



**ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT AND CONTRACT ADMINISTRATION  
2003 C COMMERCE PARK DRIVE  
ANNAPOLIS, MARYLAND 21401**

**Questions/Responses No. 1  
RFP Project No. K13-0049-84F  
Carpet Replacement in Glen Burnie, Maryland District Court  
November 28, 2012**

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

**FAYE D. MATTHEWS**  
DEPUTY STATE COURT  
ADMINISTRATOR  
(410) 260-1257 Fax: (410) 974-2066  
[faye.matthews@mdcourts.gov](mailto:faye.matthews@mdcourts.gov)

**SHARON SAMPSON BALL**, Director  
Human Resources  
(410) 260-1283 Fax: (410) 974-2849  
[sharon.ball@mdcourts.gov](mailto:sharon.ball@mdcourts.gov)

**GRAY BARTON**, Director  
Office of Problem-Solving Courts  
(410) 260-3617 Fax: (410) 260-3620  
[gray.barton@mdcourts.gov](mailto:gray.barton@mdcourts.gov)

**MARK BITTNER**, Director  
Judicial Information Systems  
(410) 260-1001 Fax: (410) 974-7170  
[mark.bittner@mdcourts.gov](mailto:mark.bittner@mdcourts.gov)

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

**DAVID R. DURFEE JR.**, Director  
Legal Affairs  
(410) 260-1405 Fax: (410) 974-2066  
[david.durfee@mdcourts.gov](mailto:david.durfee@mdcourts.gov)

**SUSAN HOWELLS**, Director  
Procurement & Contract Admin.  
(410) 260-1410 Fax: (410) 260-2520  
[susan.howells@mdcourts.gov](mailto:susan.howells@mdcourts.gov)

**CONNIE KRATOVIL-LAVELLE**, Director  
Family Administration  
(410) 260-1296 Fax: (410) 974-5577  
[connie.kratovil-lavelle@mdcourts.gov](mailto:connie.kratovil-lavelle@mdcourts.gov)

**PAMELA C. ORTIZ**, Director  
Access to Justice Commission  
(410) 260-1258 Fax: (410) 260-2504  
[pamela.ortiz@mdcourts.gov](mailto:pamela.ortiz@mdcourts.gov)

**DIANE S. PAWLOWICZ**, Director  
Court Operations Department  
(410) 260-1725 Fax: (410) 260-2503  
[diane.pawlowicz@mdcourts.gov](mailto:diane.pawlowicz@mdcourts.gov)

**JESSICA PITTS**, Director  
Emergency Preparedness & Court Security  
(410) 260-3515 Fax: (410) 260-2505  
[jessica.pitts@mdcourts.gov](mailto:jessica.pitts@mdcourts.gov)

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

**DEBORAH A. UNITUS**  
Director, Program Services  
(410) 260-1291 Fax: (410) 260-3570  
[deborah.unitus@mdcourts.gov](mailto:deborah.unitus@mdcourts.gov)

Ladies and Gentlemen:

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

Question 1. I see in the RFP the office will need to be measured on the day of the walk-through (12/5). Please let me know if there is a floor plan from which we can work (even the fire escape plan) or if you can let me know the approximate square footage.

**Response:** A floor plan is not available.

Question 2. I have other questions regarding the scope of work. Should I wait for the walk-through/pre-bid meeting for those?

**Response:** Please submit questions prior to the pre-proposal conference. This will allow a response to be given at the pre-proposal conference.

Date Issued: November 28, 2012  
Kelly Moore, Procurement Officer