



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator
410-260-1295

Addendum No. 3 to the RFP K15-0036-25 Renovations at 2001B Commerce Park Drive

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~~).

• **Modify Section 1.9 - Proposal Due (Closing) Date**

Closing Date and Time: ~~Wednesday, February 25, 2015 at 12:00 Noon~~
Closing Date and Time: Tuesday, March 3, 2015 at 12:00 Noon

An original and three copies of each proposal (technical and financial) must be received by the Procurement Officer, ~~no later than 12:00 noon on February 25, 2015 in order to be considered.~~

An original and three copies of each proposal (technical and financial) must be received by the Procurement Officer, no later than 12:00 noon on Tuesday, March 3, 2015 in order to be considered.

• **Modify Section 1.23 - Minority Business Enterprises**

~~An MBE Subcontractor participation goal of 20% has been established for this solicitation. Each offeror/bidder shall complete, sign and submit MJUD MBE Form A—Schedule for Participation of Minority Business Enterprise and MJUD MBE Form B—Minority Contractor Project Disclosure and Participation Schedule (MJUD FORM B) at the time it submits its technical proposal or bid response~~

~~—Waiver~~

~~If the offeror/bidder is unable to achieve the MBE participation goal, it shall request a waiver in whole, or in part, of the overall goal by checking the second box on the MJUD MBE FORM A.~~

~~Failure to indicate the need for a waiver will result in the Judiciary's rejection of the bid/proposal.~~

After Notice of Apparent Awardee

~~If bidder/offeror is notified that bidder/offeror is the apparent awardee or as requested by the Procurement Officer, bidder/offeror must submit the following documentation within 10 business days of receiving such notice:~~

- ~~(a) MJUD MBE Form C—Outreach Efforts Compliance Statement;~~
- ~~(b) MJUD MBE Form D—Subcontractor Project Participation Statement;~~
- ~~(c) MJUD MBE Form E—MBE Waiver Request and additional documentation per the Good Faith Checklist provide in the RFP, (if waiver was requested); and~~

Faye D. Matthews
Deputy State Court Administrator
410-260-1257

Mark Bittner
Assistant Administrator
Judicial Information Systems
410-260-1001

Louis G. Gieszl
Assistant Administrator
Programs
410-260-3547

Melinda K. Jensen, CPA
Assistant Administrator
Operations
410-260-1240

Julie R. Linkins, Esq.
Assistant Administrator
Education
410-260-3549

Kelley O'Connor
Assistant Administrator
Governmental Relations
410-260-1560

Kathleen E. Wherthey, Esq.
Assistant Administrator
Internal Affairs
410-260-3453

~~(d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility/ offeror's susceptibility of being selected for award in connection with the certified MBE participation goal.
An MBE Subcontractor participation goal of 20% has been established for this solicitation.~~

There is no MBE Subcontractor participation goal for this solicitation. Minority Business Enterprises firms are encouraged to respond to the solicitation and prime contractors are encouraged to use Minority Business Enterprises as subcontractors.

- **Modify Section 4/ 4.4.12 – Volume I- Technical Proposal (page 25)**

MBE documentation, completed as required
~~MBE documentation, completed as required~~

ATTACHMENTS (page 4 & page 28)

- Prime Contractors' "Good Faith Efforts / Waiver Checklist
- Maryland Judiciary (MJUD) Certified MBE Utilization and Fair Solicitation Affidavit-MBE FORM A.
- Maryland Judiciary (MJUD) MBE Participation Schedule - MBE FORM B4
- Maryland Judiciary (MJUD) Outreach Efforts Compliance Statement - MBE FORM C
- Maryland Judiciary (MJUD) MBE Subcontractor Project Participation Affidavit - FORM D
- Maryland Judiciary (MJUD) Minority Contractor Unavailability Certificate - MBE FORM E

ATTACHMENTS (page 4 & page 28)

- ~~Prime Contractors' "Good Faith Efforts / Waiver Checklist~~
- ~~Maryland Judiciary (MJUD) Certified MBE Utilization and Fair Solicitation Affidavit-MBE FORM A.~~
- ~~Maryland Judiciary (MJUD) MBE Participation Schedule - MBE FORM B4~~
- ~~Maryland Judiciary (MJUD) Outreach Efforts Compliance Statement - MBE FORM C~~
- ~~Maryland Judiciary (MJUD) MBE Subcontractor Project Participation Affidavit - FORM D~~
- ~~Maryland Judiciary (MJUD) Minority Contractor Unavailability Certificate - MBE FORM E~~

- **Modify Section 1.1 – Summary & Attachment D**

~~All work must be completed no later than April 17, 2015.~~

All work must be completed no later than April 30, 2015.

Date Issued: February 24, 2015
Karen Hoang, Procurement Officer
Procurement and Contract Administration