



# Administrative Office of the Courts

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## Operations Division

### Amendment # 3

#### COURIER SERVICES FOR DISTRICT COURT OF MARYLAND

#### HARFORD COUNTY

#### Project K19-0036-74

This Amendment 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~~)

1. Please Delete and Add the following language per Section 2.3 Contractor's Responsibility:

- ~~The Contractor must provide key locked security container(s) with one key each retained by the Commissioners' station and the District Court clerks' office; size of security container must be at least 18" high x 18" wide 18" deep. The Contract Manager will approve the locked security container. The Contractor will be transporting paper court documents and sealed bank deposits daily in locked security containers. **The Contractor shall provide a picture and description of the key locked security container.**~~
- The District Court of Harford County will supply the carrying containers (not locked, no keys required). The bank deposits will be in sealed deposit envelopes which are taken directly to the bank.
- The courier will have a key to the Commissioner's entrance door in addition to a key to the safe (the safe requires two different keys - one the commissioner has and one the courier has). The courier will also have a key to the office door at the District Court.
- ~~M&T Bank, 402 Baltimore Pike, Bel Air, MD 21014~~
- BB& T Bank, 402 Baltimore Pike, Bel Air, MD 21014

2. Title: ~~COURIER SERVICES FOR DISTRICT COURT OF MARYLAND HARFORD COUNTY~~  
COURIER SERVICES FOR DISTRICT COURT & CIRCUIT COURT OF MARYLAND HARFORD COUNTY

Issued by: Karen Hoang  
Procurement Officer  
October 1, 2018