



**ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
2003 C COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401**

**Questions/Responses No.3 to the
Small Procurement Request for Proposal (RFP)
Cleaning services for the District Court of Maryland**

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Ladies and Gentlemen:

The following questions for the above referenced Small Procurement RFP were received by e-mail and are answered and posted for all prospective Offerors who received the Small Procurement RFP. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the Small Procurement RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

Question 1: Is the contractor responsible for the disposal of recycled aluminum, newspapers or office paper from the site or will there be a designated repository located within or near the facility?

Response: The contractor will responsible for pick-up and disposal of trash; not of recycled items.

Question 2: How many paper cup dispensers are located at the site?

Response: There are no paper cup dispensers.

Question 3: Who is responsible for paying for the background check?

Response: The District Court of Maryland will forward forms to contractor, who will be required to have individuals fill out and sign. The contractor will then send the signed forms back to the District Court which in turn will have the background checks done at no cost to the contractor.

Date Issued: June 18, 2012
Karen Hoang, Procurement Officer