



**STATE OF MARYLAND
ADMINISTRATIVE OFFICE OF THE COURTS
2003 C COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21404-0466**

INVITATION FOR BIDS (IFB) NO. K12-0062-40

**FOR
USED FURNITURE AND FILE CABINETS**

ISSUED:

March 20, 2012

Minority Business Enterprises are encouraged to respond to this Invitation for Bids.

Procurement and Contract Administration
<http://www.mdcourts.gov>

KEY INFORMATION SUMMARY SHEET

**STATE OF MARYLAND
ADMINISTRATIVE OFFICE OF THE COURTS
2003 C Commerce Park Drive
ANNAPOLIS, MARYLAND 21404-0466**

INVITATION FOR BIDS (IFB) NO. K12-0062-40

IFB Issue Date: March 20, 2012

IFB Issuing Office: Department of Procurement and Contract Administration

Procurement Officer: Lisa Peters
(410)260-1265
Lisa.peters@mdcourts.gov

Bids are to be sent to: Department of Procurement and Contract Administration
2003 C Commerce Park Drive
Annapolis, Maryland 21401

Attention: Lisa Peters

Pre-Bid Conference: Not Applicable

Closing Date and Time: April 6, 2012 at 2:00 pm (EST)

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SECTION 1 - GENERAL INFORMATION

1.1 Purpose

The purpose of this IFB is to provide information to bidders interested in submitting a bid to meet the State's requirements for Used Furniture and File Cabinets. This IFB implies no obligation on the part of the Maryland Judiciary.

1.2 Issuing Office

The sole point of contact for this solicitation is the Procurement Officer:

Lisa Peters
Department of Procurement and Contract Administration
2003 C Commerce Park Drive
Annapolis, Maryland 21401

1.3 Procurement Method

This procurement shall be conducted under the Competitive Sealed Bidding process according to the Procurement Policy for the Maryland Judiciary.

1.4 Closing Date

Your bid must arrive at the issuing office no later than **2:00 pm on April 6, 2012, 2:00 p.m. EST**, in order to be considered. Bids shall be marked **IFB No. K12-0062-40 Used Furniture and File Cabinets**, on the outside of the envelope.

Requests for extensions of this date or time will not be granted. Bidders mailing bids should allow sufficient mail and internal delivery time to ensure timely receipt by the Issuing Office. Bids **may not** be submitted by e-mail or facsimile.

1.5 Abbreviations and Definitions

For the purposes of this IFB, the following abbreviations or terms have the meanings indicated below:

- a. AOC means Administrative Office of the Courts
- b. Contract means the contract attached to this IFB as Exhibit A
- c. Contractor means the selected bidder
- d. Days means calendar days
- e. Local Time means the Eastern Time Zone as observed by the State
- f. Bidder means an entity that submits a bid in response to this IFB

- g. Procurement Officer means the State representative responsible for this IFB, for the determination of contract scope issues, and the only State representative who can authorize changes to the contract. The Procurement Officer for this IFB is Lisa Peters.
- h. IFB means the Invitation for Bids for Used Furniture and File Cabinets,
- i. # K12-0062--40 dated March 20, 2012, including any and all amendments.
- j. State of Maryland business hours means 8:00 am – 5:00 pm Monday – Friday.

1.6 Pre-Bid Conference

A pre-bid conference will not be held.

1.7 Questions/Inquiries

All questions must be submitted in writing to Lisa Peters by 12:00 pm March 26, 2012. Questions will be accepted by email at lisa.peters@mdcourts.gov.

1.8 Contract Type

The contract resulting from this Solicitation will be a fixed price contract.

1.9 Contract Duration

Once awarded, the Contract shall remain in force until June 30, 2012. District Court of Maryland reserves the right, at its sole discretion, to purchase additional furniture and/or components (as specified in this solicitation) at the unit bid price.

1.10 Bid Opening

The Procurement Office shall hold all bids in a secure place until the due date, after which time the bids if any, will be opened in the presence of at least two State employees and a bid tabulation of bids will be prepared.

1.11 Duration of Bid Offer

Bids shall be valid and irrevocable for 180 days following the closing date for this IFB. This period may be extended by written agreement between a Bidder and the Procurement Officer.

1.12 Revisions to the IFB

If it becomes necessary to revise this IFB before the due date, amendments will be provided to all prospective bidders that were sent this IFB or otherwise are known by the Issuing Office to have obtained this IFB and posted on the Department of Procurement and Contract Administration's website. Amendments made after the due date will be sent only to those bidders who submitted a timely bid.

