

**STATE OF MARYLAND  
MARYLAND JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)  
REQUEST FOR PROPOSALS (RFP)**

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.00.

**1.0 Summary Statement**

The Maryland Judiciary seeks to retain the services of an armored courier for the Cecil County Circuit Court Clerk's Office at 129 E. Main Street, Elkton, Maryland. Services shall be provided daily on weekdays, excluding legal holidays as well as other designated "closed day."

**1.1 Background**

Rich in the tradition and history of Maryland, the Office of the Clerk of the Circuit Court is one of the oldest public institutions in the State. The Clerk of the Court is a locally elected State official with the responsibilities established and regulated by the laws of Maryland and the Rules of the Court of Appeals of Maryland. Since 1658, the office of Clerk of Court has provided the citizens of Maryland with a variety of essential services. The revenue collected by the clerks for these services is distributed to city, county, and state governments.

Each year the Clerk's office files, processes and maintains civil, criminal and juvenile actions. The Clerk's office records land deeds, mortgages, plats, conveyances and other precious documents. The Clerk administers oaths to County officials, Judges and Governor appointees, issues business and marriage licenses and performs civil marriage ceremonies. The Clerk also commissions Notaries Public.

**1.2 Scope of Work**

1.2.1 The Contractor shall furnish all labor, materials, equipment, and vehicles to provide armored car services for the daily pick-up and delivery of bank deposits (cash and checks) in sealed bags, to designated banks, from the Cecil County Circuit Court and according to the specifications, applicable codes and Federal and State laws and regulations.

1.1.1 All bank deposits must be deposited into the designated bank no later than the next business day.

1.1.2 Contractor shall provide the service Monday through Friday between the hours of 8:00 am and 4:30 pm. No service is required on weekends or State Holidays. In addition, service will not be needed on all other non-working days, so designated by the Chief Judge, and official general election days.

1.1.3 Note: Please visit <http://www.courts.state.md.us/holidays.html> for holiday dates.



of \$500,000-each accident; \$500,000 disease each employee; and \$500,000 disease policy limit.

B. Occurrence forms of comprehensive general liability insurance covering the full scope of this agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal or bodily injuries and \$1,000,000 per occurrence and aggregate for property damage. A combined single limit per occurrence of \$2,000,000 is acceptable. All policies issued shall include permission for partial or total occupancy of the premises by or for the Administrative Office of the Courts within the scope of this Contract. Such insurance shall include but shall not be limited to, the following:

C. Comprehensive general liability insurance including a comprehensive broad form endorsement and covering: a) all premises-operations, b) completed operations, c) independent Contractors, d) liability assumed by oral or written contract or agreement, including this contract, e) additional interests of employees, f) notice of occurrence, g) knowledge of occurrence by specified official, h) unintentional errors and omissions, i) incidental (contingent) medical malpractice, j) extended definition of bodily injury, k) personal injury coverage (hazards A and B) with no exclusions for liability assumed contractually or injury sustained by employees of Contractor, l) broad form coverage for damage to property of the Administrative Office of the Courts, as well as other third parties resulting from completion of the Contractor's services.

D. Comprehensive business automobile liability insurance covering use of any motor vehicle to be used in conjunction with this contract, including hired automobiles and non-owned automobiles.

E. Comprehensive Automobile Liability:

Limit of Liability \$1,000,000 Bodily Injury  
\$1,000,000 Property Damage

1.3.6 In addition to owned automobiles, the coverage shall include hired automobiles and non-owned automobiles with the same limits of liability.

1.3.7 The insurance required under sub paragraphs (A),(B), (C) and (D) above shall provide adequate protection for the Contractor against claims which may arise from the Contract, whether such claims arise from operations performed by the Contractor or by anyone directly or indirectly employed by him, and also against any special hazards which may be encountered in the performance of the Contract. In addition, all policies required must not exclude coverage for equipment while rented to other.

1.3.8 Any of the work under the Contract is subcontracted, the Contractor shall require subcontractors, or anyone directly or indirectly employed by any of them to procure and maintain the same coverage's in the same amounts specified above.

1.3.8 The Contractor and its employees must pass a criminal/traffic background investigation, must maintain a current, valid driver's license and all appropriate insurance.

1.3.9 The Contractor shall provide uniformed personnel.

1.3.10 The Contractor shall provide a clearly marked and armored vehicle.

1.3.11 The Contractor shall guarantee daily service with back-up personnel and vehicle to ensure daily pick-up and delivery.

1.3.12 The Contractor must be registered with the Maryland Department of Assessments and Taxation and must be in good standing.

#### **1.4 Contract Type**

The resulting contract shall be a firm fixed price, indefinite delivery/indefinite quantity (IDIQ) which shall be all inclusive and encompass all requirements in the RFP.

#### **1.5 Contract Term**

The term of the Contract that results from this RFP shall be begin on October 1, 2012 and end on June 30, 2013. The AOC, at its sole option, shall have unilateral right to extend the contract for up to and including two (2) one year terms, if any.

#### **1.6 Procurement Officer**

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer listed below:

Colleen Cantler, Procurement Specialist  
Maryland Judiciary, Administrative Office of the Courts  
Telephone: 410-260-1581  
Email: [colleen.cantler@mdcourts.gov](mailto:colleen.cantler@mdcourts.gov)

#### **1.7 Form of Response**

Proposals must be in writing. Two volumes must be separately prepared and submitted.

- Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Scope of Work (Contractor Qualifications) that demonstrates the Offeror's capabilities and experience in providing the required services and encompass all as well as. A Certificate of Insurance must be provided with the proposal.
- Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

#### **1.8 Proposal Closing Date**

All proposals must be received by the Procurement Officer, via email, at the email address listed in Section 1.6, no later than **2:00 PM (local time) on August 23, 2012** in order to be considered.

#### **1.9 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 proposed services and price.

**Attachment A - Price Proposal Form**

**COURIER SERVICES FOR CECIL COUNTY  
CIRCUIT COURT CLERK'S OFFICE**

Daily Rates shall be all inclusive.

	\$ Daily Rates	\$ TOTAL
*Year 1 – Daily Rate October 1, 2012-June 30, 2013	\$ _____ x 260 days = \$ _____	
*Renewal Option 1 – Daily Rate July 1, 2013-June 30, 2014	\$ _____ x 260 days = \$ _____	
*Renewal Option 2 – Daily Rate July 1, 2014-June 30, 2015	\$ _____ x 260 days = \$ _____	
	Grand total (years 1 through 3)	\$ _____

The average number of work days per year is **260**. Estimated days are for evaluation purposes only and not for billing purposes.

\*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

\_\_\_\_\_  
Submitted by (signature required):

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Printed Name and Title:

\_\_\_\_\_  
Telephone Number:

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

\_\_\_\_\_  
Company Address:

\_\_\_\_\_  
FEIN Number: