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**Questions/Responses No. 1 to the Invitation for Bid (IFB)  
Criminal File Folders  
K11-0077-83  
April 19, 2011**

Ladies and Gentlemen:

The following questions for the above referenced IFB were received by e-mail and are answered and posted for all prospective Master Contractors who received the IFB. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the IFB 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 Master Contractor asking the question.

1. Question: Can you provide any detail on previous award, such as vendor, quantities and pricing?

**Response: Vendor: Hurley Business, \$69,273.00, 268,500 file folders.**

2. Question: Are sample folders available to view?

**Response: Yes, by contacting the Procurement Officer, Lisa Peters.**

3. Question: What is the stock weight of the Folder?

**Response: The weight is provided in the specifications on page 10 in section 2.2.**

4. Question: Is the Pantone Yellow printed on the outside, inside or just a border?

**Response: The entire folder is to be pantone yellow.**

5. Question: Is the 3/4" expansion a scored or is it a W fold expansion?

**Response: The expansion 3/4 is scored.**

6. Question: Does the color yellow Pantone PMS 101 need to be exact or is any standard yellow color acceptable?

**Response: The color MUST be exact.**

7. Question: Per the above specifications, do we assume that the quantities defined per location would all be delivered at one time or would delivery be taken over a one-year period ?

**Response: Complete and final delivery must be accomplished to all locations no later than June 24, 2011.**

8. Question: Attachment B page item K Certification of Corporation Registration and Tax Payment states that bidder should be filing reports and should be in good standing with the Maryland Department of Taxation. Does that mean that only companies registered in the State of Maryland should bid this project?

**Response: You do not have to register to submit a bid. You do have to be registered to be awarded a contract. Please see section 1.24 page 8.**

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**Question/Response Document #1**  
**April 21, 2011**

9. Question: Is there any advantage for registered Small Business

**Response: No.**

10. Question: Is the top side of the folder reinforced ?

**Response: Please see page 10 section 2.2.**

11. Question: What is the height of the front flap?

**Response: Please see page 10 section 2.2.**

12. Question: Is the folder width 12"? Standard is normally 12 1/4"

**Response: Please see page 10 section 2.2**

13. Question: Is any printing required on the folder?

**Response: Please see page 10 section 2.2**

14. Question: Are fasteners required, if so what locations?

**Response: No.**

15. Questions: Will rolls of labels or blank folders be required in the event the volume of files is exceeded?

**Response: No.**

16. Question: Do you require the folders to be packaged in any specific carton or box quantity?

**Response: Please see specifications on page 10.**

18. Question:

- a. Inside delivery is this dock to dock?
- b. Will parking be available?
- c. Are there any restrictions on the size truck used?
- d. Delivery times?
- e. Security clearance?
- f. Will shipments need to go to a specific floor or room?
- g. Is an elevator available?
- h. On smaller orders will Ups delivery be allowed?

**Response: (a) it varies (b) Yes (c) No (d) Between business hours (e) No (f) it varies (g) yes (h) yes**

19. Question: Do the boxes need to be labeled in a specific manner?

**Response: Please see page 10.**

Question: Will an extension be issued?

**Response: The bid due date has been extended to April 25, 2011 at 2:00 pm.**

Date Issued: April 19, 2011

Lisa Peters, Procurement Officer

TTY Users: 1-800-735-2258

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