



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Project Name: Baltimore City File Room Floors
Project # 5706

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to strip, sand and polyurethane the wood flooring in the Civil Division File Room of the Baltimore City East Courthouse.

1. Scope of Work

To strip, sand and then polyurethane stain an estimated total of 1,865 sq. ft. of pine (or oak) flooring.

The polyurethane stain color will need to be approved by the Project Manager.

The work will need to be performed on the weekends only.

Awarded contractor will need a security clearance.

No hazardous chemicals, unless cleared by Procurement Officer and Project Manager

2. Location

Circuit Court for Baltimore City
111 N. Calvert Street, East
Baltimore, MD 21202

3. A MANDATORY Walk-Through and Pre-Proposal Conference will be held on Thursday, December 22, 2016 beginning at 10:00 AM, at 111 N. Calvert Street, East, Baltimore, MD 21202. Meet in the lobby.

Attendance at the Conference is mandatory in order to facilitate better preparation of proposals.

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin **receipt of purchase order** and for a base period of **3 months**.

6. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Lisa Lee, Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone: 410-260-**1263**
Email: Lisa.Lee@mdcourts.gov

7. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services, and
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, **no later than 2:00 PM (local time) on December 30, 2016** in order to be considered.

9. Award Determination

The Contract resulting from this Small Procurement (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.

- Experience
- Availability
- Work Plan for this engagement
- Price

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

Total Price For services as required and proposed: \$ _____

Submitted by

Authorized Signature

Date

Print Name and Title

Company Name

Company Address

Telephone

Federal Tax Identification #