

STATE OF MARYLAND JUDICIARY
Procurement and Contract Administration
REQUEST FOR PROPOSALS (RFP)
ARMORED CAR SERVICE

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy.

1. Purpose

The State Board of Law Examiners seek to retain the services of an armored car for the transportation of examination materials to and from the bar examination sites for July 2012.

2. Scope of Work

The requirements are as follows:

- 2.1 Contractor shall provide two armored trucks and at least 2 people to load each truck. Contractor shall arrive at Board's office (2011-F Commerce Park Drive, Annapolis, MD 21401) at 8:00 am on Monday, July 23, 2012 with the trucks and personnel and shall pick up and load into the trucks all exam materials. The materials for each truck are as follows:

150 bankers boxes loaded with exam materials and weighing an average of 25 lbs. each; boxes measure 16" length by 13" width by 10" height

8 hand trucks

4 wheeled vaults weighing 250 lbs. (requires truck lift gate to load in truck)

Contractor shall promptly deliver boxes, hand trucks, and vaults to the following sites on Monday, July 23, 2012 as follows:

TRUCK #1—Baltimore City Sites

FIRST DELIVERY — University of Maryland at Baltimore, Room 106, 500 W. Baltimore Street, Baltimore, MD 21201.

Contractor shall drop off: 130 bankers boxes, 6 hand trucks and 1 wheeled vault

SECOND DELIVERY – University of Baltimore—two separate buildings as follows: University of Baltimore School of Law, 1415 Maryland Avenue, Baltimore, MD 21201, and the Business Center (Thumel Building), 1420 N. Charles Street, Baltimore, MD 21201.

Contractor shall drop off at the University of Baltimore School of Law: 20 bankers boxes, 2 hand trucks and 1 wheeled vault

Contractor shall drop off at the Business Center: 20 bankers boxes and 2 hand trucks

TRUCK #2—Rockville and Timonium Sites

FIRST DELIVERY — Universities at Shady Grove (USG) Rockville, Room 4203, Building III, 9630 Gudelsky Drive, Rockville, MD 20850,

Contractor shall drop off: 130 bankers boxes, 6 hand trucks and 1 wheeled vault

SECOND DELIVERY – Timonium Fairgrounds, Exhibition Hall, 2200 York Road, Timonium, MD.

Contractor shall drop off: 20 bankers boxes, 2 hand trucks and 1 wheeled vault

- 2.3 Contractor shall provide two armored trucks and at least 2 people to load each truck. Contractor shall pick up and load into the trucks all exam materials from the four examination sites starting at 8:30 am on Thursday morning, July 26, 2012. Contractor shall return the exam materials (which require a lift gate to load wheeled vaults in each truck) to the office of the State Board of Law Examiners in Annapolis on Thursday, July 26, 2012 as follows:

TRUCK #1—Baltimore City Sites

FIRST PICK UP (Contractor shall arrive at 8:30 am) — University of Baltimore—two separate buildings as follows: University of Baltimore School of Law, 1415 Maryland Avenue, Baltimore, MD 21201, and the Business Center (Thumel Building), 1420 N. Charles Street, Baltimore, MD 21201.

Contractor shall pick up from the University of Baltimore School of Law: 20 bankers boxes, 2 hand trucks and 1 wheeled vault

Contractor shall pick up from the Business Center: 20 bankers boxes and 2 hand trucks

SECOND PICK UP – University of Maryland at Baltimore, Room 106, 500 W. Baltimore Street, Baltimore, MD 21201.

Contractor shall pick up: 130 bankers boxes, 6 hand trucks and 1 wheeled vault

TRUCK #2—Rockville and Timonium Sites

FIRST PICK UP (Contractor shall arrive at 8:30 am) — Timonium Fairgrounds, Exhibition Hall, 2200 York Road, Timonium, MD.

Contractor shall pick up: 20 bankers boxes, 2 hand trucks and 1 wheeled vault

SECOND PICK UP -- Universities at Shady Grove (USG) Rockville, Room 4203, Building III, 9630 Gudelsky Drive, Rockville, MD 20850,

Contractor shall pick up: 130 bankers boxes, 6 hand trucks and 1 wheeled vault

3. Armored Truck, Bonding, Security, Delivery Schedule, and Liftgate Requirements:
- 3.1 Contractor selected must provide an armored truck. No substitutions shall be allowed.
- 3.2 Contractor deliverymen must be bonded and must be qualified to take custody of confidential materials, account for all materials in transit and upon delivery, and maintain security of materials in its possession at all times. Protection and accounting for the materials is a significant requirement of the job.
- 3.3 Specified materials must be delivered to the designated sites as directed by the State Board of Law Examiners. Pick up and delivery of materials must occur in the order and on the schedule specified by the State Board of Law Examiners.

- 3.4 Both armored trucks must have a lift gate to load in the wheeled vaults, which weigh approximately 250 lbs. each. Operators of the trucks must know how to operate the lift gate.
4. Contractor Point of contact: upon issuance of purchase order, contractor shall contact Steven Boggs (phone: 410-260-3644) or Rose Berg (phone: 410-260-3645) and provide name and telephone number of contractor's point of contact for truck dispatch.
5. Contract Type
AOC will make one award. The resulting contract shall be fixed price.
6. Contract Term
The term of the Contract that results from this RFP shall be three months upon issuance of a notice to proceed (purchase order).
7. Procurement Officer
The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Anna Pfeifer, Procurement Officer
Telephone: 410-260-1416
Email: anna.pfeifer@mdcourts.gov

8. Form of Response
Proposals must be in writing. Two volumes must be separately prepared and submitted.

10a. Volume I – Technical proposal a written response to the Scope of Work that demonstrates the Offeror's capabilities and experience in providing the required services and proof of bond.
10b. Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).
9. Proposal Closing Date
All proposals must be received via email to the Procurement Office at the email address listed in Section 9, no later than 2:00 PM (local time) on June 29, 2012 in order to be considered.
10. Award Determination
The Contracts resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

Evaluation Criteria in descending order of importance:

- Offeror's Experience
- Offeror's Work Plan for this engagement
- Price

Attachment A –Price Proposal Form

FOR SERVICES AS REQUIRED AND PROPOSED, THE TOTAL PRICE TO BE CHARGED SHALL BE \$_____.

SUBMITTED BY

AUTHORIZED SIGNATURE

DATE

PRINT NAME AND TITLE

COMPANY NAME

COMPANY ADDRESS

TELEPHONE

FEDERAL TAX IDENTIFICATION #