

**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 a courier for the District Court Traffic Processing Center in Annapolis, Maryland. Services shall be provided daily on weekdays, excluding legal holidays as well as other designated “closed day” made known to the courier in advance by Court staff.

1.1 Background

The District Court of Maryland was created by an amendment to the Maryland Constitution and came into existence on July 5, 1971. It is a fully state-funded court of record possessing statewide jurisdiction. The jurisdiction of the court includes all landlord-tenant cases, replevin actions, motor vehicle violations, misdemeanors and certain felonies.

1.2 Scope of Work

1.1.1 Schedule of Daily (Monday through Friday) Services:

Pick Up at 9:30a.m. from: Caller Box
 Annapolis Post Office
 2510 Legion Avenue
 Annapolis, MD 21401

- (1) Certified and/or Registered Mail – Contractor shall sign for each letter
- (2) Regular Mail – 1 to 4 tubs

Deliver by 10:30a.m. to: Lisa West
 District Court Traffic Processing Center
 905 Commerce Street
 Annapolis, MD 21401

1.1.2 Contractor Qualifications:

- 1.1.2.1 The Contractor must be bonded and insured for up to \$250,000.00 per day to carry mail containing payments of checks and a small percentage of cash.
- 1.1.2.2 The Contractor and its employees must pass a criminal/traffic background investigation, must maintain a current, valid driver’s license and all appropriate insurance.
- 1.1.2.4 The Contractor shall provide uniformed personnel.

1.1.2.5 The Contractor shall provide a clearly marked vehicle.

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

1.3 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.

1.4 Contract Term

The term of the Contract that results from this RFP shall be for 3 years, beginning on July 1, 2012 and ending on June 30, 2015. 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.

1.5 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

1.6 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.
- Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

1.7 Proposal Closing Date

All proposals must be received by the Procurement Officer, via email, at the email address listed in Section 1.5, no later than **2:00 PM (local time) on Wednesday, May 30, 2012** in order to be considered.

1.8 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 DISTRICT COURT OF MARYLAND TRAFFIC PROCESSING CENTER

Daily Rates shall be all inclusive.

	\$ Daily Rates	\$ TOTAL
*Year 1 – Daily Rate	\$ _____ x 260 days = \$ _____	
*Year 2 – Daily Rate	\$ _____ x 260 days = \$ _____	
* Year 3 – Daily Rate	\$ _____ x 260 days = \$ _____	
*Renewal Option 1 – Daily Rate	\$ _____ x 260 days = \$ _____	
*Renewal Option 2 – Daily Rate	\$ _____ x 260 days = \$ _____	

Grand total (years 1 through 5) \$ _____

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: