



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Project Name: Replacement of Mini Blinds
Project # 5849

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) for a contractor to replace (provide/install) mini blinds in various offices in the Circuit Court for Baltimore City. Replacement blinds must be at least of equal quality as existing (Offeror to specify brand etc.). It is the Contractor's sole responsibility to take accurate measurements for perfect fit.

1. Scope of Work

- 4 Blinds in Room 447
- 9 Blinds in Room 409
- 4 Blinds in Room 451
- 4 Blinds in Room 454
- 4 Blinds in Room 448
- 2 Blinds in Room 401
- Color: Alabaster

Vendor responsible for disposal of all debris
Inside delivery

2. Location

Courthouse East – 111 N. Calvert Street, 21202

3. Site Visit – MANDATORY-Attachment B

A mandatory site visit has been scheduled for **Thursday, February 16, 2017 at 10:45am.**
- Please meet at the Circuit Court for Baltimore City (at Security Desk) 111 N. Calvert Street, Baltimore, MD 21401. All vendors interested in submitting a proposal **MUST** attend site visit for exact measurements.

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

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

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:

Robin Smith, Procurement Officer
Maryland Judiciary
Procurement, Contract and Grant Administration
Telephone: 410-260-1421
Email: robin.smith@mdcourts.gov

7. Form of Response

- 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 and delivery time in providing the required goods.
- b. **Part II** – Price proposals must include the fully loaded fixed price for the goods 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 **no later than 2:00 pm (local time) on February 28, 2017** in order to be considered.

9. Award Determination

This 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
- Delivery time
- 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.

FOR SERVICES AS REQUIRED AND PROPOSED,

\$ _____

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 #5849

Project Title: Replacement of Mini Blinds

A mandatory site visit will be held on **Thursday, February 16, 2017 at 9:45am** starting at 111 N. Calvert Street, Annapolis, MD 21202 – Security Desk.

**Please e-mail or fax this form to the Procurement Officer:
Robin Smith Fax: 410-260-2520 Email: robin.smith@mdcourts.gov**

By **Wednesday, February 15, 2017** 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