parts print alike <input checked="" type="checkbox"/> Prints only on part(s) <input type="text" value="1, 3,4,5"/> <input checked="" type="checkbox"/> Copy changes on part(s) <input type="text" value="1,3,4,5"/>	5. NUMBERING - LOCATION <input type="checkbox"/> Consecutive <input checked="" type="checkbox"/> Crash Imprinted <input type="checkbox"/> No missing numbers <input type="checkbox"/> No. of locations <input checked="" type="checkbox"/> Starting # <input type="text" value="TBD"/>	6. CARBON <input type="checkbox"/> Blue Black <input type="checkbox"/> Pattern <input type="checkbox"/>
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7.

Part	Overall Size Including Width x Length	Paper Weight	Paper Color	Special Instruction	Ink Color Primary	Ink Color Secondary
	6" x 21"	150	Manila, Tag	Wrap around (cover)		
1	5.5" x 10 5/8"	16	White	Local Juvenile Justice Office	Black	Black
2	5.5" x 10 5/8"	14.5	Green	Local Juvenile Justice Office/SMVA	Black	
3	5.5" x 10 5/8"	14.5	Canary	Child's Parents/Legal Guardian	Black	Black
4	5.5" x 10 5/8"	14.5	Pink	Child	Black	
5	5.5" x 10 5/8"	15	Goldenrod	Law Enforcement	Black	Black

Attachment D – Delivery Amounts and Locations

Number of Citation Books	Delivery Location			
15	Allegany County Sheriff's Office	695 Kelly Road	Cumberland, Maryland	21502
10	Annapolis Fire & Explosive Services Unit	1790 Forest Dr	Annapolis, MD	21401
10	Anne Arundel Community College Department of Public Safety and Police	101 College Parkway	ARNOLD	21012
900	Anne Arundel County Police Department	8495 Veterans Hwy	Millersville Maryland	21108
100	Anne Arundel County Sheriff's Office	8 Church Circle	Annapolis	21401
100	Baltimore City School Police Force	200 E. North Avenue Suite# 002	Baltimore, Maryland	21202
2000	Baltimore County Police Department	428 Westham Way	Baltimore, MD	21224
40	BEL AIR POLICE DEPARTMENT	39 N. HICKORY AVE.	BEL AIR, MD	21014
9	Berwyn Heights Police Department	5700 Berwyn Rd	Berwyn Heights, Maryland	20740
6	Boonsboro Police Department	241 Potomac Street	Boonsboro MD	21713
20	Bowie State University	14000 Jericho Park Road	Bowie	20715
900	BPD	242 W. 29th Street	Baltimore	21211
250	Calvert County Sheriff's Office	30 Church Street	Prince Frederick, Md	20678
50	Caroline County Sheriff's Office	101 Gay Street	Denton	21629
150	CECIL COUNTY SHERIFF'S OFFICE	107 CHESAPEAKE BLVD, STE 112	ELKTON, MD	21921
15	Centreville Police Department	420 North Commerce Street	Centreville	21617
50	Cheverly Police Department	6401 Forest Road	Cheverly, MD	20785
25	Chevy Chase Village Police Department	5906 Connecticut Avenue	Chevy Chase	20815
75	City of Bowie Police Department	15901 Excalibur Road	Bowie, MD	20716
8	Cottage City Police Department	3820 40th Ave	Cottage City, MD	20722
10	Crisfield Police Department	319 A. W. Main Street	Crisfield, Maryland	21817
18	Edmonston Police Department	5005 52nd Ave	Edmonston	20781
45	Elkton Police Department	100 Railroad Avenue	Elkton, Maryland	21921

250	Frederick County Sheriff's Office	110 Airport Drive East	Frederick, MD	21701
125	Frederick Police Department	100 W Patrick Street	Frederick, MD	21701
17	Frostburg State University Police	101 Braddock Rd	FROSTBURG	21532
25	Fruitland Police Department	208 S Division St	Fruitland, MD	21826
30	Garrett County Sheriff's Office	311 East Alder Street	Oakland, Maryland	21550
150	Hagerstown City Police Department	50 N Burhans Blvd.	Hagerstown, MD	21740
600	HOWARD COUNTY POLICE DEPARTMENT	3410 COURT HOUSE DRIVE	ELLCOTT CITY, MD	21045
50	Manchester Police Department	3337 Victory Street	Manchester, Maryland	21102
6	Maryland Capitol Police	301 West Preston St. M5	Baltimore, MD	21201
325	Maryland Natural Resources Police	1072 East College Parkway	Annapolis MD	21409
5,000	Maryland State Police	7745 Washington Boulevard	Jessup, MD	20794
200	Maryland Transportation Authority Police	1700 Frankfurst Avenue	Baltimore, MD	21226
225	Maryland-National Capital Park Police, Montgomery County Division	12751 Layhill Road	Silver Spring, Maryland	20906
8	Metro Transit Police Department	600 Fifth Street, NW	Washington, DC	20001
1400	Montgomery County Police Department	14935 B delivery Door B7 Southlawn Lane	Rockville, MD	20850
20	Mount Airy Police Department	205 Center Street Ste. 203	Mount Airy, MD	21771
40	New Carrollton Police Department	6016 Princess Garden Parkway	New Carrollton, Md	20784
25	North East Police Department	104 W. Cecil Ave.	North East, MD	21901
6	Oakland Police Department	15 South Third Street	Oakland, MD	21550
200	Ocean City Police Dept.	6501 Coastal Hwy	Ocean City MD	21842
12	Perryville Police Department	2 Perryville Town Center Drive	Perryville	21903
80	Prince George's County Police Dept.	4923 43rd Ave 3rd floor	Hyattsville, Maryland	20781
25	Princess Anne Police Dept.	11780 Beckford Ave.	Princess Anne, MD	21853
6	Ridgely Maryland Police Department	2 Central Ave	Ridgely, Maryland	21660
34	Salisbury University Police Dept	1101 Camden Ave	Salisbury, MD	21801
50	Somerset County Sheriff's Office	7920 Crisfield Highway	Westover, MD	21871
300	St.Marys County Sheriff's Office	23150 Leonard Hall Drive	Leonardtwn, MD	20650

12	Sykesville Police Department	7547 Main Street	Sykesville, MD	21784
50	Talbot County Sheriff's Office	298712 Glebe Road, Suite 1	Easton, Maryland	21601
16	Taneytown Police Department	120 East Baltimore Street	Taneytown	21787
20	Thurmont Police Department	800 East Main Street	Thurmont MD	21788
20	Town of Hampstead Police Department	1112 Main Street	Hampstead, MD	21074
40	Towson University Police Department	8000 York Road	Towson	21252
40	UMB Police Department	222 N. Pine St.	Baltimore	21201
150	University of Maryland Police	7569 Baltimore Ave	College Park, MD	20742
25	W.S.S.C. Police Department	14501 Sweitzer Lane	Laurel, MD	20707-5902
100	Washington County Sheriff's Office	500 Western Maryland Parkway	Hagerstown, Maryland	21740
50	Westminster Police Department	36 Locust Street	Westminster, MD	21157
262	Administrative Office of the Courts	187 HST Drive	Annapolis, MD	21401