



**STATE OF MARYLAND  
ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT, CONTRACT AND GRANT ADMINISTRATION  
2003 C COMMERCE PARK DRIVE  
ANNAPOLIS, MD 21401**

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**Janitorial Services for Maryland Judiciary Annapolis Locations**

**Project K19-0070-25**

**ISSUED: February 22, 2019**

Sole point of contact for this solicitation is the Procurement Officer. Offerors are specifically directed NOT to contact any other Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.

Minority Business Enterprises (MBEs) are encouraged to respond to this Request for Proposals.

**Procurement, Contract and Grant Administration**  
<http://www.mdcourts.gov>

**THE JUDICIARY  
NOTICE TO OFFERORS/CONTRACTORS**

In order to help us improve the quality of Judiciary solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding the enclosed solicitation. Please return your comments with your proposals. If you have chosen not to propose on this Contract, please e-mail this completed form to [Lisa.Lee@mdcourts.gov](mailto:Lisa.Lee@mdcourts.gov).

**Title: Janitorial Services for Maryland Judiciary Annapolis Locations  
Project No: K19-0070-25**

1. If you have responded with a "no bid", please indicate the reason(s) below:

- Other commitments preclude our participation at this time.
- The subject of the solicitation is not something we ordinarily provide.
- We are inexperienced in the work/commodities required.
- Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
- The scope of work is beyond our present capacity.
- Doing business with Maryland Government is simply too complicated. (Explain in REMARKS section.)
- We cannot be competitive. (Explain in REMARKS section.)
- Time allotted for completion of the proposals is insufficient.
- Start-up time is insufficient.
- Insurance requirements are restrictive. (Explain in REMARKS section.)
- Proposals requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
- MBE requirements. (Explain in REMARKS section.)
- Prior Judiciary contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
- Payment schedule too slow.

Other: \_\_\_\_\_

2. If you have submitted a proposal, but wish to offer suggestions or express concerns, please use the Remarks section below. (Use reverse side or attach additional pages as needed.)

REMARKS:

\_\_\_\_\_

Offeror Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

**KEY INFORMATION SUMMARY SHEET**

**MARYLAND JUDICIARY**

**Request for Proposals**

**Janitorial Services for Maryland Judiciary Annapolis Locations**

**PROJECT # K19-0070-25**

**RFP Issue Date:** February 22, 2019

**RFP Issuing Office:** Procurement, Contract and Grant Administration

**Procurement Officer:** Lisa Lee  
Maryland Judiciary, Administrative Office of the Courts  
Department of Procurement, Contract and Grant Administration  
2003 C Commerce Park Drive  
Annapolis, MD 21401  
410-260-1263  
Lisa.Lee@mdcourts.gov

**Proposals must be sent to:** Lisa Lee  
Maryland Judiciary, Administrative Office of the Courts  
Department of Procurement, Contract and Grant

**Administration**  
2003 C Commerce Park Drive  
Annapolis, MD 21401

**Pre-Proposal Conference:** Attendance is Mandatory  
Friday, March 1, 2019 @ 9am  
Conference Room UL 1  
2011 C/D Commerce Park Drive  
Annapolis, Maryland 21401

Followed by a **Mandatory Site Visit** for the following location:

1. Judiciary Education & Conference Center  
2011 & 2009 – A, B, C, D, E, F Commerce Park Drive  
Annapolis, MD 21401, continuing to Dec 2019
2. Administrative Office of the Courts, Annex  
2001 & 2003 - A, B, C, D, E, F Commerce Park Drive  
Annapolis, MD21401, continuing to Dec 2019

3. Judicial Information Systems  
2661 Riva Road, Suite 900  
Annapolis, MD 21401

4. Future site location – (Starting 9/1/2019)  
Warehouse/office space  
445 Defense Highway  
Annapolis, Maryland 21401

**Closing Date and Time:     March 6, 2019 at 2:00pm**

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## SECTION 1 - GENERAL INFORMATION

### 1.1 Summary Statement

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) to award one contract to provide janitorial services for the Maryland Judiciary at various locations within the Annapolis, Maryland area.

### 1.2 Abbreviations and Definitions

For the purpose of this RFP, the following abbreviations or terms have the meanings indicated below:

- a. Contract – The Contract attached to this RFP as Attachment A
- b. Contractor – The selected Offeror
- c. Local Time – Time in the Eastern Time Zone
- d. MBE – Minority Business Enterprise currently so certified by the Maryland State Department of Transportation.
- e. Offeror – An entity that submits a proposal in response to this RFP
- f. Procurement Officer – The Judiciary representative responsible for this RFP, for the determination of contract scope issues, and the only Judiciary representative who can authorize changes to the contract
- g. RFP – Request for Proposals for **K19-0070-25** dated **February 22, 2019**, including any and all amendments.
- h. AOC Contract Manager– The Judiciary representative that serves as the technical manager for the resulting contract. The AOC Contract Manager monitors the daily activities of the contract and provides technical guidance to the Contractor.
- i. Judiciary business hours – 8:00 a.m. – 5:00 p.m. Monday – Friday (excluding State holidays and any other days closed by order of the Chief Judge of the Court of Appeals.)

### 1.3 Contract Type

The Contract that results from this RFP shall be based on Fixed Price.

### 1.4 Contract Duration

The Contract resulting from this RFP shall begin **March 22, 2019** and extend for a base period of 3 (three) years. The Judiciary shall have the sole right to exercise up to 2 one-year renewal options at its discretion. The AOC, at its sole option, shall have the unilateral right to extend the Contract at its discretion. Audit, confidentiality, document retention, and indemnification obligations under this Contract shall survive the expiration or termination of the Contract.

## **1.5 Procurement Officer**

The sole point of contact in the Judiciary for purposes of this RFP prior to the award of any contract is the Procurement Officer identified below:

**Lisa Lee**  
**2003 C Commerce Park Drive**  
**Annapolis, MD 21401**  
**410.260.1263**  
**Lisa.Lee@mdcourts.gov**

The Maryland Judiciary may change the Procurement Officer at any time by written notice to the Contractor.

## **1.6 AOC Contract Manager**

**Terri Vukovich**

The Maryland Judiciary may change the AOC Contract Manager at any time by written notice to the Contractor.

## **1.7 Pre-Proposal Conference**

A MANDATORY Pre-Proposal Conference will be held on **March 1, 2019, beginning at 9:00 am, at 2011 C/D Commerce Park Drive, Conference Room UL 1, Annapolis, MD 21401**. Attendance at the Conference is mandatory, in order to facilitate better preparation of proposals.

In order to assure adequate seating and other accommodations at the Conference, please e-mail the Conference Response Form to the attention of the Procurement Officer no later than **February 27, 2019 at 2:00pm**. The Conference Response Form is included as Attachment **D** to this RFP.

The Conference will be summarized. As promptly as feasible subsequent to the Conference, that record and all questions and answers known at that time will be posted to the Judiciary's Procurement website and eMarylandMarketplace.

## **1.8 Questions**

- 1.8.1 The Procurement Officer shall accept written questions from prospective Offerors. Please submit all questions to the Procurement Officer by e-mail.
- 1.8.2 Based on the availability of time to research, the Procurement Officer shall communicate a timely answer during the pre-proposal conference. Answers to all substantive questions that are not clearly specific only to the requestor will be posted on the Judiciary's procurement website and eMarylandMarketplace.



### **1.9 Proposal Due (Closing) Date**

One (1) original and three (3) copies of each proposal (Technical and Financial) must be received by the Procurement Officer **no later than 2:00 p.m. 2p.m. (local time) on 6 of March 2019** in order to be considered. One electronic version of the Technical Proposal must be included inside the Technical Proposal submission envelope. One electronic version of the Financial Proposal must be included inside the Financial Proposal submission envelope. Both electronic versions must be labeled with the RFP title, RFP number, and Offeror's name and be packaged with the original copy of the appropriate proposal (Technical or Financial).

Requests for an extension of this date or time will not be granted. Offerors' mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. **Proposals received by the Procurement Officer after the due date and time will not be considered.**

**Proposals may not be submitted by e-mail or facsimile.**

### **1.10 Duration of Offer**

Proposals submitted in response to this RFP are irrevocable for 180 days following: (1) the closing date of proposals or (2) Best and Final Offers (BAFOs), if requested. This period may be extended at the Procurement Officer's request only with the Offeror's written agreement.

### **1.11 Revisions to the RFP**

If it becomes necessary to revise this RFP before the due date for proposals, amendments will be posted on the Judiciary's Procurements webpage and on eMarylandMarketplace. Amendments made after the due date for proposals will be sent only to those Offerors who submitted a timely proposal.

Acknowledgment of the receipt of all amendments to this RFP issued before the proposal due date must accompany the Offeror's proposal in the Transmittal Letter accompanying the Technical Proposal submittal. Acknowledgement of the receipt of amendments to the RFP issued after the proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Offeror from complying with all terms of any such amendment.

### **1.12 Cancellations**

The Judiciary reserves the right to cancel this RFP; accept or reject any and all proposals, in whole or in part, received in response to this RFP, waive or permit cure of minor irregularities' and conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the Judiciary. The Judiciary also reserves the right, in its sole discretion, to award a Contract based upon the written proposals received without prior discussions or negotiations.

### **1.13 Oral Presentations/Discussions**

Offerors may be asked to participate in oral presentations to expand on their proposal. The AOC expects to schedule those no later than two weeks after proposal receipt. The Procurement Officer will notify selected Offerors of the time and location.

Significant representations made by an Offeror during the oral presentation shall be submitted in writing. All such representations will become part of the Offeror's proposal and are binding if the Contract is awarded.

### **1.14 Incurred Expenses**

The Judiciary will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities relative to this solicitation.

