



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Questions/Responses No. 1 to the Invitation for Bid (IFB) K17-0009-40 File Folder Labels

Ladies and Gentlemen:

The following questions for the above referenced IFB were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the IFB is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

Please note that these are rough estimates

Labels will be shipped to all District Courts statewide on an as-needed basis.

1. **Question:** How many of each label do you estimate needing per year?

Response: Estimated Quantities:

Year 1 of Contract approximate quantities – Year Stickers 1600 boxes/year. Letter/Alpha Stickers 810 boxes/year.

Year 2 Quantity reduced by 10% (from year 1)

Year 3 Quantity reduced by 10% (from year 2)

Year 4 Quantity reduced by 20% (from year 3)

Year 5 Quantity reduced by 25% (from year 4)

(Note: less stickers will be needed in subsequent years as MDEC is implemented in Districts state-wide)

2. **Question:** To calculate freight how many different locations are we shipping to?

Response: Shipping/Delivery:

Deliveries shall be made statewide, Baltimore City and all 23 counties of the State of Maryland.

For purposes of submitting shipping quotes, prices should be submitted for shipping 50 boxes of stickers to the following zip codes:

21202 (Baltimore City)

21014 (Harford)

21921 (Cecil)

21601 (Talbot)

21842 (Worcester)

21701 (Frederick)

21550 (Garrett)

20772 (Prince George's)

20650 (St. Mary's)

Issued by Yashica Forrester
Procurement Officer
June 20, 2016