



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

Questions/Responses No. 2
RFP Project No. K14-0022-25L
Architectural Services for the Maryland Judiciary
October 24, 2013

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Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

Question 1. Is the \$20,000 - \$35,000 **per task or per year**? If this is per year, is there only 1 task per year to be expected?

Response: Per year and no.

Question 2. The RFP references the insurance certificate in three different locations as noted below. Are we to submit our certificate in three different locations, if not in which section should it be submitted, and what do we provide as a response in the other sections?

3.4.8.2 A copy of the Offeror's current certificates of insurance...,
3.4.10 Required Affidavits, Schedules and Documents to be submitted by Offeror in the Technical Proposal: Certified true copies of any and all of the policies of insurance to AOC.
and section 2.5.3

Response: Copies of Insurance certificates should be submitted in Section 3.4.10.

Question 3. Are hourly rates required for all disciplines shown or just those needed to complete the two projects?

Response: If possible, submit hourly rates for all disciplines.

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Question 4. We are asking for clarification of 2.5.3 D & E. We do own, rent or hire company vehicles. The use of vehicles is strictly for the use and convenience of the employee to get to and from the place of work and is not required for hauling or delivery or so forth as it relates to this contract.

With that said, can you elaborate on any anticipated use of a vehicle that we are not aware of?

Response: There is no other anticipated use of vehicle's.

Date Issued: October 18, 2013

By: Kelly Moore, Procurement Specialist