



**ADMINISTRATIVE
OFFICE OF THE COURTS**

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

**Questions/Answers #1
Relocation of Office Furniture and Office Related Items
RFP#5995
March 30, 2017**

To our prospective Business Partners:

The following questions for the above referenced RFP were received by prospective Offerors at walk thru and answers will be posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

- 1. Question: Will vendor have to pack boxes?**
Answer: Boxes will be packed by District Court personnel and be ready prior to the Moving Company's arrival.
- 2. Question: There are copiers, computers and artwork. Are we responsible for moving these items?**
Answer: No. These items will be moved by other companies.
- 3. Question: Will Blue Print File Cabinet be moved by contractor?**
Answer: Yes. The Blue Print File Cabinet in Storage Room will be moved by contractor with contents included.
- 4. Question: What are other Office Related Items to be moved?**
Answer: Contractor will move Paper shredder in Antoinette's Office, refrigerator in Mike's Office and one folding table.

Issued by: Robin Smith, Procurement Officer
March 30, 2017
