



# ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS  
INFORMATION TECHNOLOGY  
INTERNAL AFFAIRS  
JUDICIAL COLLEGE OF MARYLAND  
**OPERATIONS**  
PROGRAMS

## Addendum No. 1 District Court Ann Arundel Commissioner's Renovations

**K17-0088-84F**

**May 30, 2017**

This Addendum is being issued to amend and clarify certain information contained in the above named small procurement RFP. All information contained herein is binding on all Offerors who respond to this small procurement 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).

### **2.2 Scope of Work – Contractor's Responsibilities**

- **Work Hours – Work may be performed on weekends only from Friday at 5:00PM to Monday at 7:00AM. Office will open for business on Mondays at 7:00AM and must be fully functional. Contractor shall ensure that the office is left in a safe, secure, clean and neat manner to furnish a safe and clean working environment for the Commissioners. Walls may not be left open and all electric, sprinklers, water, sanitation, other building systems must be operational. Contractor may work on holidays with prior approval of Project Managers.**
  - **Contractor is responsible for moving desks, file cabinets, bookcases, chairs and other office furnishings if needed. District Court will remove all items from desktops, work surfaces, walls. Office furnishings must be kept clean/undamaged and Contractor is responsible for covering all desks, file cabinets, bookcases, chairs and other office furnishings with plastic while work is underway. Contractor is NOT responsible for moving computer equipment.**
  - **Addition of carpet: Contractor shall install carpet in all offices. (VCT shall be installed in hallways in accordance with specifications). The carpet shall be Pat Craft Big Splash.**
  - **Contractor shall furnish their own dumpster. Dumpster must be removed from site by 7:00 AM on Monday after each work session.**
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### 2.3 District Court's Responsibilities

- **District Court shall remove all items on desks, file cabinets tops and bookcase tops.**
- **District Court shall move all computer equipment.**
- **District Court will arrange a meeting for the successful respondent to speak with a Department of General Services Building representative in order to ask questions/obtain information about the building and building systems. A DGS Building representative will NOT be onsite while work is being performed.**

Date Issued: May 30, 2017

Issued by: April Molley, Procurement Officer