



ADMINISTRATIVE OFFICE OF THE COURTS

EDUCATION
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PROGRAMS

Addendum No. 1 to the RFP K16-0047-60

WORKSTATIONS AND FURNITURE FOR PRINCE GEORGE'S COUNTY DISTRICT COURT

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. language deleted).

- Revise Section 2.2.2 on page 11

2.2.2.2 Criminal Traffic, Room 170B – 40 staff workstations and 3 supervisor workstations.

- The file shelving along the wall must remain in existing locations and may not be removed by Contractor. The freestanding file shelves located in the middle of the room may be removed to accommodate layout/design.

2.2.2.4 Domestic Violence, (located between 168B and 170B) – 6 staff workstations and 2 supervisor workstations.

- The file shelving along the wall must remain in existing locations and may not be moved by Contractor. The freestanding file shelf located in the middle of the room may be removed to accommodate layout/design.

2.2.2.5 Training, Room 170 - 2 supervisor workstations only.

- The large tack board, projector screen and whiteboard on the walls must remain in existing locations and may not be removed by Contractor. District Court will remove the existing tables, chairs and boxes from the room.

- Revise Section 3.4.7 on pages 18 and 19:

References. Provide three (3) current customer references where the customer is similar in size to this project. Provide the following information for each client reference:

- Name of Client Organization

- Name, title, and telephone number of Point-of-Contact for client organization
- Value, type, and duration of contract(s) supporting client organization
- The services provided, scope of the contract, geographic area being supported, and performance objectives satisfied, and number of employees serviced
- Revise Section 4.2.1. Technical Criteria on page 20
 - “Delivery and installation schedule – how many days/weekends required to perform the work. Number of workstations that can be done in one weekend.”
 - The logistics of delivery and installation are extremely important for this project and respondent shall include, in their technical proposal, detailed information about how many workstations can be installed/areas completed per weekend as well as details on their process. Information should include: the rooms/areas and number of workstations in each room/area the respondent proposes to complete over what period of time; the full sequencing of events to show the order of installation, the time for installation, assumed time for data/electrical/telephone wiring. Respondent must include time to deliver, unload and move workstation components to the work area; there is no on site storage for parts or materials.

Date Issued: March 1, 2016
Karen Hoang, Procurement Officer
Procurement, Contract and Grant Administration