

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, not to exceed \$25,000.00.

1. Purpose

The Administrative Office of the Courts (AOC), on behalf of the State Board of Law Examiners, seeks to retain the services of a manned armored car for the transportation of examination materials to and from the bar examination sites for February 2013. Pick up from one location, delivered to two locations and two return pick-ups, returned to one location.

2. Scope of Work

2.1 Contractor shall provide one (or more) armored trucks and sufficient personnel 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, February 25, 2013 with the truck(s) and personnel and shall pick up and load into the truck(s) all exam materials. Total materials are as follows:

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

5 hand trucks

8 wheeled carts

1 wheeled vault weighing 250 lbs. (requires truck lift gate to load in truck)

2.2 Contractor shall proceed immediately to deliver boxes, hand trucks, and vault to The Baltimore Convention Center and to The Conference Center at the Maritime Institute on Monday, February 25, 2013 as follows:

FIRST DELIVERY — Baltimore Convention Center (Exhibition Hall A), One West Pratt Street, Baltimore, MD 21201. You will check in at public safety entrance which is on the Charles Street side of the Convention Center directly behind the Convention Center.

Contractor shall drop off: 80 bankers boxes, 4 hand trucks, 6 wheeled carts and 1 wheeled vault

SECOND DELIVERY – The Conference Center at the Maritime Institute, 692 Maritime Boulevard, Linthicum Heights, MD 21090. You may deliver through main entrance which is marked with a burgundy awning.

Contractor shall drop off: 35 bankers boxes, 1 hand truck and 2 wheeled carts

2.3 **Return trip:** Contractor shall pickup and load into the truck(s) all exam materials from the two examination sites starting at 6:30 pm on Wednesday evening, February 27, 2013. Contractor shall return the exam materials to the office of the State Board of Law Examiners in Annapolis on Wednesday evening, February 27, 2013, as follows:

FIRST PICKUP (arrive at 6:30 pm) – Baltimore Convention Center: 80 bankers boxes, 4 hand trucks, 6 wheeled carts and one wheeled vault (requires lift gate to load in truck).

SECOND PICKUP — The Conference Center at the Maritime Institute: 35 bankers boxes, 1 hand truck, and 2 wheeled carts.

3. 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.
4. Contractor Point of contact: upon issuance of purchase order, contractor shall provide name and telephone number of contractor's point of contact for truck dispatch.
5. State Board of Law Examiners' Point of Contact will be provided after award.
7. Contract Type
AOC will make one award. The resulting contract shall be fixed price.
8. Contract Term
The term of the Contract that results from this RFP shall be one month upon issuance of a notice to proceed (purchase order).
9. 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:

Lisa Peters, Procurement Officer
Telephone: 410-260-1265
Email: lisa.peters@mdcourts.gov

10. Form of Response
A written response shall include a work plan that demonstrates the Offeror's solution to pick up and delivery to and from each location, firm time line, capabilities and experience in providing the required services and proof of bond. Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).
11. 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 January 29, 2013 in order to be considered.
12. Award Determination
The Contract 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/ solution 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 #