

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP)**

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000 for the term of the Contract.

1. Background

The Administrative Office of the Courts (AOC), Judicial Information Systems (JIS), is seeking a moving company to use on an as-needed basis to move various computer and computer-related equipment to and from various circuit courthouse buildings throughout the State. There are 24 Circuit Court locations (23 counties and the city of Baltimore), that computer equipment could be picked up from and/or delivered to, as well as two warehouse locations in Annapolis. Location addresses and directions for each of the Circuit Court can be found on www.mdcourts.gov/circuit.

1.2 Statement of Work

- The Contractor must have various sizes of vans or trucks to accommodate small and large equipment moves; including lifts and packing materials.
- Services shall be provided on an as-needed basis; estimated 1 - 2 moves per month, however, there may also be months when no moves are needed. Contractor shall provide contact information, including email, to be able to schedule and coordinate the moves.
- The Contractor must provide a quote based on proposed rates, and obtain approval from AOC prior each move. The Contractor may preview the items to be moved prior to providing the quote.
- Equipment may consist of, but is not limited to, computers, printers, scanners, microfilm reader/printers, servers and server racks and raid cabinets.
- Equipment must be moved in a manner as to not cause damage. Server/raid racks may weigh up to 400 pounds.
- A typical move may involve delivering 30 computers and removing 30 computers to accommodate site upgrades. Movers may be asked to help un-box or re-box equipment. The contract will be Time & Material based upon proposed rates.

1.3 Contractor's Responsibility

- The Contractor shall, at all times during the term of the Contract, remain fully licensed and maintain the required policies of insurance. Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or companies furnishing such insurance. Such evidence of insurance must be submitted with the technical proposal.
- Contractor is responsible for the cost of repair for any damages to equipment, furniture and facilities caused by its actions or negligence. An AOC representative shall perform a walk through with the Contractor and assess/determine any damage or breakage. The AOC representative will submit all damage claims directly to the contractor's insurance carrier with a copy to the Contractor.

- Contractor must be able to provide two or more workers when requested, and be available between 7am-4pm weekdays. No equipment can be left on the truck overnight; moves must be scheduled to ensure on time deliveries.

1.4 Contract Type

This is a Time & Material Contract with fixed unit prices which are all inclusive and shall encompass all requirements in the RFP.

1.5 Contract Term

The AOC requires a one year contract for the period of September 1, 2014, to August 31, 2015, with the option of 2 one-year renewal periods to be exercised at the sole discretion of the AOC.

1.6 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:

Colleen Cantler, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1581
Email: colleen.cantler@mdcourts.gov

1.7 Questions

All questions shall be submitted via email to the procurement officer. The Procurement Officer shall accept written questions from prospective Offerors. Questions may be submitted to the Procurement Officer by e-mail. The Procurement Officer shall, based on the availability of time to research and communicate an answer, decide whether an answer can be given before the proposal due date. Questions shall be answered and posted on the Judiciary's Procurement website, <http://www.mdcourts.gov/procurement/bids.html> and eMaryland Marketplace.

1.8 Form of Response

Technical Proposals must be in writing and shall include a response that addresses the requirements set forth in Section 1.2, Statement of Work. The technical proposal shall demonstrate the offeror's capabilities and experience in providing the required services, and provide three client references of comparable services performed. Price proposal must include the fully loaded fixed unit prices for the services proposed using Attachment A (Price Proposal Form).

Note: To open Attachment A, Price Proposal Form in MS Excel format, please double click on form. To automatically calculate the Total Evaluated Price double click the Hourly Rate and insert the dollar amount and press enter, the Total Labor Price will automatically calculate. Then double click the Mileage Rate and insert the dollar amount and press enter, the Total Vehicle Price will automatically calculate. Repeat for Renewal Option 1 and 2, this will automatically calculate the Total Evaluated Price.

1.89 Proposal Closing Date

All proposals must be received **via Email** to the Procurement Office at the email address listed in Section 1.5, no later than 12:00 PM (local time) on Wednesday, August 28, 2014, in order to be considered.

1.9 Award Determination

The Contract 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.

Attachment A - Price Proposal Form (page 1 of 2)

Year 1			
Proposed # of employees	Estimated Labor Hours*	Hourly Rate***	Total Labor Price
2	16	\$0.00	\$0.00
Proposed type of moving vehicles	Estimated Mileage*	Mileage Rate***	Total Vehicle Price
Van	100	\$0.00	\$0.00
Box truck	100	\$0.00	\$0.00
Lift gate truck	100	\$0.00	\$0.00
Total Price			\$0.00
Renewal Option 1			
Proposed # of employees	Estimated Labor Hours*	Hourly Rate***	Total Labor Price
2	16	\$0.00	\$0.00
Proposed # of moving vehicles**	Estimated Mileage*	Mileage Rate***	Total Vehicle Price
Van	100	\$0.00	\$0.00
Box truck	100	\$0.00	\$0.00
Lift gate truck	100	\$0.00	\$0.00
Total Price - Option Year			\$0.00

Attachment A - Price Proposal Form (page 2 of 2)

Renewal Option 2			
Proposed # of employees	Estimated Labor Hours*	Hourly Rate***	Total Labor Price
2	16	\$0.00	\$0.00
Proposed # of moving vehicles**	Estimated Mileage*	Mileage Rate***	Total Vehicle Price
Van	100	\$0.00	\$0.00
Box truck	100	\$0.00	\$0.00
Lift gate truck	100	\$0.00	\$0.00
Total Price - Option Year			\$0.00
TOTAL EVALUATED PRICE			\$0.00
*Estimated employees, vehicles, hours and mileage for evaluation only			
**Vehicle size and specifications shall be provided in technical proposal submission			
***Labor rate is fully loaded and will be actual rates paid by the AOC			
***Mileage rate is all inclusive, including fuel and fuel surcharge			
Name of Offeror: _____			
Signature: _____			
FEIN#: _____			
DATE: _____			