



ADMINISTRATIVE OFFICE OF THE COURTS

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Addendum No. 1 Plotter Maintenance Services

K17-0007-29
June 15, 2016

This Addendum is being issued to amend and clarify certain information contained in the above named small procurement RFP. All information contained herein is binding on all Offerors who respond to this small procurement 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).

2.2 CONTRACTOR RESPONSIBILITIES

2.2.2 Inventory and locations to be covered:

Equipment Location and Serial Numbers

● ~~OCE Plotters~~

- ~~100 West Patrick St., Frederick, MD 21701, S/N 940030266~~
- ~~50 Maryland Ave., Rockville, MD 20850, S/N 17957~~

● ~~HP Plotters~~

- ~~30 Washington St., Cumberland, MD 21502, S/N SG0711101X~~
- ~~175 Main St., Prince Frederick, MD 20678, S/N CN06C4H005~~
- ~~401 Bosley Avenue Towson, MD 21204, S/N CN13G3K030~~
- ~~PO BOX 447 Oakland, MD 21550, S/N MY02N33031~~
- ~~41605 Courthouse Drive Leonardtown, MD 20650, S/N CN3362M04C~~

● ~~Cannon Plotters~~

- ~~One West Market Street, Room 104 Snow Hill, MD 21863, S/N BAAS0136~~

2.2 CONTRACTOR RESPONSIBILITIES

2.2.2 Inventory and locations to be covered:

Equipment Location and Serial Numbers

- OCE Plotters
 - 100 West Patrick St., Frederick, MD 21701, S/N 940030266
MODEL No. – E69871
 - 50 Maryland Ave., Rockville, MD 20850, S/N 17957
MODEL No. – HC60A-15-L1

- HP Plotters
 - 30 Washington St., Cumberland, MD 21502, S/N SG0711101X
MODEL No. – C4714A
 - 175 Main St., Prince Frederick, MD 20678, S/N CN06C4H005
MODEL No. – CM719A
 - 401 Bosley Avenue Towson, MD 21204, S/N CN13G3K030
MODEL No. – CN727A-728A
 - PO BOX 447 Oakland, MD 21550, S/N MY02N33031
MODEL No. – BCLAA0603/CH337A
 - 41605 Courthouse Drive Leonardtown, MD 20650, S/N CN3362M04C
MODEL No. – CQ893A

- Cannon Plotters
 - One West Market Street, Room 104 Snow Hill, MD21863,S/N
BAAS0136
MODEL No. – CAIPF785

KEY INFORMATION SUMMARY SHEET

THE JUDICIARY

Invitation for Bid (IFB)

Plotter Maintenance Services

PROJECT # K17-0007-29

IFB Issue Date: June 10, 2016

IFB Issuing Office: April Molley
2003 C Commerce Park Drive
Annapolis, MD 21401
410-260-1583
aprilmolley@mdcourts.gov

Procurement Officers: April Molley
Administrative Office of the Courts
Department of Procurement, Contract & Grant
Administration
2003 C Commerce Park Drive
Annapolis, MD 21401

Bids are to be sent to: April Molley
Administrative Office of the Courts
Department of Procurement, Contract & Grant
Administration
2003 C Commerce Park Drive
Annapolis, MD 21401

Pre-Bid Conference: Not required at this time

Closing Date and Time: ~~Monday, June 20, 2016, 2:00PM~~
Wednesday, June 22, 2016, 2:00PM

Date Issued: March 29, 2016

Issued by: April Molley, Procurement Officer