### **1.15 Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's proposals to meet the requirements of this RFP.

### **1.16 Protests/Disputes**

Any protest or dispute related respectively to this solicitation or the resulting Contract shall be subject to the provisions of the Judiciary's Procurement Policy.

### **1.17 Multiple or Alternate Proposals**

Neither multiple nor alternate proposals will be accepted.

### **1.18 Public Information Act Notice**

An Offeror shall give specific attention to the clear identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the Judiciary under the Public Information Act, Title 4, Subtitle 1, Part III of the General Provisions Article of the Annotated Code of Maryland or Maryland Rules 16-901 through 16-912, the Court Access Rules.

Offerors are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information can be disclosed. Information which is claimed to be confidential is to be placed after the Title Page and before the Table of Contents in the Technical Proposal and, if applicable, in the Financial Proposal.

### **1.19 Offeror Responsibilities**

The selected Offeror shall be responsible for all products and services required by this RFP. All subcontractors must be identified and a complete description of their role relative to the proposals must be included in the Offeror's proposals. Additional information regarding MBE subcontractors is provided under paragraph 1.23 below. If an Offeror that seeks to perform or provide the services

required by this RFP is the subsidiary of another entity, all information submitted by the Offeror, such as but not limited to, references and financial reports, shall pertain exclusively to the Offeror, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Offeror's proposal must contain an explicit statement that the parent organization consents to the terms of the RFP and will guarantee the performance of the subsidiary.

#### **1.20 Mandatory Contractual Terms**

By submitting an offer in response to this RFP, an Offeror, if selected for award, shall be deemed to have accepted the terms of the Contract, attached as Attachment A. Any exceptions to the terms and conditions of the Contract must be clearly identified in the Executive Summary of the Technical Proposal. A proposal that takes exception to these terms may be rejected and therefore determined to be not reasonably susceptible of being selected for award.

#### **1.21 Proposal Affidavit**

A proposal submitted by an Offeror must be accompanied by a completed Bid/Proposal Affidavit. A copy of this Affidavit is included as Attachment B of this RFP.

#### **1.22 Contract Affidavit**

All Offerors are advised that if a Contract is awarded as a result of this solicitation, the successful Offeror will be required to complete a Contract Affidavit. A copy of this Affidavit is included for informational purposes as Attachment C of this RFP. This Affidavit must be provided within five (5) business days of notification of proposed Contract award.

#### **1.23 Minority Business Enterprises**

There is no MBE Goal established for this solicitation.

Minority Business Enterprises (MBE) are encouraged to respond to this solicitation notice. It is the goal of the Maryland Judiciary that certified MBEs participate.

#### **1.24 Arrearages**

By submitting a response to this solicitation, each Offeror represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract if selected for Contract award.

#### **1.25 Procurement Method**

The Contract resulting from this RFP will be awarded in accordance with the competitive sealed proposals process.

#### **1.26 Verification of Registration and Tax Payment**

Before a corporation can do business in the State, it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore,

Maryland 21201. It is strongly recommended that any potential Offerors complete the registration prior to the due date for receipt of proposals. An Offeror's failure to complete the registration with the Department of Assessments and Taxation may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award.

### **1.27 Payments by Electronic Funds Transfer**

By submitting a response to this solicitation, the Offeror agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Offeror shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reason for the exemption. The COT/GAC X-10 form can be downloaded at:

[http://comptroller.marylandtaxes.com/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GA\\_DX10Form20150615.pdf](http://comptroller.marylandtaxes.com/Vendor_Services/Accounting_Information/Static_Files/GA_DX10Form20150615.pdf)

### **1.28 Non-Disclosure Agreement**

All Offerors are advised that if a contract is awarded as a result of this RFP, the successful Offeror shall be required to complete a Non-Disclosure Agreement. A copy of this Agreement is included for informational purposes as Attachment F of this RFP. This signed Agreement must be provided with the Offeror's signed contract.

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## SECTION 2 – STATEMENT OF WORK

### 2.1 Purpose & Summary

The AOC is seeking proposals from prospective Offerors to award one contract to provide janitorial services for the Maryland Judiciary at various locations in Annapolis.

### 2.2 Scope of Work

**2.2.1** The contractor will provide janitorial services for the Judicial Information Systems located at 2661 Riva Road, Administrative Office of the Courts located at 2001, 2003, 2009 Commerce Park Drive, Annapolis, and Judiciary Education and Conference located at 2011 Commerce Park Drive in Annapolis, MD. The service locations and the detailed square footage are as followed:

- A) 2001 A, B, C, D, E, F Commerce Park Drive, approx. square feet: 30,033 (ending Dec. 2019)
- B) 2003 A, B, C, D, E, F Commerce Park Drive, approx. square feet: 20,714 (ending Dec. 2019)
- C) 2009 A, B, C, D, E, F Commerce Park Drive, Judiciary Education and Conference Center, approx. square feet: 20,375. (ending Dec. 2019)
- C) 2011 A, B, C, D, E, F Commerce Park Drive, approx. square feet: 30,163 (ending Dec. 2019)
- E) Judicial Information Systems, 2661 Riva Road, Building 900, approx. square feet: 29,613
- F) Future site location, Warehouse/office space, 445 Defense Highway, – (Starting 9/1/2019) approx. square feet: 14,906

Approximate square feet for all locations: 145,799, consisting of meeting room, offices, kitchen areas and rest rooms. Offerors must base their response on their own count and evaluation of the individual spaces to be cleaned.

**2.2.2** Contractor shall furnish all labor, equipment and supplies necessary to perform the daily, weekly, monthly, semi-annual, and annual cleaning of buildings in strict conformance with the standards specified in section 2.2.3 to 2.2.7.

#### **2.2.3** Working hours

Work hours shall be between 8:00 a.m. to 5:00 p.m. for all locations other than the 2 locations listed below:

1. Judiciary Education & Conference Center. Cleaning to begin at 4:30 pm or later if there are events occurring at the Center. Some offices may request cleaning during the day.
2. Judicial Information Systems: Cleaning hours to be determined by the Judicial Information Systems Director and the contractor.

#### **2.2.4 Work Excluded from this Contract**

All mechanical rooms, electrical rooms, and any areas used exclusively by the building maintenance personnel are excluded from this contract.

#### **2.2.5 Contract Responsibility – Janitorial tasks for each building site and suite locations:**

The Contractor shall furnish all labor, equipment and supplies necessary to perform the daily, weekly, monthly, semi-annual, and annual cleaning of these buildings in strict conformance with the standards specified in these detailed specifications. The Administrative Office of the Courts, Deputy Director of Facilities Administration, or their designee(s), shall determine whether the tasks have been performed to AOC satisfaction and that the performance is in accordance with the standards set forth in these specifications.

### **OFFICE AREAS**

#### **DAILY:**

1. Dust mop all hard areas. Hard floors to be damp mopped using a neutral cleaner.
2. Vacuum all carpeting and rugs, ledge to be vacuumed as necessary. Spot clean carpet.
3. Empty all waste receptacles. Replace liners as needed. Dispose of same to a trash dumpster furnished by the client.
4. Pick up recycling from containers and place in designated recycling dumpsters.
5. All painted surfaces to be kept free of fingerprints, smudges, and all foreign matter.
6. Dust all office furniture when possible.
7. Remove smudges from all glass and tabletops.
8. When desks are completely cleared, dust thoroughly.
9. Entrance glass doors to be washed, interior and exterior.

10. All lights will be turned off and doors closed and locked upon completion of work in each area if done after hours. Check all windows and adjust blinds to original position.

**WEEKLY:**

1. Dust all partition glass ledges, louvers, grills and vents.
2. Dust all furniture.

**MONTHLY:**

1. Dust all picture frames, charts and other wall hangings.
2. Dust all Venetian blinds.

**QUARTERLY:**

1. All interior partition glass to be washed.
2. All lighting fixtures to be dusted.

**SEMI-ANNUALLY:**

1. All vertical surface walls and woodwork to be dusted.

**RESTROOMS**

**DAILY:**

1. Sweep and mop all flooring with a germicidal cleaner having an AOC phenol co- efficient of six or better.
2. Fill all restroom dispensers. Paper towels, toilet paper, hand soap, feminine products.
3. Empty all waste receptacles. Dispose of same to a trash dumpster furnished by the client.
4. Clean and disinfect all commodes, urinals and sinks. Leave toilets in the up position.
5. Damp wipe all wall surfaces, wainscoting and dispensers.
6. Wash and polish mirrors and enameled surfaces.

7. Traps shall remain free of odor at all times. Traps are to be flushed weekly.
8. Dust all sills, partitions, ledges and shelves.
9. Clean and wipe dry all pipes under sink.
10. Remove spots from walls. Spot clean stall, doorjambs and doorplates.
11. Report toilet stoppage, leaky faucets, etc., to Facility Manager in the Administrative Office of the Courts or as instructed.

**WEEKLY:**

1. Wash thoroughly and wipe dry with a disinfectant/germicidal cleaner the partitions, the inside and outside of waste cans, sanitary disposal units and tiled walls.
2. Flush floor traps.

**MONTHLY**

1. All surfaces, partitions, doors, window frames, and sills shall be damp wiped clean.

**SEMI-ANNUALLY:**

1. Scrub all restroom floors.
2. Wipe down all restroom surfaces.

**LUNCHROOMS & COFFEE AREA**

**DAILY:**

1. All tile flooring to be damp mopped using a neutral cleaner.
2. Empty all waste receptacles. Replace liners. Dispose of same to a trash dumpster furnished by the client.
3. Thoroughly vacuum all carpeted areas.
4. Table tops to be wiped down with a damp cloth.
5. Kitchen sinks to be cleared and wiped dry.



6. Counter tops to be wiped down with a damp cloth.
7. Wipe off exterior of stove, refrigerator and microwave.
8. Pick up all recycling and place in designated recycling bins.

