



ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT AND CONTRACT ADMINISTRATION
2003 C COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401

Addendum No. 3 to the Request for Proposals No. K12-0054-84F
Carpet Replacement in
Hyattsville, Cambridge, Essex, Fayette Street, Baltimore and
Ellicott City, Maryland
May 3, 2012

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This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~).

1. Revise Section 1.9 - Proposal Due (Closing) Date as follows:

1.9 An original and four copies of each proposal (technical and financial) must be received by the Procurement Officer, no later than 12:00 noon on ~~Tuesday, April 17, 2012~~ Monday, April 23, 2012 Monday, June 4, 2012 in order to be considered.

2. Revise Section 1.7 – Pre-Proposal Conference and Mandatory Walk-through as follows:

In Essex, Monday, May 14, 2012 at 7:30 a.m., meet in main lobby to the right side of the metal detectors.

In Baltimore City, Civil Division of the District Court of Maryland, Monday, May 21, 2012 at 10:00 a.m., meet at the Library/Conference Room on the second floor.

In Ellicott City District Court, Thursday, May 24, 2012 at 10:00 a.m., meet at the main entrance.

3. Revise Section 2.1 – Purpose & Summary as follows:

The Administrative Office of the Courts is issuing this Request for Proposals to award one or multiple contract(s) to provide all materials, labor, supervision and expertise required to replace carpet and cove base at Prince George's County District Court, located at 4990 Rhode Island Avenue, Hyattsville, Maryland, 20781 and Dorchester County District Court, located at 310 Gay Street, Cambridge, Maryland 21613. Contractor must coordinate timing of carpet replacement with bench replacement, which is covered by a separate contract.

Baltimore County District Court, located at 8914 Kelso Drive, Baltimore, Maryland 21221. Contractor must coordinate timing of carpet replacement with workstations replacement, which is covered by a separate contract.

Civil Division of the District Court of Maryland for Baltimore City, located at 501 East Fayette Street, Baltimore, Maryland 21202. Contractor must coordinate timing of carpet replacement with workstations replacement, which is covered by a separate contract.

Howard County District Court, located at 3451 Courthouse Drive, Ellicott City, Maryland 21043.

All work shall be completed after court hours, on nights and weekends.

4. Revise Section 2.3 – General as follows:

2.3.2 Contractor shall furnish, deliver and install carpet in each of the six courtrooms (courtroom numbers 1, 2, 3, 4, 5, 6), located at 4990 Rhode Island Avenue, Hyattsville, Maryland 20781 and in courtroom number 1, located at 310 Gay Street, Cambridge, Maryland 21613.

Contractor shall furnish, deliver and install carpet in each of the three courtrooms, entrance vestibule and Judge's dais, all District Court offices; all Judge's chambers, hallway, secretary/reception area, library conference room, clerks area (including supervising clerk and cashier), and bailiff's office, located at 8914 Kelso Drive, Baltimore, Maryland 21221. Contractor shall be responsible for removing and replacing courtroom benches.

Contractor shall furnish, deliver and install carpet in Main Clerks' offices (2) on First Floor and Records Clerks' space on ground level, located at 501 East Fayette Street, Baltimore, Maryland 21202.

Contractor shall furnish, deliver and install carpet in Clerk's office, located at 3451 Courthouse Drive, Ellicott City, Maryland 21043.

ATTACHMENT D – PRICE PROPOSAL FORM

**Carpet Replacement in Hyattsville, Cambridge, Essex and
Fayette Street, Baltimore, and Ellicott City, Maryland - K12-0054-84F**

Contractor shall submit pricing “per courtroom” and not on the basis of square footage.

A. Price for Hyattsville Courtroom No. 1 - \$ _____

Price for Hyattsville Courtroom No. 2 - \$ _____

Price for Hyattsville Courtroom No. 3 - \$ _____

Price for Hyattsville Courtroom No. 4 - \$ _____

Price for Hyattsville Courtroom No. 5 - \$ _____

Price for Hyattsville Courtroom No. 6 - \$ _____

Price for 5% Attic Stock \$ _____

Total Price A \$ _____

B. Price for Cambridge Courtroom No. 1 - \$ _____

Price for 5% Attic Stock \$ _____

Total Price B \$ _____

C. Price for Essex - \$ _____

Price for 5% Attic Stock \$ _____

Total Price C \$ _____

D. Price for Fayette Street - \$ _____

Price for 5% Attic Stock \$ _____

Total Price D \$ _____

E. Price for Ellicott City - \$ _____
Price for 5% Attic Stock \$ _____
Total Price E \$ _____

F. Total Price A through E \$ _____

*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 Authorized Signature
Date
Print Name and Title
Company Name
Company Address
Telephone
Federal Tax Identification #