



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
District Court Towson Painting
RFP #8275

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 secure a Contractor for painting all accent walls in the District Court of Maryland Towson Post Judgement Office and Supply Room.

1. Scope of Work

- Contractor shall roll paint all accent walls, two (2) coats to match the existing color in the Post Judgement Office and Supply Room.
- Contractor shall remove the existing baseboard down from the walls before painting, as there will be new baseboard installed.
- Vendor will schedule a walk through with Project Managers and Supervisors before and after the project. Any touch up work needed will be included.
- Will work around front counter employees during regular work hours if necessary.
- Contractor is responsible for moving any furniture or other items and replacing same.

2. Hours, Holidays, Location:

- Hours of Operation - 8:30 a.m. - 4:30 p.m. Monday through Friday except legal holidays. If necessary, painting will take place after hours and/or weekends.
- Services shall NOT be provided on State Holidays, official general election holidays and any other days when AOC facilities are closed.

- District Court of Maryland, 120 East Chesapeake Avenue, Towson, MD 21286. Post Judgement Office and Supply Room.

3. A (**MANDATORY Walk-Through and**) Pre-Proposal Conference will be held on **June 7th, 2018 beginning at 10:00AM** at the **District Court of Maryland, 120 East Chesapeake Avenue, Towson, MD 21286**. 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 SPRFP shall begin at the execution date of the contract and extend for a base period of 3 (three) months until work is complete. In addition, a tentative time frame has been set for, equipment purchases within 30 days, and final completion of procurement within 2 to 3 months. Audit, confidentiality, document retention, and indemnification obligations under this Contract shall survive the expiration or termination of the Contract.

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:

April Molley, Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone: 410-260-1583
Email: april.molley@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 **no later than 2:00PM (local time) on June 14th, 2018** 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.

Location	Total
District Court of Maryland 120 East Chesapeake Avenue Towson, MD 21286	\$

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____