**WEEKLY:**

In 2011 A, B, C, D, wipe/clean 2 microwave interiors and 2 refrigerator interiors weekly in two kitchenettes in training area only. (ending Dec. 2019)

**MONTHLY:**

1. Dust all picture frames and other wall hangings.

**BI-WEEKLY:**

1. Spray buff all tiled floors.

**QUARTERLY:**

1. Wash all interior partition glass. Wipe frames.

**SEMI-ANNUALLY:**

1. All vertical surfaces, walls and woodwork to be dusted.
2. All tile areas to be machine scrubbed and refinished.

**CORRIDORS**

**DAILY:**

1. All carpeting and walk-off mats to be vacuumed and spot cleaned.
2. Water fountains to be cleaned and polished.
3. All painted surfaces to be kept free of fingerprints, smudges and foreign matter.
4. Wash glass entrance doors - interior and exterior.
5. Completely dust mops all lobby floor areas using a chemically treated dust mop.
6. Damp mop all hard-surfaced floor using a neutral cleaner.

7. Clean and polish all brass and bright metal threshold and kick plates.
8. All sand urns to be emptied and wiped clean; cigarette butts to be removed.
9. Keep outside areas around the doors swept clean.
10. Spot clean doors, partition glass and walls.
11. Clean all janitorial closets at the end of the shift.

**WEEKLY:**

1. Dust all high surfaces, walls and woodwork, sills, ledges, molding, doorframes, pictures and vents.

**QUARTERLY:**

1. Wash all interior partition glass - interior and exterior.

**COMPUTER TRAINING ROOM**

(Area is secured and must be cleaned each day by 4:30 PM.)

All office area specifications will apply as well as:

1. Wipe all tables.
2. Wipe down all white boards, black boards and chalk ledges.

**TRAINING ROOM** All enclosed specs for office areas will apply as well as:

**DAILY:**

1. Wipe down all white boards, black boards and chalk ledges.
2. Wipe all tables.
3. Vacuum daily.

**KITCHEN AREA**

**DAILY:**

1. All tile flooring to be damp mopped using a neutral cleaner.

2. Empty wall waste receptacles. Dispose of same to a trash dumpster furnished by the client.
3. Thoroughly vacuum all carpeted areas.
4. Table tops to be wiped down with a damp cloth.
5. Kitchen sinks to be cleared and wiped dry.
6. Counter tops to be wiped down with a damp cloth.
7. Wipe off exterior of refrigerator and microwave.

**MONTHLY:**

1. Dust all picture frames and other wall hangings.

**BI-WEEKLY:**

1. Spray buff all tiled floors.

**QUARTERLY:**

1. Wash all interior partition glass. Wipe frames.

**SEMI-ANNUALLY:**

1. All vertical surfaces, walls and woodwork to be dusted.
2. All tile areas to be machine scrubbed and refinished.

**WAREHOUSE AREA**

1. Wet mop all warehouse areas twice a year.

**CARE OF FLOOR**

**SEMI-ANNUALLY:**

1. **Floor Maintenance - General:**

- a) For all operations where furniture and equipment must be moved, upon completion of the work, and all furniture and equipment must be returned to its original position.
- b) Baseboards, walls, stairs, furniture and equipment shall in no way be splashed or damaged during the floor maintenance operation.
- c) Safety precautions shall be taken during all floor maintenance operations to ensure that wet floor signs are placed at the beginning and end of any wet floor surfaces.

**2. Sweeping and Damp Mopping:**

- a) All floors shall be clean and free of dirt streaks.
- b) All dirt shall be removed from corners, behind doors, etc.

**3. Wet Mopping and Scrubbing:**

- a) The floors shall properly prepared, thoroughly swept to remove all dirt and debris; removal of all foreign matter before any floor scrubbing operation.
- b) After the completion of the mopping and scrubbing, the floors shall be clean and free of dirt, water streaks, wet mop marks, etc., and properly rinsed.
- c) When scrubbing is designated, it shall be performed by machine or by hand with a brush.

**4. Stripping:**

Remove all old finish or wax from floors using a concentrated solution of a liquid cleaner. Cleaner is to be applied with a mop and scrubbed with a floor machine. All foreign matter shall be removed. Corners and other areas that floor machines cannot reach will be hand cleaned. Cleaning solution shall be taken up with a mop or a wet vacuum and the floor rinsed with clean water to remove all traces of any residue.

**5. Finishing:**

Apply a minimum of three coats of floor finish allowing sufficient drying time between coats.

**6. Spray Buffing:**

Spray buff floor using a floor machine and a spray buff pad.

## 7. **High Speed Buffing:**

Whenever large areas need high frequency floor maintenance, high-speed floor machines shall be used for buffing these areas to a high shine. Remove all old finish or wax from floors using a concentrated solution of a liquid cleaner. Cleaner is to be applied with a mop and scrubbed with a floor machine. All foreign matter shall be removed. Corners and other areas that floor machines cannot reach will be hand cleaned. Cleaning solution shall be taken up with a mop or a wet vacuum and the floor rinsed with clean water to remove all traces of any residue.

## 8. **Carpeted Areas:**

Carpets are to be cleaned twice a year. Spot clean as necessary.

### 2.2.6 **Professional Conduct**

While on the AOC premises, all Contractor personnel must adhere to the highest professional and ethics standards and must not engage in any activity which is not in the best interest of the AOC or is otherwise detrimental to the performance of this contract. The AOC shall have the sole right to determine unacceptable behavior, and Contractor must remove and replace unacceptable employee immediately

### 2.2.7 **Supplies:**

1. Supplies will be furnished by the Contractor including all janitorial supplies, paper products, and materials necessary to properly perform the duties under this agreement.

### 2.2.8 **Supplied by the Maryland Judiciary:**

1. The Maryland Judiciary will supply the Contractor with light, heat, power, and hot and cold water for the cleaning of the building. (**Note:** Hot water temperature is regulated by the State's energy guidelines and cannot be increase above the current guideline temperature.)
2. The Maryland Judiciary will provide facilities for the housing of the Contractor's equipment and supplies. The designated areas must be maintained in a clean, neat and orderly condition by the Contractor's personnel.
3. The Maryland Judiciary will supply large trash receptacles (dumpster) for the final disposal of trash collected in the building. A separate receptacle will be provided for recycling items only. The Contractor shall deposit all building trash in the receptacles provided and insure that all lids, doors and other openings to the receptacle(s) are closed and latched.

### **2.2.9 Holidays**

Employees of the Contractor will observe the Client's scheduled holidays, and services will not be performed when the job site is closed, unless otherwise specified herein. As a minimum, the Contractor observes the following holidays:

#### **CALENDAR YEAR 2019**

**Tuesday, January 1, 2019** New Year's Day  
**Monday, January 21, 2019** Dr. Martin Luther King, Jr.'s Birthday  
**Monday, February 18, 2019** Presidents' Day  
**Monday, May 27, 2019** Memorial Day  
**Thursday, July 4, 2019** Independence Day  
**Monday, September 2, 2019** Labor Day  
**Monday, October 14, 2019** Columbus Day  
**Monday, November 11, 2019** Veterans Day  
**Thursday, November 28, 2019** Thanksgiving Day  
**Friday, November 29, 2019** American Indian Heritage Day  
**Wednesday, December 25, 2019** Christmas Day

Note: Please visit <http://mdcourts.gov/administration/holidays.html> for future holidays.

In the event of inclement weather, and any other natural disaster that would necessitate the official closing of the AOC, the Contractor will suspend its services until the next official open day of the facility.

### **2.2.10 Other**

Any changes to this are to be approved by the Administrative Office of the Courts, Deputy Director of Facilities Administration. There may be instances at the Judiciary Education and Conference Center that additional janitorial personnel are needed to assist with large events and multiple large-day events. Janitorial personnel may be needed to clean restrooms periodically throughout the day and empty trash through the day. There also are events on Saturdays and Sundays at the Judiciary Education and Conference Center where janitorial personnel will be required. This will be communicated to the on-site supervisor or other individual designated by the company.

## **2.3 Background Checks**

- 2.3.1 The Contractor shall furnish to the Contract Manager a minimum of ten days prior to commencement of work for approval, a completed Maryland Department of General Services Authorization of Release of Information form (Attachment F) and a Maryland Department of General Services Police Contractors Security Clearance form (Attachment G) for each person entering a Maryland Judiciary facility. The Judiciary may conduct an independent background investigation on any contractor for the duration of this agreement.

- 2.3.2 All employed by the Contractor shall be required to wear a Department of General Services identification cards with picture. Contractor shall cover expense of DGS-issued identification cards. Contractor shall ensure that identification cards are properly worn and displayed.

## **2.4 Acceptance of Services**

- 2.4.1 The AOC Contract Manager or his/her designated representative has sole authority to determine the acceptable level of service.
- 2.4.2 When the AOC Contact Manager or his/her designee determines that Contractor service is unsatisfactory, the Contractor shall return to the site at the request of the AOC, or an authorized designee, and resolve the issue at no additional cost to the AOC.

## **2.5 Damage to State and Personal Property (if appropriate)**

- 2.5.1 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.
- 2.5.2 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.

## **2.6 Failure to Respond**

- 2.6.1 Should the Contractor fail to respond to the request for service as specified herein, the Judiciary may, at its option, directly or by contract, take whatever measures are necessary to provide the necessary services at the expense of the Contractor.

## **2.7 Insurance**

A. The Contractor shall at all times during the term of the Contract maintain, in full force and effect, the policies of insurance required by this Section. Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or companies furnishing such insurance. Such evidence of insurance must be delivered to the AOC Office of Procurement before the actual implementation of the Agreement.