Acknowledgment of the receipt of all amendments issued to this IFB must be stated in the transmittal letter accompanying the bid submission. Acknowledgement of the receipt of amendments issued after the bid due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the bidder from complying with all terms of any such amendment.

1.13 Cancellation of the IFB

The Procurement Officer may cancel this IFB, whenever this action is determined to be in the Maryland Judiciary's best interest.

1.14 Bid Acceptance/Rejection

The State reserves the right to accept or reject any and all bids, in whole or in part, received in response to this IFB, or to waive or permit cure of minor irregularities. Bidders whose bids are not accepted will be notified in writing. All bids in response to this IFB must be a best and final offer.

1.15 Multiple or Alternative Bids

Neither multiple nor alternative bids will be accepted.

1.16 Incurred Expenses

Neither the State nor the AOC shall be responsible for any costs incurred by a bidder in preparing and submitting a bid in response to this IFB.

1.17 Protests

A bidder may protest the proposed award or the award of a contract for this procurement. Any protest must be filed in accordance with Article VI, Section 1 of the Procurement Policy of the Maryland Judiciary.

1.18 Public Information Acts Notice

Bidders should give specific attention to the identification of those portions of their bid that they deem to be confidential, proprietary information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

1.19 Compliance with Law; Arrearages

By submitting a bid in response to this IFB, the bidder, if selected for award, agrees that it will comply with all Federal, State, and local laws applicable to its activities and obligations under the contract. By submitting a bid in response to this IFB, the bidder shall be deemed

to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and, that it shall not become so in arrears during the term of the contract if selected for contract award.

1.20 Bid/Proposal Affidavit

A completed Bid/Proposal Affidavit must accompany any bid. A copy of this affidavit is included as Exhibit B of this IFB.

1.21 Mandatory Contractual Terms

By submitting a bid in response to this IFB, a bidder, if selected for award, shall be deemed to have agreed to and accepted all contract terms and conditions set forth in the state's Standard Contract Agreement included as Exhibit A of this IFB. A bid that takes exception to these terms will be rejected.

1.22 Verification of Registration and Tax Payment

Before a corporation can do business in the State of Maryland it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. It is strongly recommended that any potential bidder complete registration prior to the due date for receipt of bids. A bidder's failure to complete registration with the Department of Assessments and Taxation may disqualify an otherwise successful Bidder from final consideration and recommendation for contract award.

1.23 Bidder Responsibilities

The State will enter into contractual agreement only with the selected bidder. The selected bidder shall be responsible for all products and services required by this IFB. All subcontractors must be identified and a complete description of their role relative to the bid must be included in the bidder's response. If a bidder that seeks to perform or provide the services required by this IFB is subsidiary of another entity, all information submitted by the bidder, such as but not limited to, references and financial reports, shall pertain exclusively to the bidder unless the parent organization will guarantee the performance of the subsidiary. If applicable, the bidder's response must contain an explicit statement that the parent organization will guarantee the performance of the subsidiary.

SECTION 2 - SCOPE OF SERVICES

2.1 General

The Administrative Office of the Courts is issuing this IFB to obtain Used Furniture and File Cabinets. All furniture and file cabinets shall be used and in excellent condition. All furniture will be utilized in professional office environments, and must be in excellent condition. The District Court reserves the right, at its sole discretion, to accept any proposed furniture, files and components that are determined to be satisfactory. Conversely, District Court may reject, at its sole discretion, any proposed furniture, files and components that are determined to be unacceptable. Reasons for acceptability/unacceptability may include, but need not be limited to, style, size, color, appearance or condition of proposed items.

District Court reserves the right to inspect any proposed workstations and components. Upon request, Respondent shall allow representatives from the District Court to inspect the proposed workstations. Representatives from the District Court will travel (drive) a reasonable distance to inspect proposed workstations if deemed necessary by the District Court at its sole discretion.

AOC reserves the right to increase or decrease the quantities of workstations/related items and labor units as required. Quantities are approximate and the prices for workstations, furniture, labor, all commodity and services and other unit prices bid shall apply regardless of any increase or decrease in the estimated quantities shown herein.

Additionally, Offeror shall list unit prices, as directed on the Price Sheet, for furniture and file cabinets in the event quantities need to be adjusted up or down.

2.2 Specifications

The used furniture and file cabinets provided must meet the following specifications:

All furniture and file cabinets shall be used and in excellent condition.

