



ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT AND CONTRACT ADMINISTRATION  
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ANNAPOLIS, MARYLAND 21401

**Addendum No. 1 to the Request for Proposal (RFP) K12-0080-40  
District Court Workstations – Civil Building – Baltimore City**

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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).

Revise Section 2.3 Contractor's Responsibility as follows:

2.3.10 All floors must be protected with masonite or plywood during the delivery and installation of the workstations.

Revise Section 2.4.1 – Staff Workstations as follows:

### **Ground Floor - Mailroom**

The 2 staff workstations on the Ground Floor, Mailroom, do not have to be wired for electrical/telephone/data.

### **Ground Floor Cashier's Office**

The Contractor may propose case goods or other products that best utilize space and represent "best design" and value.

### **1<sup>st</sup> Floor**

~~1<sup>st</sup> Floor: Main Clerks Office/Computer Room 26 workstations~~

1<sup>st</sup> Floor: Main Clerks Office/Computer Room 37 workstations + 2 Supervisor's workstation as follows:

1st Floor Computer Room - Room shall be outfitted with 11 each Staff workstations plus one (1) each Supervisor's Workstation in accordance with the specifications outline in Section 2.4 of the solicitation. Note: If Contractor's design will not accommodate 11 Staff Workstations, extra workstations shall be placed into the Main Clerk's Area.

1st Floor Main Clerk's Office - Room shall be outfitted with 26 each Staff workstations plus one (1) each Supervisor's Workstation in accordance with the specifications outline in Section 2.4 of the solicitation.

Revise Section 2.4.3 Stand Alone Workstations as follows:

~~2.4.3 Stand Alone Workstations~~

~~1st and 2nd Floor: Stand Alone Workstations for Courtroom Clerks 6 total~~

~~A. Specifications:~~

~~Stand alone workstation with the same specifications as the “Staff Workstations” listed above plus the following additional option.~~

~~Box/box/file or file/file, printer shelf and overhead bookcase (in the center) with drop down. Also, unit must have a “Multi Purpose” pedestal option (in lieu of the box/box/file or file/file). The “Multi Purpose” pedestal configuration shall have a box/box/file/lateral file. Space must accommodate PC, printer, typewriter and work surface.~~

Date Issued: May 23, 2012  
Colleen Cantler, Procurement Officer