B. All insurance policies shall be endorsed to provide that the insurance carrier will be responsible for providing immediate and positive notice to the AOC in the event of cancellation or restriction of the insurance policy by either the insurance carrier or the Contractor, at least sixty (60) days prior to any such cancellation or restriction. All insurance policies shall name as an additional insured the Administrative Office of the Courts and the Maryland Judiciary.

C. The requiring of any and all insurance as set forth in this RFP, or elsewhere, shall be in addition to and not in any way in substitution for all the other protection provided under the Contract for acceptance and/or approval of any insurance by the Procurement Officer, shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon it by the provisions of the Contract. The limits required below may be satisfied by either individual policies or a combination of individual policies and an umbrella policy:

i. The Contractor shall maintain Worker's Compensation insurance as required by the laws of the State of Maryland and including Employer's Liability coverage with a minimum limit of \$500,000 for each accident; \$500,000 for each disease for each employee; and \$500,000 for each disease per the policy limit.

ii. Occurrence forms of comprehensive general liability insurance covering the full scope of this agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal or bodily injuries and \$1,000,000 per occurrence and aggregate for property damage. A combined single limit per occurrence of \$2,000,000 is acceptable. All policies issued shall include permission for partial or total occupancy of the premises by or for the Administrative Office of the Courts within the scope of this Contract. Such insurance shall include but shall not be limited to, the following:

iii. Comprehensive general liability insurance including a comprehensive broad form endorsement and covering: a) all premises-operations, b) completed operations, c) independent Contractors, d) liability assumed by oral or written contract or agreement, including this contract, e) additional interests of employees, f) notice of occurrence, g) knowledge of occurrence by specified official, h) unintentional errors and omissions, i) incidental (contingent) medical malpractice, j) extended definition of bodily injury, k) personal injury coverage (hazards A and B) with no exclusions for liability assumed contractually or injury sustained by employees of Contractor, l) broad form coverage for damage to property of the Administrative Office of the Courts, as well as other third parties resulting from completion of the Contractor's services.

iv. Comprehensive business automobile liability insurance covering use of any motor vehicle to be used in conjunction with this contract, including hired automobiles and non-owned automobiles.

v. Comprehensive Automobile Liability (if applicable):

Limit of Liability - \$1,000,000 Bodily Injury  
\$1,000,000 Property Damage



The Contractor shall maintain Automobile and/or Commercial Truck Insurance (including owned, leased, hired, and non-owned vehicles) as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland. In addition to owned automobiles, the coverage shall include hired automobiles and non-owned automobiles with the same limits of liability.

D. The insurance required under sub-paragraphs (A), (B), (C) above shall provide adequate protection for the Contractor against claims which may arise from the Contract, whether such claims arise from operations performed by the Contractor or by anyone directly or indirectly employed by him, and also against any special hazards which may be encountered in the performance of the Contract. In addition, all policies required must not exclude coverage for equipment while rented to others.

E. If any of the work under the Contract is subcontracted, the Contractor shall require any subcontractors to obtain and maintain comparable levels of coverage and shall provide the Procurement Officer with the same documentation as is required of the Contractor.

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## SECTION 3 – PROPOSAL FORMAT

### 3.1 Two-Part Submission

- 3.1 Offerors must submit proposals in two separate volumes:  
(a) Volume I - TECHNICAL PROPOSAL  
(b) Volume II - FINANCIAL PROPOSAL

### 3.2 Proposals

- 3.2.1 Volume I-Technical Proposal, must be sealed separately from Volume II-Financial Proposal, but submitted simultaneously to the Procurement Officer (address listed in Section 1.5 of this RFP).
- 3.2.2 Submit **(1) one** unbound original, so identified, and **(3) three** copies of each volume. An electronic version of both the Volume I- Technical Proposal and the Volume II- Financial Proposal must also be submitted.
- 3.2.3 Electronic media shall bear a label with the RFP title and number, name of the Offeror, and the volume number (I or II).

### 3.3 Submission

- 3.3.1 Each Offeror is required to submit a separate sealed package for each "Volume", which is to be labeled Volume I-Technical Proposal and Volume II-Financial Proposal, respectively. Each sealed package must bear the RFP title and number, name and address of the Offeror, the volume number (I or II), and the closing date and time for receipt of the proposals on the outside of the package.
- 3.3.2 All pages of both proposal volumes must be consecutively numbered from beginning (Page 1) to end (Page "x").

### 3.4 Volume I – Technical Proposal

- 3.4.1 Transmittal Letter: A transmittal letter must accompany the Technical Proposal. The transmittal letter shall be signed by an individual who is authorized to commit the Offeror to the services and requirements as stated in this RFP, including all addenda. Only one transmittal letter is needed, and it does not need to be bound with the Technical Proposal.
- 3.4.2 Format of Technical Proposal: Enclose three copies and one electronic version inside the sealed package described in Section 3.3, above and an unbound original, to be so labeled. Section 2 of this RFP provides requirements and Section 3 provides reply instructions. The paragraphs in these RFP sections are numbered for ease of reference. In addition to the instructions below, the Offeror's Technical Proposals shall be organized and numbered in the same order as this RFP. This proposal organization shall allow Judiciary officials and the Evaluation Committee to "map" Offeror's responses directly to RFP requirements by paragraph number. The Technical Proposal shall include the following sections in the stated order:

- 3.4.3 Title and Table of Contents: The Technical Proposal shall begin with a title page bearing the name and address of the Offeror and the name and number of this RFP. A table of contents for the Technical Proposal should follow the title page. *Note*: Information that is claimed to be confidential under RFP Section 1.18 is to be printed on yellow paper and placed after the Title Page and before the Table of Contents in the Offeror’s Technical Proposal, and if applicable, also in its Financial Proposal. Unless there is a compelling case, an entire proposal should not be labeled confidential but just those portions that can reasonably be shown to be proprietary or confidential.
- 3.4.4 Executive Summary: The Offeror shall condense and highlight the contents of the Technical Proposal in a separate section titled “Executive Summary.” The summary shall also identify any exceptions the Offeror has taken to the requirements of this RFP, the Contract (Attachment A), or any other attachments. Exceptions to terms and conditions may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award. If an Offeror takes no exception to the Judiciary’s terms and conditions, the Executive Summary should so state.
- 3.4.5 Offeror’s Technical Response to RFP Requirements:
- A. General
- Offerors shall address each RFP requirement in the Technical Proposal and describe how its proposed services will meet those requirements. If the Judiciary is seeking the Offeror’s agreement to a requirement, the Offeror shall state agreement or disagreement. Any paragraph that responds to a work requirement shall not merely rely on a stated agreement to perform the requested work, but rather, the Offeror should outline how the Offeror can fulfill the requested tasks in a manner that best meets the Judiciary’s needs.
- B. Offerors Experience and Capabilities: The Offeror shall include information on past experience with similar engagements. The Offeror shall describe their experience and capabilities through a response to the following: An overview of the Offeror’s experience providing the services. (additional items if needed, plans, timelines, etc.)
- C. References. Provide three (3) current customer references where the customer is similar in size to the RFP scope. Provide the following information for each client reference:
- i. Name of Client Organization
  - ii. Name, title, and telephone number of Point-of-Contact for client organization
  - iii. Value, type, and duration of contract(s) supporting client organization
  - iv. The services provided, scope of the contract, and number of employees serviced.
- D. Financial Capability and Insurance: The Offeror shall include the following, for itself, and, as applicable, for any parent corporate, subsidiary or preference under RFP Section 1.19:

Evidence that the Offeror has the financial capacity to provide the goods and/or services, as described in its proposal, via profit and loss statements and balance sheets for the last two (2) years.

- E. Subcontractors: Offerors must identify non-MBE subcontractors, if any, and the role these subcontractors shall have in the performance of the Contract.
- F. Required Affidavits, Schedules and Documents to be submitted by Offerors in the Technical Proposal:
  - Completed Bid/Proposal Affidavit (Attachment B – with original of Technical Proposal)
  - By submitting a proposal in response to this solicitation, the Offeror warrants that it is able to provide evidence of insurance required by RFP Section 2.
  - MBE Documentation (if applicable)

### **3.5 Volume II - Financial Proposal**

- 3.5.1 Under separate sealed cover from the Technical Proposal and clearly identified with the same information noted on the Technical Proposal, the Offeror must submit an original unbound copy, three copies and one electronic copy of the Financial Proposal in a separate envelope labeled as described in Section 3.3, of the Financial Proposal. The Financial Proposal must contain all price information in the format specified in Attachment E. Information which is claimed to be confidential is to be clearly identified in the Offeror's Financial Proposal. An explanation for each claim of confidentiality shall be included as part of the Financial Proposal.

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## **SECTION 4 – EVALUATION CRITERIA AND SELECTION PROCEDURE**

### **4.1 Evaluation Criteria**

- 4.1.1 Evaluation of the proposals shall be performed by a committee organized for the purpose of analyzing the Technical Proposals. Evaluations shall be based on the criteria set forth below. The Contract resulting from this RFP shall be awarded to the Offeror that is most advantageous to the Judiciary, considering price and the evaluation factors set forth herein. In making this determination, technical factors shall receive greater weight than price factors.
- 4.1.2 The Offeror shall be evaluated on the proposed services according to the specifications outlined in this RFP.

### **4.2 Technical Criteria**

- 4.2.1 The criteria to be applied to each Technical Proposal are listed in descending order of importance:
- The Offeror's experience and capabilities, including references.
  - Technical response to requirements of RFP Section 2.

### **4.3 Financial Criteria**

All qualified Offerors will be ranked from the lowest to the highest price based on their total price proposed on Attachment E – Price Proposal.

