



**STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Maryland Law Library Solar Shades Installation
Project # K17-0032-25**

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to provide and install solar shades at the Maryland State Law Library. Prospective bidders interested in submitting a proposal for this project are required to attend the scheduled site visit to examine the facility, and familiarize themselves with the full nature and extent of the work to be accomplished in this contract.

1. SCOPE OF WORK

- A. The Contractor shall provide all labor, materials, insurance, supervision, etc. required to perform the renovations:
1. Either be able to work around the existing furniture or move the furniture as needed to install the solar shades.
 2. Provide and install three (3) solar shades, approximately 100” by 33” to match those in the Law Library. The contractor shall field measure each proposed blind location and verify all dimensions.
 3. The new shades shall be installed in the same manner as the existing similar shades in the Law Library.

2. LOCATION

- A. Maryland Law Library
Murphy Courts of Appeal Courthouse
361 Rowe Boulevard
Annapolis MD 21401

3. GENERAL

- A. Warranty
1. The Contractor shall warrant for a period of two (2) years from the final acceptance date that the work and materials will, under normal use and service, be free from defects and faulty workmanship.
 2. The Contractor's obligation under this warranty is to repair or replace defective equipment, parts and associated labor at their expense.

4. QUALITY ASSURANCE

- A. Installer Qualifications: Engage an experienced installer to perform work of this Section.
1. Installing Contractor must meet the following:
 - a. Utilize trained technicians to perform the proposed work.
 - b. Has performed a minimum of six (6) comparable projects
 2. Provide references:
 - a. Names of six (6) similar projects in size and scope.
 - b. Contact person and phone number for each project.
 3. Samples
 - a. Samples of the proposed shades shall be submitted for approval prior to manufacturing the shades to be installed.

5. **MATERIALS**

- A. Shades shall match the existing solar shades in the Law Library in color, form and function.

6. **EXECUTION**

- A. All work shall be performed as called for in these written specifications.
- B. All work shall be coordinated with the AOC Project Manager during the work initiation meeting.
- C. Work shall be accomplished during normal working hours of 8:00 AM to 4:30 PM, Monday through Friday.
- D. The completed project will be subject to inspection and approval of the AOC Project Manager.

7. **METHOD OF PAYMENT**

- A. After satisfactory completion and acceptance of the work, the Contractor shall submit

8. **PRE-PROPOSAL CONFERENCE**

A MANDATORY Walk-Through and Pre-Proposal Conference will be held on **September 20, 2016, beginning at 10:00am, at Maryland Law Library Murphy Courts of Appeal Courthouse 361 Rowe Boulevard Annapolis MD 21401**. Attendance at the Conference is mandatory, in order to facilitate better preparation of proposals.

9. **CONTRACT TYPE**

The resulting contract shall be for Fixed Price.

10. **CONTRACT TERMS**

The Contract resulting from this Small Procurement (RFP) shall begin September 30, 2016 and extend for a base period of one month until full nature and extent of the work is complete.

11. **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:

April Molley Procurement Officer
Maryland Judiciary
Procurement, Contract and Grant Administration
2003 C Commerce Park Drive
Annapolis, MD 21401
Telephone: 410-260-1583
Email: april.molley@mdcourts.gov

12. **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 Offeror’s work plan including time line, product to be used, capabilities and experience in providing the required services, and
- b. **Part II** – Price proposals must include the all-inclusive fully loaded fixed price for material and services proposed using Attachment A (Price Proposal Form).

13. PROPOSAL CLOSING DATE

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **no later than 2:00PM (local time) on September 28, 2016** in order to be considered.

14. 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
- Availability
- Work Plan for this engagement
- 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.

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____