

**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Baltimore City Court Cleaning Services**  
**Project # K16-0050-24**

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$25,000.

**Purpose**

The Administrative Office of the Courts (AOC) seeks to retain a temporary onetime only professional cleaning services for the office of the Clerk of the Circuit Court for Baltimore City Judiciary Facilities. Approximately 11 divisions in the East and West buildings will be covered under this solicitation, **starting as early as February 01, 2016.**

**1. Scope of Work**

Respondent shall list, in their response, one time cleaning services for the 11 Divisions of the Clerk's Office East and West Buildings to include.

- Dust inside window sills
- Pictures Frames
- Lamps
- Mini Blinds
- Furniture
- Shelves
- Basic Light Fixtures
- Counters
- Workstations
- Desks
- Remove Cobwebs
- Wipe down base boards
- Doors / Doorknobs
- Light Switches
- Chairs
- Sweep and damp mop hard wood and tile floors
- Clean the inside windows (approximately 125 windows)

## 2. Locations

The contractor shall service the following locations during the days and hours listed below:

All Baltimore City locations

**Hours of Operation:** 8:30 a.m.-4:30 p.m.

Monday – Friday except legal holidays

### **Location #1**

#### **Baltimore Circuit Clerk's Office**

111 N. Calvert St

Courthouse East

Baltimore, MD 21202

Department: Family, Paternity, Trust  
Room Numbers: 109

Department: Administration  
Room Numbers: 401

Department: Administration  
Room Numbers: 402

Department: Civil Assignment  
Room Numbers: 403

Department: Accounting  
Room Numbers: 405-407

Department: Civil File Room  
Room Numbers: 409

Department: Lunch Room  
Room Numbers: 417

Department: Clerk's Office  
Room Numbers: 418

Department: Mail/Purchasing  
Room Numbers: 421

Department: Human Resources  
Room Numbers: 446

Department: Civil Docketing

Room Numbers: 447

Department: Civil File Rooms

Room Numbers: 448 - 454

Department: Civil

Room Numbers: 462

Area: Foreclosure, Asbestos, Recordings, Dungee's Area

**Location #2**

**Baltimore Circuit Clerk's Office**

100 N. Calvert St

Courthouse West

Baltimore, MD 21202

Department: Courtroom Clerks

Room Numbers: 118

Department: Union Office

Room Numbers: 120

Department: Criminal File Room

Room Numbers: 138

Department: Criminal Assignment

Room Numbers: 142

Department: Criminal

Room Numbers: 200

Area: Expungements, Post Convictions, Appeals, Data Entry, Bail, Summons

Department: Jury Call Center

Room Numbers: 209

Department: Jury Assembly

Room Numbers: 220, 221, 240, 315

Department: Jury Office

Room Numbers: 239

Department: Criminal File Room

Room Numbers: 252

Department: Land Records

Room Numbers: 601,610,611,612,614

Area: Entrance #610

Department: Criminal Files  
Room Numbers: 613

Department: Licenses  
Room Numbers: 627

Department: Marriage Records/Storage  
Room Numbers: 628

And other sites as identified by the Contract Manager.

### **3. Mandatory: Pre-Proposal Conference**

A MANDATORY Walk-Through and Pre-Proposal Conference (Conference) will be held on **Friday, January 15, 2016, beginning at 2:00 pm**, at **Baltimore Circuit Clerk's Office** 111 N. Calvert St Courthouse East Baltimore, MD 21202. Prospective Offerors shall meet on the 4<sup>th</sup> Floor outside of Room 401 Attendance at the Conference is mandatory, in order to facilitate better preparation of their proposals.

### **4. Contract Type**

The resulting contract shall be for Fixed Price.

### **5. Contract Term**

The Contract resulting from this RFP shall begin **February 1<sup>st</sup>, 2016**, and extend for a base period of **one** month.

### **6. Procurement Officer**

The sole point-of-contact for purposes of this 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](mailto: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 5, no later than **2:00 PM (local time) on January 29<sup>th</sup>, 2016**, in order to be considered.

**9. Award Determination**

The Contract resulting from this 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.

**FOR SERVICES AS REQUIRED AND PROPOSED, \$ \_\_\_\_\_**

Submitted by \_\_\_\_\_

Authorized Signature

Date

Print Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone \_\_\_\_\_

Federal Tax Identification # \_\_\_\_\_