### **4.4 Selection Process and Procedures**

- 4.4.1 General Selection Process:
- A. The Contract shall be awarded in accordance with the competitive sealed proposals process under the Judiciary's Procurement Policy. The competitive sealed proposals method is based on discussions and revision of proposals during these discussions.
- B. Accordingly, the Judiciary may hold discussions with all Offerors judged reasonably susceptible of being selected for award, or potentially so. However, the Judiciary also reserves the right to make an award without holding discussions. In either case of holding discussions or not doing so, the Judiciary may determine an Offeror to be not responsible and/or not reasonably susceptible of being selected for award, at any time after the initial closing date for receipt of proposals and the review of those proposals.
- 4.4.2 Selection Process Sequence:
- A. The first level of review shall be an evaluation for technical merit by the selection committee. During this review, oral presentations and discussions may be held. The purpose of such discussions shall be to assure a full understanding of the Judiciary's requirements and the Offeror's ability to perform, and to facilitate understanding of the Contract that shall be most advantageous to the Judiciary.

- B. The Financial Proposal of each Offeror shall be evaluated separately from the technical evaluation. After a review of the Financial Proposals of Offerors, the Procurement Officer may again conduct discussions.
- C. When in the best interest of the Judiciary, the Procurement Officer may permit Offerors who have submitted acceptable proposals to revise their initial proposals and submit, in writing, best and final offers (BAFOs).
- D. Upon completion of all discussions and negotiations, reference checks, and site visits, if any, the Procurement Officer shall recommend award of the Contract to the responsible Offeror whose proposal is determined to be the most advantageous to the Judiciary considering evaluation and price factors as set forth in this RFP. In making the most advantageous Offeror's determination, technical shall be given greater weight than price factors.

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## **ATTACHMENTS**

Attachment A	Contract
Attachment B	Proposal Affidavit
Attachment C	Contract Affidavit
Attachment D	Pre-Proposal Conference Form
Attachment E	Price Proposal Form
Attachment F	Non-Disclosure Agreement
Attachment G	Maryland Department of General Services Release Form
Attachment H	Maryland Department of General Services Police Security Clearance Form
Attachment I	HR Background Information

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**ATTACHMENT A – STANDARD CONTRACT AGREEMENT**

**MARYLAND ADMINISTRATIVE OFFICE OF THE COURTS  
STANDARD TERMS AND CONDITIONS  
Janitorial Services for Maryland Judiciary Annapolis Locations  
Contract number: K19-0070-25**

This Contract is made this \_\_\_\_\_ day of \_\_\_\_\_ 2019, by and between the Administrative Office of the Courts (the “AOC”) in the State of Maryland and **(Company Name)**, **(Company Address)** (the “Contractor”) with Federal Taxpayer Identification Number **XX-XXXXXXX**.

In consideration of the mutual covenants and promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the AOC and the Contractor agree as follows:

**1. Scope of Contract**

1.1 The Contractor shall provide **janitorial services for the Maryland Judiciary at various locations within the Annapolis, Maryland area** (hereinafter “Services”), and other deliverables in accordance with the terms and conditions of this Contract and the following Exhibits, which are attached to this Contract and incorporated as part of this Contract:

Exhibit A: Contract Affidavit

Exhibit B: Request for Proposals dated **February 22, 2019** and all amendments and exhibits thereto (collectively referred to as the “RFP”)

Exhibit C: Contractor’s Proposal dated **(Enter Contractors Proposal Date)** and any subsequent BAFO dated **(Enter BAFO Date)** (collectively referred to as “the Proposal”)

Exhibit D: Non-Disclosure Agreement

1.2 If there are any inconsistencies between the Contract and any of the Exhibits, the terms of this Contract shall prevail. If there are any inconsistencies between Exhibit B and Exhibit C, Exhibit B shall prevail.

1.3 No other order, statement, or conduct of the Procurement Officer or of any other person shall be treated as a change or entitle the Contractor to an equitable adjustment under this section. Any modification to this Contract must first be approved in writing by the Procurement Officer, subject to any additional approvals required by State law and the Maryland Judiciary’s Procurement Policy and procedures.

1.4 Except as otherwise provided in this Contract, if any order causes an increase or decrease in the Contractor’s cost of, or the time required for, the performance of any part of the



work, an equitable adjustment in the Contract price shall be made and the Contract modified in writing accordingly. The Contractor must assert in writing its right to an adjustment under this section within thirty (30) days of receipt of a written change order and include a written statement setting forth the nature and cost of such claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract.

- 1.5 Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause. Nothing in this section shall excuse the Contractor from proceeding with the Contract as changed.

## **2. Term of the Contract**

Unless the Contract is terminated earlier as provided herein, the term of the Contract is the period of **(3) years** beginning **March 22, 2019**. The AOC, at its sole option, shall have the unilateral right to extend the Contract for up to **two (2), one (1)** years renewal options at its discretion. Audit, confidentiality, document retention, and indemnification obligations under this Contract shall survive the expiration or termination of the Contract.

## **3. Consideration and Payment**

- 3.1 In consideration of the satisfactory performance of the Services, the AOC shall pay the Contractor in accordance with the terms of this Contract and at the rate specified in the Request for Proposal. Except with the express written consent of the Procurement Officer, total payments to the Contractor pursuant to the original form of this Contract may not exceed \$..... (the "NTE Amount").
- 3.2 All invoices shall be submitted within thirty (30) calendar days after the completion and acceptance by the AOC for each deliverable and include the following information: name and address of the AOC; vendor name; remittance address; federal taxpayer identification or (if owned by an individual) his/her social security number; invoice period; invoice date; invoice number; amount due; and the deliverable ID number for the deliverable being invoiced. Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment until the Contractor provides the requested information.
- 3.3 Payments to the Contractor for each deliverable should be made no later than thirty (30) days after the acceptance of the deliverable and receipt of a proper invoice from the Contractor. Charges for late payment of invoices are prohibited.
- 3.4 In addition to any other available remedies, if, in the opinion of the Procurement Officer, the Contractor fails to perform in a satisfactory and timely manner, the Procurement Officer may refuse or limit approval of any invoice for payment and may cause payments to the Contractor to be reduced or withheld until such time as the Contractor meets performance standards as established by the Procurement Officer in accordance with this Contract. Final payment shall not be construed as a waiver or termination of any rights and

remedies available to AOC for any failure of Contractor to perform the Contract in a satisfactory and timely manner.

#### **4. Warranties**

The Contractor hereby represents and warrants that:

- 4.1 It is qualified to do business in the State of Maryland and that it will take such action as may be necessary to remain so qualified;
- 4.2 It shall comply with all federal, State and local laws applicable to its activities and obligations under this Contract;
- 4.3 It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract; and
- 4.4 It is responsible for all acts and omissions of its agents, employees, and subcontractors, including, but not limited to violations of the Non-Disclosure Agreement.

#### **5. Patents and Copyrights, if applicable**

- 5.1 If the Contractor furnishes any design, device, material, process, code, or other item that is covered by a patent or copyright or which is proprietary to or a trade secret of another, the Contractor shall obtain the necessary permission or license for the AOC's use of such item or items.
- 5.2 The Contractor shall defend or settle, at its own expense, any claim or suit against the State, AOC, or their employees acting within the scope of employment, alleging that any such item furnished by the Contractor infringes any patent, trademark, copyright, or trade secret. The Contractor also shall pay all damages and costs that by final judgment might be assessed against the State, AOC, or their employees acting within the scope of employment, due to such infringement and all attorney fees and costs incurred by the State to defend against such a claim or suit.
- 5.3 If any products furnished by the Contractor become, or in the Contractor's opinion are likely to become the subject of a claim of infringement, the Contractor shall, at its option and expense: (a) procure for the AOC the right to continue using the applicable item; (b) replace the product with a non-infringing product substantially complying with the item's specifications, or; (c) modify the item so that it becomes non-infringing and performs in a substantially similar manner to the original item.
- 5.4 If the Contractor obtains or uses for purposes of this Contract any design, device, material, process, code, supplies, equipment, text, instructional material, services or other work, the Contractor shall indemnify the AOC, its officers, agents, and employees with respect to any claim, action, cost, or judgment for patent, trademark, or copyright infringement, arising

out of the possession or use of any design, device, material, process, supplies, equipment, text, instructional material, services or other work covered by any Contract awarded.

#### **6. Non-hiring of Employees**

No employee of the Maryland Judiciary or any unit hereof whose duties as such employee include matters relating to or affecting the subject matter of this Contract shall become or be an employee of the Contractor, as provided under MD Code, General Provisions § 5-501, *et seq.*

#### **7. Non-employment of Contractor's Employees**

Nothing in this contract shall be construed to create an employment relationship between the AOC and any employee of either the Contractor or the Contractor's subcontractors.

#### **8. Disputes**

Any claim regarding the proper interpretation of this Contract shall be submitted, in writing, to the Procurement Officer, together with a statement of grounds supporting the Contractor's interpretation. Pending resolution of a claim by the Procurement Officer, the Contractor shall proceed diligently with the performance of the Contract in accordance with the Procurement Officer's decision. An adverse decision to the Contractor may be appealed by the Contractor to the AOC within fifteen (15) days of the Procurement Officer's decision for adjudication pursuant to the Maryland Judiciary's Procurement Policy.

#### **9. Maryland Law**

The place of performance of this Contract shall be the State of Maryland. This Contract shall be performed, construed, interpreted, and enforced according to the laws of the State of Maryland, including MD Code, State Government § 12-204. No action relating to this contract shall be brought in any forum other than Maryland, whether or not the AOC is a party to such an action.

#### **10. Non-discrimination in Employment**

Contractor shall not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, marital status, sexual orientation, gender identity, genetic information, or an individual's refusal to submit to a genetic test or make available the results of a genetic test or on the basis of disability, or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of employees, subcontractors, vendors, suppliers, or commercial customers, nor shall the Contractor retaliate against any person for reporting instances of such discrimination.

The Contractor shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the marketplace.

