



**ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MD 21401**

January 30, 2009

Re: Request for Proposals K09-9075-84F
High Density Filing System for the Allegany County DC.

AMENDMENT # 1

Dear Interested Party:

The Administrative Office of the Courts (AOC) hereby makes the following clarifications/changes to the above referenced Request for Proposal.

The following consists of questions raised by potential bidders on the above referenced solicitation and the AOC's responses.

Q1. I have a question regarding this new court building. How is the furniture going to be procured for this building?

A1. The furniture will be up for bid

Q2. Which room? How many files should the capacity be? Reference shelves?

A2. Room # 211. The room is marked high-density file. The goal is to maximize the available space and fit as many files as possible into the space.

Q3. The bid requires 15% of the high density filing system to include drawers for DCs. Will the remainder of the system be storing letter or legal files? Or another item?

A3. Letter files

Q4. I searched through the bid but I don't see the size of the media specified.

Is the shelving to be Legal Size or Letter Size?

A4. Letter size

Q5. I realize that the mobile system is to be located in Area 211. Are we also concerned about Area 220, the Records Room?

A5. No, high-density files do not go in Area 220 or the Records Room.

Q6. Also, given the need to store CD-ROM's, would the courts consider a more space efficient alternative to drawers?

A6. Drawers are standard but the vendor may feel free to suggest a more efficient and less expensive alternative.

Q7. The specifications also request 'Store Front' storage. What is the intended use of this shelving?

A7. Box or open shelving for old files that do not need to be accessed as often.

Q8. Note that the implementation of 'Store Front' storage limits the ability to use aisle identifiers for aisle content.

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A8. Vendor should feel free to address this issue in his/her response.

Q9. Is there a dimensional room drawing available? The bid is incomplete in regards to what is to be bid.

*No were in the bid does it state the overall size of the system

Number of carriages (movable & static)

Width of carriages

What is being stored on the system?

How deep should the shelving be?

A9. Vendor is to maximize system size; letter size files and CDs are to be stored. Layout will determine number of carriages

Q10. Section 1.3 –A States cantilever bracket type shelving.

Is this the type of shelving to be quoted?

A10. Yes

Q11. Section 1.5-A2 States over carriage length of 21'-1" limit.

Does this include the front drive wheel?

A11. Yes

Q12. Section 2.4-D1 Requests Synchronized drive system. This is a patented item, and by law we cannot. Manufacture this feature. Industry standard for high-density drives is full-length drive shaft, running the length of one side of the carriage, is this acceptable?

A12. Yes

Q13. Will the installation be accessible during standard business hours, or should we factor after hours installation, and delivery?

A13. The building is currently under construction. The vendor must coordinate and work with general contractor. The building will be accessible only during normal business hours.

Q14. With the admission of the above information is it possible to have an extension of the bid?

A14. A 48 hour extension is acceptable

Thank You,

Karen Hoang
Procurement Specialist