

**STATE OF MARYLAND  
MARYLAND JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)  
REQUEST FOR PROPOSALS (RFP) # 2267**

Construction of an Interior Office  
District Court Coordinator of Commissioner Activity Office

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

**1. Background**

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals (RFP) to select a contractor shall construct an interior office in an existing office suite at the District Court of Maryland, Coordinator of Commissioner Activity Office in Annapolis, Maryland. Work shall be performed in accordance with the attached specifications, architectural plans, building code data, general notes, floor and ceiling plan drawing, electrical plans and Maryland Judiciary's Mandatory Terms for Contracts.

**2. Scope of Work – Contractor's Responsibilities:**

All labor, materials and supervision to construct a two wall interior office.

Building of walls and finish work.

Changing/modifying ceiling tiles and lights

Electrical work that includes separating light switch and installation of electric outlets.

Painting, installation of carpeting and cove base. Painting shall be a minimum of two coats of name brand zero VOC latex paint.

Ceiling tiles shall match existing and be approved by District.

All work shall be scheduled in advance by Project Manager.

Contractor must complete repair of punch list items within 20days of walkthrough. Final acceptance shall occur upon satisfactory completion of all repairs.

**2. District Court Responsibilities**

District Court shall provide access to the site, schedule work, answer questions and assist in identifying punch list items.

District Court reserves the right to approve, reject or revise any proposed materials and shall approve all colors and finishes.

### **3. Delivery Requirements**

Work shall be performed after hours, evenings, and weekends

The work plan and times must be approved, in advance, by District Court's Project Manager.

The office must remain fully operational during the renovation process. Work areas must be restored to allow full operation of the office after any work.

### **4. Site Visit – MANDATORY-Attachment B**

A site visit has been scheduled for **February 3, 2015 at 10am** Please meet at the District Court of Maryland, (at Security Desk) 251 Rowe Boulevard, Annapolis, MD 21401. Only vendors who participated in this mandatory walk-through may submit a proposal.

### **5. Contract Type**

The resulting Contract (Purchase Order) shall be based on Fixed Price.

### **6. Contract Term**

The term of the Contract that results from this RFP is 6 months from Purchase Order issue.

### **7. 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:

Robin Smith, Procurement Officer  
Administrative Office of the Courts  
2003C Commerce Park Drive, Annapolis, MD 21401  
Telephone: 410-260-1421  
Email: [robin.smith@mdcourts.gov](mailto:robin.smith@mdcourts.gov)

### **8. Project Manager**

The Project Manager monitors the daily activities of the contract and provides technical guidance to the Contractor. The Project Manager is:

Joseph White and Jim Riley

The AOC may change the Project Manager at any time by written notice to the Contractor.

### **9. Form of Response**

Proposals must be in writing.

- a. Section I – Technical proposal, a written response to the Scope of Work, and provide a plan for this engagement. Demonstrates the Offeror’s capabilities and experience in providing the required services. Include in technical proposal three (3) examples of work assignments that vendor has completed that were similar in job scope as defined in this RFP. Please provide three (3) current customers/client references which include the name of Client Organization, Name, Title and telephone number of a Point of Contact for that organization.
- b. Section II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

## **10. Proposal Closing Date**

All proposals must be received via email to the Procurement Office at the address listed in Section 7 no later than **February 16, 2015 by 2:00 pm** (local time) on, in order to be considered.

## **11. 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

- **Total price of project**

\$ \_\_\_\_\_

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Telephone:
Federal Tax Identification #:

**ATTACHMENT B – PRE-PROPOSAL CONFERENCE RESPONSE FORM**

**Project No. RFP #2267**

**Project Title: Construction of an Interior Office**

A mandatory site visit will be held on **February 3, 2015 10:00am** at District Court of Maryland – Security Desk at 251 Rowe Boulevard, Annapolis, MD

**Please e-mail or fax this form to the Procurement Officer:**

**Robin Smith**

**Fax: 410-260-1421**

**Email: robin.smith@mdcourts.gov**

By Friday, January 30, 2015 advising whether or not you plan to attend this Conference.

Please indicate:

\_\_\_\_\_ Yes, the following representatives will be in attendance:

1.

2.

\_\_\_\_\_ No, we will not be in attendance.

\_\_\_\_\_  
Company/Firm/Company Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact Name