The Contractor understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification of the Contractor from participating in AOC contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. As a condition of entering into this Contract, the Contractor represents and warrants that every subcontract it has entered into or will enter into for the performance of any of the work under this Contract shall include a clause identical to the non-discrimination language above.

#### **11. Contingent Fee Prohibition**

The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the Contractor to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide salesperson, or commercial selling agency, any fee or other consideration contingent on the making of this Contract.

#### **12. Non-availability of Funding**

If the Maryland General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal year of this Contract succeeding the first fiscal year, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the AOC's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the AOC from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The AOC shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

#### **13. Termination for Cause**

If Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of the Contract, the AOC may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the AOC's option, become the AOC's property. The AOC shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination, and the AOC can affirmatively collect damages.

#### **14. Termination for Convenience**

The performance of work under this Contract may be terminated by the AOC in accordance with this clause in whole or, from time to time, in part whenever the AOC determines that such termination is in the AOC's best interest. The AOC will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract; however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

#### **15. Delays and Extensions of Time**

The Contractor agrees to perform this Contract continuously and diligently. No charges or claims for damages shall be made by the Contractor for any delays or hindrances, regardless of cause, in the performance of services under this Contract. Time extensions may be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of an AOC contract, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or the delay of a subcontractor or supplier arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractor or supplier.

#### **16. Suspension of Work**

The AOC may direct the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Procurement Officer may determine to be appropriate for the AOC's convenience.

#### **17. Pre-existing Law**

The applicable statutes and regulations of the State of Maryland are hereby incorporated in this Contract.

#### **18. Financial Disclosure**

The Contractor shall comply with the provisions of MD Code, State Finance and Procurement § 13-221.

#### **19. Political Contribution Disclosure**

The Contractor shall comply with Title 14 of the Election Law of Maryland.

#### **20. Right to Audit**

20.1 The Contractor shall establish a reasonable accounting system, shall retain and maintain all records and supporting documents and materials relating to this Contract for five (5) years after final payment by the AOC hereunder and shall make them available for inspection and audit by authorized representatives of the State of Maryland and/or the AOC, including

the Procurement Officer or the Procurement Officer's designee, at all reasonable times. The Contractor shall cooperate fully with any audits or investigations conducted by the State of Maryland and/or the AOC.

- 20.2 The AOC reserves the right, at its sole discretion at any time, to perform an audit of the Contractor's performance under this Contract. Auditing is defined as an independent objective assurance and consulting activity performed by qualified personnel including, but not limited to, the AOC's Internal Audit Department, to determine by investigation, examination, or evaluation of objective evidence from data, statements, records, operations, and performance practices (financial or otherwise), the Contractor's compliance with the Contract, including but not limited to adequacy and compliance with established procedures and internal controls over the Contract services being performed for the AOC.
- 20.3 Upon three (3) business days' notice, the Contractor shall provide the AOC reasonable access to their respective records to verify compliance with the terms of the Contract. The AOC may conduct these audits with any or all of its own internal resources or by securing the services of a third party accounting or audit firm, solely at the AOC's election. The AOC may copy, at its own expense, any record related to the services performed and provided under this Contract.
- 20.4 The right to audit shall include the Contractor's subcontractors including, but not limited to, any lower tier subcontractor(s) that provide essential support to the Contract services. The Contractor and/or subcontractor(s) shall ensure the AOC has the right to audit such subcontractor(s).

## **21. Liability for Loss of Data**

In the event of loss of any data or records, which such loss is due to the error, negligence, or intentional act or omission of the Contractor, whether or not related to the performance of this contract, the Contractor shall be responsible, irrespective of cost to the Contractor, for recreating all such lost data or records in a manner, format, and time-frame acceptable to the AOC.

## **22. Subcontracting and Assignment**

The Contractor may subcontract any portion of the services provided under this Contract by obtaining the Procurement Officer's prior written approval. The Contractor may assign this Contract, or any of its rights or obligations hereunder, only with the Procurement Officer's prior written approval. Any such subcontract or assignment shall be subject to any terms and conditions that the Procurement Officer deems necessary to protect the interest of the State of Maryland. The AOC shall not be responsible for the fulfillment of the Contractor's obligations to subcontractors.

## **23. Novation and Assignment**

If the Contractor sells its interests in the Contract to another business entity (hereinafter "assignee"), the original Contractor must notify the AOC of the assignment within five (5) business days. The Contractor's assignee and the AOC must sign a novation agreeing to continue

with the original terms of the Contract. The assignee must accept all liability on behalf of the Contractor and submit the necessary documentation (i.e. Certificate of Insurance) with identical insurance coverage to the Contractor to the Procurement Officer within five (5) business days of notifying the AOC of the assignment.

#### **24. Overtime**

Contractors shall be paid according to the RFP. If overtime pay is not provided for in the RFP, then the Contractor shall not be provided compensation for overtime unless otherwise agreed to in advance, in writing, by the Procurement Officer.

#### **25. Indemnification**

- 25.1. The Contractor shall hold harmless and indemnify the AOC from and against any and all losses, damages, claims, suits, actions, liabilities, and/or expenses, including, without limitation, attorneys' fees and costs and disbursements of any character that arise from, are in connection with or are attributable to the performance or nonperformance of the Contractor or its subcontractors under this contract.
- 25.2 The AOC has no obligation to provide legal counsel or defense to the Contractor or its subcontractors in the event that a suit, claim or action of any character is brought by any person not party to this Contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.
- 25.3 The AOC has no obligation for the payment of any judgments or the settlement of any claims against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.
- 25.4 The Contractor shall immediately notify the Procurement Officer of any claim, suit or action made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under the Contract, and shall cooperate, assist and consult with the AOC in the defense or investigation of any such claim, suit, or action.

#### **26. Limitation of Liability**

Without prejudice to the AOC's right to pursue non-monetary remedies, Contractor shall be liable as follows:

- 26.1 For infringement of patents, trademarks, trade secrets, and copyrights, as provided in § 5 of this Contract;
- 26.2 For damages arising out of death or bodily injury or property damage, no limitation; and;



26.3 For all other claims, damages, loss, costs, expenses, suits or actions in any way related to this Contract, regardless of the form of such actions, the Contractor's liability shall not exceed five (5) times the NTE amount. Notwithstanding the foregoing, the Contractor's liability for third-party claims shall be unlimited.

26.4 For damages arising out of a cyber breach, defined as a breach resulting in actual or potential harm to the AOC's network, hardware, software, or other information systems.

**27. Public Information Act Notice**

The AOC provides public access to records in accordance with MD Code, General Provisions § 4-101 *et seq.* and the Maryland Rules of Procedure, Rules 16-901 through 16-912. If a request is made to review any records pertaining to this contract, the Contractor may be contacted by the AOC, as circumstances allow, to express its views on the availability of requested information. The final decision on release of any information rests with the AOC.

**28. Conflict of Interest**

28.1 "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State or the AOC, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Conflict of interest" includes pending litigation in the Maryland courts.

28.2 "Person" includes a contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

28.3 The Contractor warrants that, except as disclosed in Section 28.4 below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

28.4 The following facts or circumstances give rise or could in the future give rise to a conflict of interest (Contractor: explain details-attach additional sheets if necessary);  
**if none, so state:**

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28.5 The Contractor agrees that if an actual or potential conflict of interest arises after the Contract commences, the Contractor shall immediately make a full disclosure in writing to the Procurement Officer of all relevant facts and circumstances. This disclosure shall



include a description of actions which the Contractor has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the Contract has been awarded and performance of the Contract has begun, the Contractor shall continue performance until notified by the Procurement Officer of any contrary action to be taken. The existence of a conflict of interest is cause for termination of the Contract as well as disciplinary action against an employee for whom a conflict exists.

**29. Ownership and Rights in Data**

- 29.1 In addition to the requirements stated in the RFP, the Contractor agrees to furnish the AOC with copies of the following: computations, computer files, data, model(s), transmittal letters, response letters, training materials, and all other documents or correspondence pertinent to the operation of **Services**.
- 29.2 The AOC shall be the owner of all materials developed under this Contract and shall be entitled to use, transfer, disclose, and copy them in any manner, without restriction and without compensation to the Contractor. Without the AOC's prior written consent, Contractor may neither use, execute, reproduce, display, perform, distribute (internally or externally), retain copies of, or prepare derivative works based on, these Materials nor authorize others to perform those acts.
- 29.3 The Contractor agrees that, at all times during the terms of this Contract and thereafter, all materials developed under this Contract, shall be "works for hire" as that term is interpreted under U.S. copyright law. To the extent that any of these materials are not works for hire for the AOC, the Contractor hereby relinquishes, transfers, and assigns to the AOC all of its rights, title, and interest (including all intellectual property rights) in such materials, and shall cooperate with the AOC in effectuating and registering any necessary assignments.
- 29.4 The AOC shall retain full ownership over any materials that the AOC provides to the Contractor under this Contract.

