



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

**Pamela Harris**  
State Court Administrator  
410-260-1295

## Amendment #1

### Request for Proposals

**K16-0011-25**

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. Revise RFP Section 1.1, Summary Statement as follows:**

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals for the acquisition and installation of a cell phone signal booster in several Annapolis based buildings. Service is required in:

1. Judicial Annex Building (Annex)
2. Judicial Education and Conference Center (JECC)
3. Judicial Information Systems (JIS) Building
4. Maryland Judicial Center (A-Pod)
5. Robert C. Murphy Courts of Appeals Building (COA)
- ~~6. Robert F. Sweeney District Court Building (Sweeney)~~
7. District Court Warehouse (DC Warehouse)
8. District Court Security Office (DC Security Office)
9. District Court Cabinet Shop (DC Cabinet Shop)
10. District Court Data Entry (DC Data Entry)
11. District Court Engineering and Central Services (DC Engineering and Central Services)
12. District Court Traffic Processing (DC Traffic Processing)
13. District Court Transcribing/Self Help Center (DC Transcribing/Self Help Center).

Together, these ~~thirteen~~ twelve buildings comprise the Maryland Judiciary's Annapolis Complex.

Currently, the Annapolis Complex has several dead spots where cell phones cannot receive a signal. Offeror's shall propose their best solution that eliminates all dead spots, with the exception of those listed in RFP section 2.3.4, for this results driven RFP.

## **2. Revise RFP Section 1.7, Mandatory Pre-Proposal Conference/Site Visit**

A Pre-Proposal Conference will be held on August 13, 2015, beginning at 9:00 AM. The pre-proposal conference will start at the Department of Procurement, Contract and Grant Administration, located at 2003 C Commerce Park Drive, Annapolis, MD 21401. Each site within the Annapolis Complex will be visited during the pre-proposal conference.

### **Attendance at the conference is mandatory.**

The conference/site-visit will be summarized. As promptly as is feasible subsequent to the Conference, that summary and all questions and answers known at that time will be posted to the Judiciary's Procurement web site and eMarylandMarketplace.

In order to assure adequate seating and other accommodations at the Conference, please email the Conference Response Form to the attention of the Procurement Officer such notice no later than August 11, 2015 at 2:00 pm. The Conference Response Form is included as Attachment D to this RFP.

A second optional walk-through will be held to visit rooftops. Only Offerors who attended the mandatory pre-proposal conference will be invited to attend.

## **3. Revise RFP Section 1.9, Proposal Due (Closing) Date**

An original and four copies of each proposal (technical and financial) must be received by the Procurement Officer no later than 2:00 pm (local time) on ~~August 28, 2015 @ 2:00 PM~~ October 30, 2015 at 2:00 PM in order to be considered. An electronic version of the Technical Proposal must be enclosed with the original technical proposal. An electronic version of the Financial Proposal must be enclosed with the original Financial Proposal. All media must be labeled with the RFP title, RFP number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Proposals received by the Procurement Officer after the due date will not be considered.

**Proposals may not be submitted by e-mail or facsimile.**

#### **4. Revise RFP Section 2.3.3, Facility Information**

The Annapolis complex is comprised of the Judicial Annex building, JECC, JIS Building, A-Pod, COA, ~~Sweeney Building~~, DC Warehouse, DC Security Office, DC Cabinet Shop, DC Data Entry, DC Engineering and Central Services, DC Traffic Processing, and DC Transcribing/Self Help Center.

A-Pod and COA are the ONLY state-owned buildings.

#### **5. Revise RFP Section 2.3.3.6, Sweeney Building**

~~Sweeney Building~~

~~251 Rowe Boulevard~~

~~Annapolis, Maryland 21401~~

- ~~● 102,500 square feet on four levels~~
- ~~● Partially below grade~~
- ~~● Glass exterior~~
- ~~● Concrete slab on structural steel~~

#### **6. Add RFP Section 2.3.4, Exclusions**

Offerors are not required to provide a solution that will extend cellular service to the elevators, bathrooms, and stairwells in A-Pod.

#### **7. Add RFP Section 3.5.1, Pricing Options**

Offerors must provide two pricing options. The first pricing option must include the option to purchase equipment and pay an annual warranty fee. The second pricing option must include the option to rent equipment and pay an annual fee that includes the cost of warranty.

## 8. Revise Attachment E, Price Proposal

### ATTACHMENT E – PRICE PROPOSAL FORM

**Project No. K16-0011-25**

**Project Title: Installation of Cell Phone Signal Boosters for Maryland Judiciary’s Annapolis Complex**

#### **Pricing Option 1 – Purchase Equipment**

LOCATION/WARRANTY:	Total Proposed Price
ANNEX	\$
JECC	
JIS	
A-POD	
COA	
SWEENEY	
DC WAREHOUSE	
DC SECURITY OFFICE	
DC CABINET SHOP	
DC DATA ENTRY	
DC ENGINEERING AND CENTRAL SERVICES	
DC TRAFFIC PROCESSING	

<b>DC TRANSCRIBING/SELF HELP CENTER</b>	
<b>WARRANTY BASE YEAR ONE</b>	
<b>WARRANTY BASE YEAR TWO</b>	
<b>WARRANTY OPTION YEAR ONE</b>	
<b>WARRANTY OPTION YEAR TWO</b>	
<b>TOTAL EVALUATED PRICE</b>	<b>\$</b>

\_\_\_\_\_  
Authorized Individual Name

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Tax ID #

**9. Add Attachment E.1, Pricing Proposal (Pricing Option Two)**

**ATTACHMENT E.1 – PRICE PROPOSAL FORM**

**Project No. K16-0011-25**

**Project Title: Installation of Cell Phone Signal Boosters for Maryland Judiciary’s Annapolis Complex**

**Pricing Option Two – Rent Equipment**

LOCATION/WARRANTY:	Total Proposed Price
<b>ANNEX</b>	<b>\$</b>
<b>JECC</b>	

<b>JIS</b>	
<b>A-POD</b>	
<b>COA</b>	
<b>SWEENEY</b>	
<b>DC WAREHOUSE</b>	
<b>DC SECURITY OFFICE</b>	
<b>DC CABINET SHOP</b>	
<b>DC DATA ENTRY</b>	
<b>DC ENGINEERING AND CENTRAL SERVICES</b>	
<b>DC TRAFFIC PROCESSING</b>	
<b>DC TRANSCRIBING/SELF HELP CENTER</b>	
<b>RENTAL FEE BASE YEAR ONE</b>	
<b>RENTAL FEE BASE YEAR TWO</b>	
<b>RENTAL FEE OPTION YEAR ONE</b>	
<b>RENTAL FEE OPTION YEAR TWO</b>	
<b>TOTAL EVALUATED PRICE</b>	<b>\$</b>

\_\_\_\_\_  
Authorized Individual Name

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

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Title

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Company Tax ID #

Issued by: Khrystine Bunche, Procurement Officer

August 18, 2015