Vendor shall provide specified items or equivalent.

Acceptable Finishes: *Formal Mahogany on Walnut or Vintage Mahogany on Walnut.*

SPECIFICATIONS:

Used OFS Desk - Model 55-7236ELP
Used OFS Return - Model 55-4824ERR
Color - Mahogany on Executive Walnut (MEW)

Used OFS Desk - Model No. 55-7236ERP
Used OFS Return - Model No. 55-4824ELR
Color – MEW

Used OFS File, lateral credenza - Model No. 55-7220CLF
Color – MEW

Used OFS Hutch w/grille/glass doors - Model No. 55-6850HS
Color – MEW

Used OFS File, lateral 2 drawer - Model No. 55-3620LFC
Color – MEW
OFS - File, lateral 2 drawer - Model No. 55-3620LFC
Used OFS Bookcase Top - Model No. 55-43BC
Color – MEW

Used OFS Highback Organizer - Model No. 55-6849HD
Color – MEW

Used OFS Bookcase, 2 high - Model No. 55-488CB
Color – MEW

Used OFS Conference Table w/base - straight grain
Queen Anne Base - Model No. CT7-42-4G w/CB-T

Used OFS Chair, guest - Tic Tac Toe - Model No. 3467
Color – MEW

Used GLOBAL File, lateral 5 drawer, 36" - Model No. 9136-5F1H

Used GLOBAL File, lateral 4 drawer - Model No. 9136-4F1H

Used GLOBAL File lateral, 3 drawer = Model No. 9136-3F1H

Used GLOBAL Chair, task - Doran - Model No. 3133-2
Features A,B,C,J,M,N

Used GLOBAL Chair, task - Model No. 3140-2
Features A,B,C,D,G,H,J,M,N,O

2.3 Delivery Requirements

Inside delivery and installation required. Contractor must clean up and remove all packing materials from site.

Delivery and installation to various sites throughout the State of Maryland must be included in the bid price, delivery locations (See Attachment E).

2.4 Insurance Requirements

- 2.8.1 The Contractor shall at all times during the term of the Contract maintain in full force and effect, the policies of insurance required by this Section. The Contractor, if requested by AOC, shall provide certified true copies of any and all of the policies of insurance to AOC. By submitting a bid in response to this solicitation, the bidder warrants that it is able to provide evidence of insurance required by this section.

Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or

companies furnishing such insurance. Such evidence of insurance must be delivered to the AOC Office of Procurement before the actual implementation of the Agreement.

All insurance policies shall be endorsed to provide that the insurance carrier will be responsible for providing immediate and positive notice to the AOC in the event of cancellation or restriction of the insurance policy by either the insurance carrier or the Contractor, at least 60 days prior to any such cancellation or restriction. All insurance policies shall name as an additional insured the Administrative Office of the Courts and the Maryland Judiciary.

The limits required below may be satisfied by either individual policies or a combination of individual policies and an umbrella policy. The requiring of any and all insurance as set forth in this IFB, or elsewhere, shall be in addition to and not in any way in substitution for all the other protection provided under the Contract.

No acceptance and/or approval of any insurance by AOC, or the Manager of Procurement, shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon it by the provisions of the Contract.

- 2.8.2 The Contractor shall maintain Worker's Compensation insurance as required by the laws of the State of Maryland and including Employer's Liability coverage with a minimum limit of \$500,000-each accident; \$500,000 disease-each employee; and \$500,000 disease-policy limit.
- 2.8.3 Occurrence forms of comprehensive general liability insurance covering the full scope of this agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal or bodily injuries and \$1,000,000 per occurrence and aggregate for property damage. A combined single limit per occurrence of \$2,000,000 is acceptable. All policies issued shall include permission for partial or total occupancy of the premises by or for the Administrative Office of the Courts within the scope of this Contract. Such insurance shall include but shall not be limited to, the following:
 - A. Comprehensive general liability insurance including a comprehensive broad form endorsement and covering: a) all premises-operations, b) completed operations, c) independent Contractors, d) liability assumed by oral or written contract or agreement, including this contract, e) additional interests of employees, f) notice of occurrence, g) knowledge of occurrence by specified official, h) unintentional errors and omissions, i) incidental (contingent) medical malpractice, j) extended definition of bodily injury, k) personal injury coverage (hazards A and B) with no exclusions for liability assumed contractually or injury sustained by employees of Contractor, l) broad form coverage for damage to property of the Administrative Office of the Courts, as well as other third parties resulting from completion of the Contractor's services.

