



ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

**Addendum No. 1 to the Request for Proposals No. K14-0023-90H
Cabinet Maker / Carpentry Services for Courtroom Modifications
December 17, 2013**

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This Addendum 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. Revise Section 1.9 - Proposal Due (Closing) Date as follows:

An original and four copies of each proposal (technical and financial) must be received by the Procurement Officer, no later than ~~12:00 noon on Tuesday, December 17, 2013~~ **2:00 P.M. on Thursday, December 19, 2013** in order to be considered. An electronic version (CD) of the Technical Proposal in MS Word format must be enclosed with the original technical proposal. An electronic version (CD) of the Financial Proposal in MS Word format must be enclosed with the original Financial Proposal. All diskettes or CDs must be labeled with the RFP title, RFP number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Proposals received by the Procurement Officer after the due date and time will not be considered.

2. Revise Section 2.9 - Invoicing as follows:

2.9.3 Travel Reimbursement - Routine travel is travel within a 50-mile radius of the Contractor's facility. There will be no payment for labor hours for travel time or reimbursement for any travel expenses for work performed within these radiuses or at the Contractor's facility. Non-routine travel is travel beyond the 50-mile radius of Contractor's facility. Non-routine travel will be identified within a TORFP, if appropriate, and will be reimbursed according to the Judiciary's travel regulations and reimbursement rates, which can be found at:
<http://courts.state.md.us/family/grants/2011/judiciarytravelpolicy.pdf>

If non-routine travel is conducted by automobile, the first 50 miles of such travel will be treated as routine travel and will not be reimbursed. The Contractor may bill for labor hours expended in traveling by automobile beyond the identified 50-mile radius.

It is the Contractor's responsibility to have non-routine travel pre-approved by AOC POC.

Date Issued: December 17, 2013
By: Kelly Moore, Procurement Specialist