**30. Notices**

All notices required to be given by one party to the other hereunder shall be in writing and shall be addressed as follows:

**AOC:**           **Lisa Lee**  
                          **Administrative Office of the Courts**  
                          **2003 C Commerce Park Drive**  
                          **Annapolis, MD 21401**

**Contractor:**   **(Name of Authorized Official or Point of Contact)**  
                          **(Title)**  
                          **(Company Name and Address)**

**SIGNATURES:**

Contractor:  
**(Company Name)**

\_\_\_\_\_  
Signature  
Title  
Authorized Representative

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name  
Authorized Representative

For the Administrative Office of the Courts:

\_\_\_\_\_  
Kevin J. Kelly, Director  
Procurement, Contract and Grant Administration

Date: \_\_\_\_\_

\_\_\_\_\_  
Pamela Harris  
State Court Administrator

Date: \_\_\_\_\_

\_\_\_\_\_  
Mary Ellen Barbera  
Chief Judge, Court of Appeals of Maryland

Date: \_\_\_\_\_

Approved for form and legal sufficiency this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Stephane J. Latour  
Managing Legal Counsel

**ATTACHMENT B –PROPOSAL AFFIDAVIT (Authorized Representative and Affiant)**

**A. AUTHORIZED REPRESENTATIVE**

I HEREBY AFFIRM THAT:

I am the (title) \_\_\_\_\_ and the duly authorized representative of (business) \_\_\_\_\_ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

**B. AFFIRMATION REGARDING BRIBERY CONVICTIONS**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing Contracts with public bodies, has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, § 6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business): **if none, so state:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. AFFIRMATION REGARDING OTHER CONVICTIONS**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or

(b) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. § 1961, et seq., or the Mail Fraud Act, 18 U.S.C. § 1341, et seq., for acts in connection with the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

- (5) Been convicted of a violation of the Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
  - (6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (1) through (5) above;
  - (7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
  - (8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or
  - (9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in Section B and subsections (1) through (7) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment): **if none, so state:**
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**D. AFFIRMATION REGARDING DEBARMENT**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension):

**if none, so state:**

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**E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

**I FURTHER AFFIRM THAT:**

- (1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
- (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

**if none, so state:**

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**F. SUB-CONTRACT AFFIRMATION**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

**G. AFFIRMATION REGARDING COLLUSION**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or Offerors or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with, Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which means every business entity having a contract, lease, or other agreement, with a single governmental entity involving cumulative consideration of at least \$200,000 with (1) the State, a county, a municipal corporation, or other political subdivision of the State; and (2) a unit of the State shall file a statement of contributions with the State Board of Elections as defined in the Election Law Article §14-104.

**H. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

**I FURTHER AFFIRM THAT:**

(1) The business named above is a (domestic \_\_\_) (foreign \_\_\_) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is (IF NOT APPLICABLE, SO STATE): **if none, so state:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the

Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

**I. CONTINGENT FEES**

**I FURTHER AFFIRM THAT:**

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

**J. ACKNOWLEDGEMENT**

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Representative and Affiant)

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**ATTACHMENT C – CONTRACT AFFIDAVIT**



CONTRACT AFFIDAVIT

A. AUTHORITY

I HEREBY AFFIRM THAT:

I, \_\_\_\_\_ (print name), possess the legal authority to make this Affidavit.

B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE  
DEPARTMENT OF ASSESSMENTS AND TAXATION

I FURTHER AFFIRM THAT: \_\_\_\_\_

The business named above is a (check applicable box):

- (1) Corporation —  domestic or  foreign;
- (2) Limited Liability Company —  domestic or  foreign;
- (3) Partnership —  domestic or  foreign;
- (4) Statutory Trust —  domestic or  foreign;
- (5)  Sole Proprietorship.

and is registered or qualified as required under Maryland Law. I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

**if none, so state):**

Name: \_\_\_\_\_

Department ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

**if none, so state):**

Name: \_\_\_\_\_

Department ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

### C. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101 — 14-109, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$200,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

### D. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgements contained in that certain Bid/Proposal Affidavit dated \_\_\_\_\_, 20\_\_\_\_, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_

By: \_\_\_\_\_

(printed name of Authorized Representative and Affiant)

\_\_\_\_\_  
(signature of Authorized Representative and Affiant)



**ATTACHMENT D – PRE-PROPOSAL CONFERENCE RESPONSE FORM**

**Project No. K19-0070-25**

**Project Title: Janitorial Services for Maryland Judiciary Annapolis Locations**

**Pre-Proposal Conference: Attendance is Mandatory  
Friday, March 1, 2019 @ 9am  
Conference Room UL 1  
2011 C/D Commerce Park Drive  
Annapolis, Maryland 21401**

**Please e-mail this form to the Procurement Officer:**

[Lisa.Lee@mdcourts.gov](mailto:Lisa.Lee@mdcourts.gov)

By **February 27, 2019 at 2:00pm** advising whether or not you plan to attend this Conference.

Please indicate:

\_\_\_\_\_ Yes, the following representatives will be in attendance:

- 1.
- 2.

\_\_\_\_\_ No, we will not be in attendance.

\_\_\_\_\_  
Company/Firm/Company Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact Name

**ATTACHMENT E – PRICE PROPOSAL FORM**

**Janitorial Services for Maryland Judiciary Annapolis Locations**

**PRICE PROPOSAL FOR RFP # K19-0070-25**

- A) 2001 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401  
(approx. 30,033 square feet.) Ending on December 31, 2019**

\$ \_\_\_\_\_ x 9 = \$ \_\_\_\_\_  
Month

- B) 2003 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401  
(approx. 20,714 square feet.) Ending on December 31, 2019**

\$ \_\_\_\_\_ x 9 = \$ \_\_\_\_\_  
Month

- C) 2009 A, B, C, D, E, F, Judiciary Education & Training, Commerce Park Drive  
Annapolis, MD 21401 (approx. 20,375 square feet.) Ending on December 31, 2019**

\$ \_\_\_\_\_ x 9 = \$ \_\_\_\_\_  
Month

- D) 2011 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401  
(approx. 30,163 square feet.) Ending on December 31, 2019**

\$ \_\_\_\_\_ x 9 = \$ \_\_\_\_\_  
Month

**Grand Total for Locations (A+B+C+D) Ending Dec 31, 2019 = \$ \_\_\_\_\_**

- E) Judiciary Information System, 2661 Riva Road, Annapolis, MD 21401  
(approx. 29,613 square feet)**

\$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_ x 3 years Base = \$ \_\_\_\_\_  
Month Year

**F) Future site location, Warehouse/office space, 445 Defense Highway, Annapolis, MD 21401 (approx. square feet: 14,906) Starting 09/01/19**

$$\text{\$ } \frac{\text{_____}}{\text{Month}} \times 12 = \text{\$ } \frac{\text{_____}}{\text{Year}} \times 3 \text{ years Base} = \text{\$ } \underline{\hspace{2cm}}$$

**OPTION YEAR 1 RENEWAL**

**E) Judiciary Information System, 2661 Riva Road, Annapolis, MD 21401 (approx. 29,613 square feet)**

$$\text{\$ } \frac{\text{_____}}{\text{Month}} \times 12 = \text{\$ } \frac{\text{_____}}{\text{Year}} \times 1 \text{ year} = \text{\$ } \underline{\hspace{2cm}}$$

**F) Warehouse/office space, 445 Defense Highway, Annapolis, MD 21401 (approx. square feet: 14,906)**

$$\text{\$ } \frac{\text{_____}}{\text{Month}} \times 12 = \text{\$ } \frac{\text{_____}}{\text{Year}} \times 1 \text{ year} = \text{\$ } \underline{\hspace{2cm}}$$

**Grand Total for Renewal Option 1 (E+F) = \\$ \_\_\_\_\_**

**OPTION YEAR 2 RENEWAL**

**E) Judiciary Information System, 2661 Riva Road, Annapolis, MD 21401 (approx. 29,613 square feet)**

$$\text{\$ } \frac{\text{_____}}{\text{Month}} \times 12 = \text{\$ } \frac{\text{_____}}{\text{Year}} \times 1 \text{ year} = \text{\$ } \underline{\hspace{2cm}}$$

**F) Warehouse/office space, 445 Defense Highway, Annapolis, MD 21401 (approx. square feet: 14,906)**

$$\text{\$ } \frac{\text{_____}}{\text{Month}} \times 12 = \text{\$ } \frac{\text{_____}}{\text{Year}} \times 1 \text{ year} = \text{\$ } \underline{\hspace{2cm}}$$

**Grand Total for Renewal Option 2 (E+F) = \\$ \_\_\_\_\_**

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

(This form is to be filled out by Offerors)

**ATTACHMENT F – NON-DISCLOSURE AGREEMENT**

**THIS NON-DISCLOSURE AGREEMENT** (“Agreement”) is made as of this \_\_\_ day of \_\_\_\_\_, 2018, by and between Administrative Office of the Courts (“AOC”) and \_\_\_\_\_ (Contractor”), a corporation with its principal business office located at \_\_\_\_\_ and its principal office in Maryland located at \_\_\_\_\_.

**RECITALS**

**WHEREAS**, the Contractor and AOC have entered into Contract No. **K19-0070-25** (the “Contract”); and

**WHEREAS**, in order for Contractor to perform the work required under the Contract, or in the course of that work, the Contractor, the Contractor’s subcontractors, and the Contractor’s and subcontractors’ employees and agents (**collectively the “Contractor’s Personnel”**) may come into contact with information maintained or held by the Judicial branch of the Maryland government (“Confidential Information”), including the AOC and all courts, units and departments (**collectively “the Judiciary”**); and

**WHEREAS**, the Judiciary, in order to comply with the law, fulfill its various missions, and enhance the safety of participants in the judicial process, must ensure the confidentiality of certain information, and, to that end, must act as the sole entity with the authority to determine which information held by the Judiciary may be disclosed to persons or entities outside of the Judiciary; and

**WHEREAS**, Contractor acknowledges that Contractor’s compliance with this Agreement is a condition of doing business with AOC,

**NOW, THEREFORE**, Contractor agrees as follows:

1. “Confidential Information” includes any and all information provided by or made available by the Judiciary to Contractor’s Personnel in connection with the Contract, regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such or disclosed deliberately or inadvertently. Such information is Confidential Information, whether or not its contents may also be gathered from other sources or may subsequently be disseminated to the public. Confidential Information includes, by way of example only, information that the Contractor’s Personnel sees, views, hears, takes notes from, copies, possesses or is otherwise provided access to and use of by the Judiciary, whether the information relates to the Contract or the Contract has placed the Contractor’s Personnel in the position to receive the information. Confidential information further includes information both held by the Judiciary and derived or created from information held by the Judiciary.

