



**STATE OF MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF
THE COURTS
REQUEST FOR PROPOSALS
(RFP)**

WINDOW TINT FOR ESSEX DISTRICT COURT

RFP# 11416

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to award a contract to provide all materials, labor, supervision and expertise required for Essex District Court window tint project at 8914 Kelso Drive, Essex MD 21221.

The contractor will perform window Tint style, color, and percentage will be selected by District Court representative. The District Court Project Manager will provide anticipated delivery/installation, schedule within one week of receiving PO; negotiate and accept final schedule within 2 weeks of PO receipt.

1. Scope of work:

Contractor Resource shall:

- Contractor will install new Window Tint in Essex District Court Commissioners office
- **No Walkthrough session Scheduled, but Contractors are highly encouraged to take measurements from outside. No entry to the building allowed momentarily.**
- Contractor will be required to work afterhours on weekends or holidays
- Vendor is responsible for maintaining the integrity of all existing conduits, cabling, and infrastructure in the building over the duration of the install.
- All work will be done in a “best practice” manner that complies with local, state and national codes.

2. Contractor Resource Minimum Requirements:

- Strong knowledge of Window Tint tasks.
- At least 2yr warranty is required from the vendor which will start at final delivery.
- Contractor will supply his / her own tools. This includes ladders, vacuum cleaners, extension cords, power tools, test equipment, etc.
- All trash, boxes and other items related to the installation will leave the site with the vendor. Dumpsters are not available

3. Project Timeline

- Project Start Date: On or before June 1, 2020
- Project End Date: On or before June 31, 2020

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin **with contract execution** and extend for a base period of six months. The Judiciary shall have the sole right to exercise up to three, six-month renewal option at its discretion.

6. Procurement Officer

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

Yeshewase Ayele
Maryland Judiciary, Administrative Office of the Courts
Department of Procurement, Contract and Grant Administration
187 Harry S. Truman Parkway, MD, 21401
Telephone: 410-260-2539
Email: yeshewase.ayele@mdcourts.gov

7. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the following:
 - Proposed contractor's resource experience with window tint project

- Proposed contractor's resource availability
- Proposed contractor's resource workplan to execute all items detailed in scope of work
- Proposed contractor's resource resume
- Proposed contractor's resource references: Provide 1-3 customer references where the customer is similar in size to the RFP scope

b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00pm (local time) on May 07, 2020** to be considered.

9. Award Determination

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience with window tint projects
- Work plan
- Availability
- Price

Attachment A - Price Proposal Form

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

Labor Categories	A
	Hourly Labor Rate*

*** The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents.**

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____