



# Administrative Office of the Courts

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## Operations Division

### Amendment # 2

#### **CIVIL AND SPECIAL PROCEEDINGS FILE FOLDERS Project K19-0035-90H**

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~)

#### **1. Revised: 1.9 TERM OF CONTRACT**

- ~~• The Contract resulting from this IFB shall be for a base period of three years. The AOC shall have the sole right to exercise up to two, one-year renewal options at its discretion. All prices for rates and terms as offered in Exhibit D are binding on the Contractor for the full term of the Contract, including renewal options.~~
- The Contract resulting from this IFB shall be for period of three years. All prices for rates and terms as offered in Exhibit D are binding on the Contractor for the full term of the Contract.

#### **• 2.3 SPECIFICATIONS**

#### **2.3.1 The Civil File Folder must meet the minimum specifications as follows:**

- **Quantity and Size:**

129,000 Civil File folders: Year 1

100,000 Civil File folders: Year 2

35,000 Civil File folders: Year 3

**2.3.2 The Special Proceedings File Folders must meet the minimum specifications as follows:**

- **Quantity and Size**

54,000 Special Proceedings File folders: Year 1

40,000 Special Proceedings File folders: Year 2

20,000 Special Proceedings File folders: Year 3

**2. Revised: ATTACHMENT D - PRICE BID SHEET – IFB K19-0035-90H**

## ATTACHMENT D - PRICE BID SHEET – IFB K19-0035-90H

Maryland Judiciary  
 2003 C Commerce Park Drive  
 Annapolis, MD 21401

The bid price, based on the specification from the Invitation for Bids No.K19-0035-90H

**Furnish and deliver Civil File Folders for each year as specified:**

Description	Qty.	Unit Price	Extended Price
2019 Civil File Folders Year 1	129,000		
2020 Civil File Folders Year 2	100,000		
2021 Civil File Folders Year 3	35,000		
<b>Total Bid Price</b>			

Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

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

The bid price, based on the specification from the Invitation for Bids No.K19-0035-90H

**Furnish and deliver Special Proceedings File Folders for each year as specified:**

Description	Qty.	Unit Price	Extended Price
2019 Special Proceedings File Folders Year 1	54,500		
2020 Special Proceedings File Folders Year 2	40,000		
2021 Special Proceedings File Folders Year 3	20,000		
<b>Total Bid Price</b>			

Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

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

Issued by: Karen Hoang  
 Procurement Officer  
 September 24, 2018