



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

Robert Bruchalski
Acting Executive Director
Judicial Information Systems
2661 Riva Road, Suite 900
Annapolis, Maryland 21401
(410) 260-1007 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) 260-2520
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

Addendum No. 1 to the Request for Proposal (RFP)
K11-0079-84F
Painting Services at Upper Marlboro District Court

May 12, 2011

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 3.2 - Contractors Requirements

A) AREAS TO BE PAINTED

~~1) District Court main clerk's areas (rooms 168 & 170)~~

1) District Court main clerk's areas, including adjacent rooms and connecting halls within clerk's office (rooms 168B & 170B)

~~2) Records Department (ground level)~~

2) Records Department -ground level, main records area, adjacent offices and public areas.

~~3) Bailiff's Area~~

3) Bailiff's Area; including restrooms

~~4) Judge's Chambers (1st Floor)~~

4) Judge's Chambers Suite on the 1st Floor, all chambers, administrative assistant's areas, judges restrooms, library/conference room

5) Ground Floor Conference Room, including entrance area

B) PAINT AND WALL PREP

~~2) Walls shall be painted with eggshell/low gloss finish, trim shall be semi-gloss finish; all painted surfaces must be washable. Paint shall be water based, with low volatile organic compounds (VOLs), premium grade, by a brand name company.~~

2) All office walls shall be painted with eggshell finish, all client contact areas and all trim shall be painted with semi-gloss finish. All painted

surfaces must be cleanable. All walls shall be painted with two coats of paint, all paint must be water based professional grade with low VOC. District Court reserves the right to approve or reject off-white type color paint proposed and all material before work commences.

~~5) Painting to includes all doorframes in the areas listed above~~

5) All building support/structural columns are to be painted, including columns abutting workstations.

~~8) Contractor is responsible for moving any furniture or other items and returning to original location. Contractor is responsible for cleaning up after each painting shift so that the Court can operate in a normal fashion~~

8) Contractor is responsible for moving any furniture, shelves, boxes, curtains or other items and replacing same. Unless otherwise noted, all shelving is to be moved away from wall and then returned. The area must be cleaned up and restored after every painting shift so that the Court can operate in a normal fashion.

10) Contractor shall paint around fixed employee workstations.

11) All work must be performed to the complete satisfaction of Mr. Joseph White, Facilities Administrator for the District Court of Maryland and Mr. Arthur Taylor, Building Manager, Prince George's County Government.

3.5 AOC Responsibilities

- The Contract Manager will schedule actual work hours and provide building access.
- AOC will remove all files from one single unit shelving against the wall in Room 170B., with three day notice from the Contractor.
- AOC will take down all pictures and display items on all walls in Judge's chambers and box all books in the library with three day notice from the Contractor.

3. ATTACHMENT D – PRICE PROPOSAL FORM (see revised form)

Date Issued: May 12, 2011
Karen Hoang, Procurement Officer