



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

FRANK BROCCOLINA
STATE COURT ADMINISTRATOR
(410) 260-1295 Fax: (410) 974-2066
frank.broccolina@mdcourts.gov

FAYE D. GASKIN
DEPUTY STATE COURT
ADMINISTRATOR
(410) 260-1257 Fax: (410) 974-2066
faye.gaskin@mdcourts.gov

SHARON SAMPSON BALL
Executive Director
Human Resources
(410) 260-1283 Fax: (410) 974-2849
sharon.ball@mdcourts.gov

GRAY BARTON
Executive Director
Office of Problem-Solving Courts
2011-D Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-3617 Fax: (410) 841-9850
gray.barton@mdcourts.gov

PHILIP S. BRAXTON
Executive Director
Judicial Information Systems
2661 Riva Road, Suite 900
Annapolis, Maryland 21401
(410) 260-1000 Fax: (410) 974-7170
philip.braxton@mdcourts.gov

ALLEN C. CLARK, III
Executive Director
Budget & Finance
(410) 260-1579 Fax: (410) 260-1290
allen.clark@mdcourts.gov

DAVID R. DURFEE JR.
Executive Director
Legal Affairs
(410) 260-1405 Fax: (410) 974-2066
david.durfee@mdcourts.gov

CONNIE KRATOVIL-LAVELLE
Executive Director
Family Administration
(410) 260-1296 Fax: (410) 974-5577
connie.kratovil-lavelle@mdcourts.gov

SUSAN HOWELLS
Executive Director
Procurement & Contract
Administration
(410) 260-1410 Fax: (410) 260-1749
susan.howells@mdcourts.gov

DIANE S. PAWLOWICZ
Executive Director
Court Research & Development
(410) 260-1725 Fax: (410) 974-2066
diane.pawlowicz@mdcourts.gov

ROXANNE P. MCKAGAN
Director, Administrative Services
(410) 260-1407 Fax: (410) 974-2066
rocky.mckagan@mdcourts.gov

DEBORAH A. UNITUS
Director, Program Services
2001D Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-1291 Fax: (410) 260-3570
deborah.unitus@mdcourts.gov

Questions/Responses No.1 to the Multi-Step Request for Bid (RFB)
High Density Filing System for
New District Courthouse in Charles County
K10-0103-84F
March 30, 2010

Ladies and Gentlemen:

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

1. Question: Layout - Is it acceptable to the court to have the mobile filing system against the windows? The windows take up the majority of the one flat wall. In most cases we avoid the windows but comments were made indicating an acceptance of having the system up against the wall. Is that allowed or acceptable?

Response: No, files cannot be against windows.

2. Question: Within the RFB, there is no indication of a minimal vertical clearance between shelves. Please provide.

Response: Vendor should provide best recommendation.

3. Question: Within the RFB, there is no requirement for document box storage. Is this required? And, if so, at what volume?

Response: Not required.

4. Question: Please confirm which items under the manufacture components section and the qualities of workmanship section are mandatory.

Response: All specifications are mandatory unless otherwise amended in writing.

5. Question: Is there a desired amount of the total filing capacity?

Response: Vendor is to maximize filing capacity without obstructing windows.

6. Question: Please confirm that 15% of the total system for CD storage is the correct amount needed.

Response: No CD storage required.

7. Question: Will you accept multiple responses with alternate layouts?

Response: No, we do not want alternate/multiple layouts. Respondents should submit the (best) layout that maximizes filing space without obstruction windows in accordance with the specifications.

8. Question: Is the shelving type four post or cantilever shelving?

Response: Four Post type shelving.

9. Question: There was some debate about the issue of riveted vs. non-riveted carriages at the pre-bid meeting. Are rivets permissible?

Response: Specification stands. No rivets.