

STATE OF MARYLAND JUDICIARY  
Procurement and Contract Administration  
REQUEST FOR PROPOSALS (RFP)  
ARMORED CAR SERVICE

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy.

1. Purpose

The State Board of Law Examiners seek to retain the services of an armored car for the transportation of examination materials to and from the bar examination sites for February 2012.

2. Scope of Work

The requirements are as follows:

- 2.1 Contractor shall provide one (or more) armored trucks and at least 2 people to load each truck. Contractor shall arrive at Board's office (2011-F Commerce Park Drive, Annapolis, MD 21401) at 8:00 am but not later than 8:30 am on Monday, February 27, 2012 with the truck(s) and personnel and shall pick up and load into the truck(s) all exam materials. Materials are as follows:

115 bankers boxes loaded with exam materials and weighing an average of 25 lbs. each; boxes measure 16" length by 13" width by 10" height

5 hand trucks

8 wheeled carts

1 wheeled vault weighing 250 lbs. (requires truck lift gate to load in truck)

- 2.2 Contractor shall promptly deliver boxes, hand trucks, and vault to The Baltimore Convention Center and to The Conference Center at the Maritime Institute on Monday, February 27, 2012 as follows:

FIRST DELIVERY — Baltimore Convention Center (Exhibition Hall A), One West Pratt Street, Baltimore, MD 21201. You will check in at public safety entrance which is on the Charles Street side of the Convention Center directly behind the Convention Center.

Contractor shall drop off: 80 bankers boxes, 4 hand trucks, 6 wheeled carts and 1 wheeled vault

SECOND DELIVERY – The Conference Center at the Maritime Institute, 692 Maritime Boulevard, Linthicum Heights, MD 21090. You may deliver through main entrance which is marked with a burgundy awning.

Contractor shall drop off: 35 bankers boxes, 1 hand truck and 2 wheeled carts

- 2.3 Contractor shall provide one (or more) armored trucks and at least 2 people to load each truck. Contractor shall pickup and load into the truck(s) all exam materials from the two examination sites starting at 8:30 am on Thursday morning, March 1, 2012. Contractor shall return the exam materials to the office of the State Board of Law Examiners in Annapolis as follows:

FIRST PICKUP (arrive at 8:30 am) – Baltimore Convention Center: 80 bankers boxes, 4 hand trucks, 6 wheeled carts and one wheeled vault (requires lift gate to load in truck).

SECOND PICKUP — The Conference Center at the Maritime Institute: 35 bankers boxes, 1 hand truck, and 2 wheeled carts.

3. Armored Truck, Bonding, Security, Delivery Schedule, and Liftgate Requirements:
  - 3.1 Contractor selected must provide an armored truck. No substitutions shall be allowed.
  - 3.2 Contractor deliverymen must be bonded and must be qualified to take custody of confidential materials, account for all materials in transit and upon delivery, and maintain security of materials in its possession at all times. Protection and accounting for the materials is a significant requirement of the job.
  - 3.3 Specified materials must be delivered to the designated sites as directed by the State Board of Law Examiners. Pickup and delivery of materials must occur in the order and on the schedule specified by the State Board of Law Examiners. Contractor to determine appropriate number and size of trucks to achieve the delivery specifications.
  - 3.4 At least one truck must have a lift gate to load in the wheeled vault, which weighs approximately 250 lbs. Operator(s) of the truck must know how to operate the lift gate.
4. Contractor Point of contact: upon issuance of purchase order, contractor shall contact Steven Boggs (phone: 410-260-3644) or Rose Berg (phone: 410-260-3645) and provide name and telephone number of contractor's point of contact for truck dispatch.
5. Contractor Point of Contact (Mon. Feb. 27, 2012)
  - a. State Board of Law Examiner Office- Brian Owen (443) 694-7652
  - b. Baltimore Convention Center- Steven W. Boggs, Esq. (443) 326-0909
  - c. Conference Center at the Maritime Institute- Barbara L. Gavin (443) 534-4662
6. Contractor Point of Contact (Th. Mar. 1, 2012)
  - a. Baltimore Convention Center- Steven W. Boggs, Esq. (443) 326-0909
  - b. Conference Center at the Maritime Institute- Barbara L. Gavin (443) 534-4662
  - c. State Board of Law Examiner Office- Brian Owen (410) 260-3638
7. Contract Type  
AOC will make one award. The resulting contract shall be fixed price.
8. Contract Term  
The term of the Contract that results from this RFP shall be three months upon issuance of a notice to proceed (purchase order).
9. Procurement Officer  
The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Anna Pfeifer, Procurement Officer  
Telephone: 410-260-1416  
Email: [anna.pfeifer@mdcourts.gov](mailto:anna.pfeifer@mdcourts.gov)
10. Form of Response  
Proposals must be in writing. Two volumes must be separately prepared and submitted.
  - 10a. Volume I – Technical proposal a written response to the Scope of Work that demonstrates the Offeror's capabilities and experience in providing the required services and proof of bond.

10b. Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

11. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the email address listed in Section 9, no later than 2:00 PM (local time) on January 30, 2011 in order to be considered.

12. Award Determination

The Contracts resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

Evaluation Criteria in descending order of importance:

- Offeror's Experience
- Offeror's Work Plan for this engagement
- Price

Attachment A –Price Proposal Form

**FOR SERVICES AS REQUIRED AND PROPOSED, THE TOTAL PRICE TO BE CHARGED SHALL BE \$\_\_\_\_\_.**

**SUBMITTED BY**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**DATE**

**PRINT NAME AND TITLE**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**COMPANY ADDRESS**

\_\_\_\_\_  
**TELEPHONE**

\_\_\_\_\_  
**FEDERAL TAX IDENTIFICATION #**