

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) #2524**

CLERK'S OFFICE BOX RELOCATION

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) is seeking a Contractor to provide moving services to various locations of the Clerk's office in Baltimore, Maryland. The contractor will move approximately 2,500 boxes of files.

1.2 Statement of Work

The Contractor must move approximately 2,500 boxes of files to the Clarence Mitchell Building, located at 100 N. Calvert Street Room 628 Baltimore, MD 21202. Boxes are currently located at:

- | | | |
|--|--|---|
| <ul style="list-style-type: none">• 100 N. Gay Street
Room A3300
Baltimore, MD
21202 | <ul style="list-style-type: none">• 100 N. Calvert
Street
Room 254
Baltimore, MD
21202 | <ul style="list-style-type: none">• 111 N. Calvert
Street
Rooms 328 & 448
Baltimore, MD
21202 |
|--|--|---|

The AOC will not provide any moving equipment or transportation between locations.

All work must be completed on weekends.

1.3 Walkthrough

All interested parties must attend the walkthrough to submit a proposal. The walkthrough will be held on May 21, 2015 at 10:30AM. Please meet at 100 N. Calvert Street Baltimore, MD 21202 at 10:15AM. An RSVP to the walkthrough must be sent via e-mail to the Procurement Officer at Khrystine.Bunche@mdcourts.gov.

1.4 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.

1.5 Contract Type

The contract resulting from this solicitation will be a firm fixed price contract.

1.6 Contract Term

The Contract resulting from this solicitation shall begin upon execution and will end one month thereafter. All prices for rates and terms as offered in Attachment A are binding on the Contractor for the term of the Contract.

1.7 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:

Khrystine Bunche, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1416
Email: khrystine.bunche@mdcourts.gov

1.8 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.

1.9 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. Technical proposals shall include a project completion plan that includes the number of resources moving boxes and an estimated number of days needed to complete the project.

The technical proposal shall also 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).

1.10 Proposal Closing Date

All proposals must be received **via Email** to the Procurement Office at the email address listed in Section 1.7, no later than 2:00 PM (local time) on May 28, 2015, in order to be considered.

1.11 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

<i>Price</i>	
Total	\$

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