2. Contractor’s Personnel shall not, without the AOC’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information, except for the sole and exclusive purpose of performing under the Contract and except for disclosures to such Judiciary employees whose knowledge of the information is necessary to the performance of the Contract. Contractor shall limit access to the Confidential Information to Contractor’s Personnel who: 1) have a demonstrable need to know such Confidential Information in order to perform Contractor’s duties under the Contract and 2) have agreed with Contractor in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of Contractor’s Personnel are attached hereto and made a part hereof as Exhibit 1. With respect to information pertaining to the job performance, skills, or conduct of any Judiciary employee, the **only person with the need to know such information** is \_\_\_\_\_, and, except in cases of emergency involving imminent or actual bodily harm or significant property loss or damage, such information may only be disseminated to him, or, in his absence, to the State Court Administrator.

3. Contractor shall require each employee, agent, and subcontractor whose name appears on Exhibit 1 to sign a writing acknowledging receipt of a copy of, and agreeing to comply with the terms and conditions of, this Agreement. Subcontractors shall expressly agree to all of the terms applicable to Contractor. Accordingly, subcontractors must require their employees and agents to sign such a writing and must submit those individuals' names to the Contractor for inclusion on Exhibit 1. Upon the Procurement Officer's request, Contractor shall provide originals of all such writings to the AOC. Contractor and subcontractors shall update Exhibit 1 by adding additional names as needed and shall ensure that no employee or agent comes into contact with Confidential Information before that person has signed this Agreement. This Agreement shall not be construed to create an employment relationship between AOC and any of Contractor's or subcontractors' personnel.

4. If Contractor intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in Contractor's performance of the Contract or who will otherwise have a role in performing any aspect of the Contract, Contractor shall first obtain AOC Contract Manager's written consent to any such dissemination. AOC's Contract Manager may grant, deny, or condition any such consent, as it may deem appropriate in the AOC Contract Manager's sole and absolute subjective discretion.

5. Contractor shall hold the Confidential Information in trust and in strictest confidence, adopt or establish operating procedures and physical security measures, take all other measures necessary to protect the Confidential Information from inadvertent release or disclosure to, or theft by, unauthorized third parties, and prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.

6. Contractor shall promptly advise the AOC Contract Manager in writing if Contractor learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of Contractor's Personnel or the Contractor's former Personnel. Contractor shall, at its own expense, cooperate with AOC in seeking damages and/or injunctive or other equitable relief against any such person(s).

7. Upon the earlier of AOC's request or termination of the Contract, Contractor shall, at its own expense, return to the AOC Contract Manager, all copies of the Confidential Information, no matter how formatted or stored, in Contractor's and/or Contractor's Personnel's care, custody, control or possession.

8. A breach of this Agreement by the Contractor or noncompliance by Contractor's Personnel with the terms of this Agreement shall also constitute a breach of the Contract. The termination of the Contract does not terminate Contractor's obligations under this Agreement.

9. Contractor acknowledges that any failure by the Contractor or Contractor's Personnel to abide by the terms of this Agreement may cause irreparable harm to the Judiciary and that monetary damages may be inadequate to compensate the Judiciary for such breach. Accordingly, the Contractor agrees that the AOC may, in addition to any other remedy available to AOC under Maryland and any applicable federal law, seek injunctive relief and/or liquidated damages of \$1,000 for each unauthorized disclosure. Contractor consents to personal jurisdiction in the Maryland State Courts and to the application of Maryland law, if AOC so elects in its sole discretion, irrespective of Maryland's conflict-of-law rules. If the Judiciary suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part, to any failure by the Contractor or any of the Contractor's Personnel to comply with the requirements of this Agreement, the Contractor shall hold harmless and indemnify the Judiciary from and against any such losses, damages, liabilities, expenses, and/or costs.

10. The parties further agree that 1) Contractor's rights and obligations under this Agreement may not be assigned or delegated, by operation of law or otherwise, without AOC's prior written consent; 2) the invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall be construed to provide the broadest possible protection against the disclosure of Judiciary information; 3) signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures; and 4) the Recitals are not merely prefatory but are an integral part hereof.

**Contractor:**

**Administrative Office of the Courts**

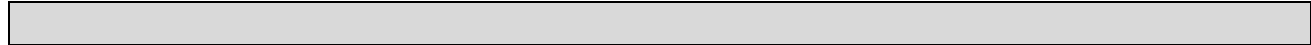
By: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**ATTACHMENT G – MARYLAND DEPARTMENT OF GENERAL SERVICES  
AUTHORIZATION OF RELEASE OF INFORMATION FORM**

**STATE OF MARYLAND  
GENERAL SERVICES MARYLAND CAPITOL POLICE**

**AUTHORIZATION OF RELEASE OF INFORMATION**

I, \_\_\_\_\_  
                    LAST   FIRST   MIDDLE                      RACE    SEX

\_\_\_\_\_  
D.O.B.                      ADDRESS    SOC. SEC. NO.

hereby authorize a review and full disclosure of all criminal records, or any part thereof, concerning myself by/to any duly authorized agent of the Department of General Services Police, and or the District Court of Maryland, whether the said records are public or private, and including those which may be deemed to be of privilege or confidential nature. The intention of this authorization is to provide information which will be utilized for investigative resource material.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date



**ATTACHMENT H – Maryland Department of General Services Police Contractors Security Clearance Form**

*Lawrence J. Hogan, Jr.*  
Governor

*Boyd K. Rutherford*  
Lt. Governor



*C. Gail Bassette*  
Secretary

*Michael S. Wilson*  
Chief of Police

MARYLAND DEPARTMENT OF GENERAL SERVICES  
MARYLAND CAPITOL POLICE  
**CONTRACTORS SECURITY CLEARANCE**  
Application / Employee Information

1. FULL NAME \_\_\_\_\_  
i. (First) (Full Middle Name) (Last)
2. ADDRESS: \_\_\_\_\_
3. GENDER: \_\_\_\_\_ RACE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_
4. DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ 5. SS#: \_\_\_\_\_
5. HOME TELEPHONE #: \_\_\_\_\_
6. **ATTACH COPY OF APPLICANT'S DRIVER'S LICENSE - (Make sure photo is clear and light enough to identify the individual) Contractor (\$15.00 – Pay By Check /Money Order Only)**

**Company Information**

1. NAME OF COMPANY: \_\_\_\_\_
2. ADDRESS OF COMPANY: \_\_\_\_\_
3. COMPANY TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_
4. Judiciary Location: \_\_\_\_\_ Task \_\_\_\_\_

**Background Check**

THE ABOVE CONTRACTOR HAS PASSED A MARYLAND JUDICIARY BACKGROUND CHECK.

AUTHORIZED COORDINATOR: \_\_\_\_\_  
(First) (Last)

*For Office Use Only*      NEW     RENEWAL     LOST

SIGNATURE: \_\_\_\_\_

ID Card # Front \_\_\_\_\_ ID Card # Back \_\_\_\_\_ Payment \_\_\_\_\_

SCPC SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ANNAPOLIS DETACHMENT  
29 St. Johns St. • Annapolis, MD 21401  
410-260-2911 • fax: 410-974-2224  
Email: DGS.MCP@maryland.gov

BALTIMORE DETACHMENT  
30 I.W. Preston SL. Room M-5 • Baltimore, MD 21201  
410-767-2911 • fax: 410-333-7036  
Email: DGS.MCP@maryland.gov

**ATTACHMENT I – HR Background Information**



**Authorization to Obtain  
Pre-Employment Background Information**

**Release of Information for Employment Purposes.** In connection with my application for employment with Maryland Judiciary, hereafter “employer”, pursuant to 15 U.S.C. §1681, *et. seq.*, I hereby authorize employer and its designated agents and representatives to conduct a pre-employment background check. I understand the scope of the report will be limited to the following areas: verification of Social Security number; current and previous residences; criminal and civil history including records from any criminal justice agency in any or all federal, state, county or international jurisdictions; and motor vehicle records, including traffic citations and registration. This authorization specifically excludes the release of credit and medical information.

**\*PLEASE TYPE OR PRINT NEATLY\***

Applicant Information		Used for identification purposes only		All applicable fields are required		
Last Name		First Name		Full Middle Name or “NMN”		
Date of Birth (MM/DD/YYYY)		Social Security Number		All other names/aliases previously used		
Do you have a valid driver’s license or a State issued identification (Yes/No)?		License/identification number		Issuing State of license/identification		
<b>Residential Address Information</b> Starting with your current address, please provide previous addresses for the last seven (7) years. Please provide the month and year for each. If additional space is needed, please submit an additional form.						
From	Present	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
<ul style="list-style-type: none"> <li>I understand that I must provide my date of birth to adequately complete this screening and acknowledge that my birthdate will not affect any hiring decisions.</li> <li>I hereby release employer and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me because of compliance with this authorization.</li> <li>I authorize Maryland Judiciary to conduct this Pre-Employment Check, pursuant to the Fair Credit Report Act, 15 U.S.C. §1681, <i>et. seq.</i> You have the right under that statute, to request, from the investigative agency performing the background check, the report they have prepared in conjunction with your application for employment. You have authorized and requested all courts and law enforcement agencies to release such information without restriction or qualification.</li> </ul>						
Applicant Signature				Date		
<b>Maryland Judiciary Use ONLY</b>						
PIN		Position/Contractor		Department		Section/Location
Submitted		Posted		Contact		Contact Phone #

Maryland Judiciary is a drug free workplace. Maryland Judiciary is an affirmative action, equal opportunity employer and prohibits discrimination on the basis of race, sex, sexual orientation, gender identity, religion, age, color, creed, national or ethnic origin, disability, marital status, genetic information, criminal conviction, and/or military status.

Rev. 05/11/15