

**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.

GENERAL

The Administrative Office of the Courts is issuing this Request for Proposal to award two separate contracts to provide all materials, labor, supervision and expertise for painting and carpet installation services at the Circuit Court for Baltimore City, 111 N. Calvert St. Baltimore, Maryland 21202.

CONTRACTOR'S RESPONSIBILITIES

The Contractor shall provide all labor, materials and equipment necessary to prepare and complete job. All work must be performed after hours.

Functional Area One: Interior Painting

Contractor shall spot prime where needed and 2 full finish coats of paint on walls and trim.

Location:

- 111 N. Calvert Street, Room 326-328.
- Civil File Unit, Room 445-447E

Functional Area Two: Carpet Installation

Contractor must take up existing carpet, furnish and install: New Basics 28oz carpet, color to be determined. Vendor must dispose of existing carpet and trash.

Location:

- Room 326 E
- Room 328 E
- Room 447 E
- Room 448 E
- Room 452 E
- Room 454 E

Acceptance / Punch List / Completion Requirements

The Contract Manager shall have the sole authority to determine acceptable/unacceptable work. A walk-through shall be conducted with the Contract Manager and the Contractor. A "punch list" of items that need to be repaired will be given to the Contractor. The Contractor must complete repairs within 7 days of walk-through. Final acceptance shall occur upon satisfactory completion of all repairs.

Installation

To be performed in a workmanlike and timely manner. All work shall be completed no later than 45 days after award of Contract.

Certified

Contractor must be a commercial contractor licensed and bonded in the State of Maryland.

Warranty

The Contractor shall at a minimum guarantee painting service one year beyond final acceptance by the Contract Manager. The Contractor shall at a minimum guarantee carpet installation for 2 years beyond final acceptance or better and provide a 10 year Manufacturer's Warranty on wear and tear or better. Contractor shall furnish the Contract Manager with all manufacturers' warranties.

Contract Type

The resulting Contracts (Purchase Order) shall be based on fixed-price

Contract Term

The Contract resulting from this RFP shall be for a period of 45 days.

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 Specialist
Administration of the Courts
Telephone: 410-260-1265
Email: lisa.peters@mdcourts.gov

Pre-Proposal Conference/Site Visit

The pre-proposal conference and site visit walk through is scheduled for September 27, 2012 at 10:00 a.m. at the Circuit Court for Baltimore City, 111 N. Calvert St. Room 421, Baltimore, Maryland 21202. *Attendance is mandatory.*

Response Form

Offerors may respond to one or both Functional Area Requests. Proposals must be in writing. Two volumes of each proposal 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 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 and Attachment B (Price Proposal Forms).

Proposal Closing Date

All proposals must be received via Email to the Procurement Officer's email address no later than 2:00 PM (local time) on October 17, 2012, in order to be considered.

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 Judiciary based on the evaluated spectrum of services proposed and price, considering the following evaluation criteria (in descending order of importance):

- Experience
- Work Plan for this engagement
- Price

Attachment A - Price Proposal Form *Interior Painting*
FOR SERVICES AS PROPOSED, THE PRICE SHALL BE:

| <u>Description</u> | <u>Total Cost</u> |
|------------------------------|-------------------|
| Interior Painting: | |
| 1. Room 326 | \$ _____ |
| 2. Room 327 | \$ _____ |
| 3. Room 328 | \$ _____ |
| Civil File Unit | |
| 4. Room 445E | \$ _____ |
| 5. Room 446E | \$ _____ |
| 6. Room 447E | \$ _____ |
| TOTAL EVALUATED PRICE | \$ _____ |

Submitted by

Authorized Signature Date
Print Name and Title

Company Name

Company Address

Telephone

Federal Tax Identification #

Attachment B - Price Proposal Form *Carpet Installation*
FOR SERVICES AS PROPOSED, THE PRICE SHALL BE:

| <u>Description</u> | <u>Total Cost</u> |
|------------------------------|-------------------|
| Carpet Installation: | |
| 1. Room 326 East | \$ _____ |
| 2. Room 328 East | \$ _____ |
| 3. Room 447 East | \$ _____ |
| 4. Room 448 East | \$ _____ |
| 5. Room 452-454 East | \$ _____ |
| TOTAL EVALUATED PRICE | \$ _____ |

Submitted by

Authorized Signature Date
Print Name and Title

Company Name

Company Address

Telephone

Federal Tax Identification #