- B. Comprehensive business automobile liability insurance covering use of any motor vehicle to be used in conjunction with this contract, including hired automobiles and non-owned automobiles.

2.8.4 Comprehensive Automobile Liability:

Limit of Liability - \$1,000,000 Bodily Injury
\$1,000,000 Property Damage

In addition to owned automobiles, the coverage shall include hired automobiles and non-owned automobiles with the same limits of liability.

- 2.8.5 The insurance required under sub-paragraphs (A),(B), (C) and (D) above shall provide adequate protection for the Contractor against claims which may arise from the Contract, whether such claims arise from operations performed by the Contractor or by anyone directly or indirectly employed by him, and also against any special hazards which may be encountered in the performance of the Contract. In addition, all policies required must not exclude coverage for equipment while rented to other.
- 2.8.6 Any of the work under the Contract is subcontracted, the Contractor shall require subcontractors, or anyone directly or indirectly employed by any of them to procure and maintain the same coverage's in the same amounts specified above.

SECTION 3 – BID FORMAT/BASIS FOR AWARD

3.1 Bid Format

3.1.1 The Bidder must submit a transmittal letter on the bidder's stationery. The sole purpose of the transmittal letter is to transmit the bid. It should be brief and signed by an individual who is authorized to commit the bidder to the services stated in this IFB. Submit the transmittal letter with the following documents to the Issuing Office (see IFB Section 1.2) prior to the submission deadline:

- Bid Sheet (IFB Attachment D) signed by authorized personnel
- Completed Bid/Proposal Affidavit with Resident Agent (IFB Attachment B)

Bids must be submitted in a sealed envelope that clearly indicates it contains a bid.

3.1.2 The insurance certificate requirements as described in IFB Section 2.7 must be received by the Procurement Officer within 10 calendar days of the notice of intent to award. In the event the insurance certificate is not received within 10 calendar days after the date of the notice of intent to award, or if such certificate is insufficient respecting the limits and scope specified herein, the Procurement Officer reserves the right to withdraw the award.

3.2 Basis for Award

Upon determination of the most favorable bid, review of the bid for responsiveness, and satisfaction that the bidder is responsible, the Procurement Officer shall, after obtaining all required approvals, award the contract to that bidder.

ATTACHMENT A – STANDARD CONTRACT AGREEMENT

Contract number: **K12-0062-40**

MARYLAND ADMINISTRATIVE OFFICE OF THE COURTS **Used Furniture and File Cabinets**

STANDARD TERMS AND CONDITIONS

This Contract is made this _____ day of _____ 2011, by and between the Administrative Office of the Courts (the “AOC”) in the State of Maryland and **corporate name plus address** (the “Contractor”) with Federal Taxpayer Identification Number **XX-XXXXXXX**.

In consideration of the mutual covenants and promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the AOC and the Contractor agree as follows:

1. Scope of Contract

- 1.1 The Contractor shall provide **Used Furniture and File Cabinets** (hereinafter the “Goods”) **and/or services** (hereinafter “Services”), and other deliverables in accordance with the terms and conditions of this Contract and the following Exhibits, which are attached to this Contract and incorporated as part of this Contract:

Exhibit A: Contract Affidavit

Exhibit B: Invitation for Bid dated **issue date** and all amendments and exhibits thereto (collectively referred to as the “IFB”)

Exhibit B: Contractor’s Bid dated **date of response** dated _____2011 (collectively referred to as “the Proposal”)

- 1.2 If there are any inconsistencies between the contract and any of the Exhibits, the terms of this Contract shall prevail.
- 1.3 The Procurement Officer may, at any time, by written order make changes in the work within the general scope of the Contract. No other order, statement, or conduct of the Procurement Officer or of any other person shall be treated as a change or entitle the Contractor to an equitable adjustment under this section.
- 1.4 Except as otherwise provided in this Contract, if any order causes an increase or decrease in the Contractor’s cost of, or the time required for, the performance of any part of the work, an equitable adjustment in the Contract price shall be made and the Contract modified in writing accordingly. The Contractor must assert in writing its right to an adjustment under this section within thirty days (30) of receipt of a written change order and include a written statement setting forth the nature and cost of such claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract.

- 1.5 Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause. Nothing in this section shall excuse the Contractor from proceeding with the Contract as changed.

2. Term of the Contract

Unless the Contract is terminated earlier as provided herein, the term of the Contract is for a base of one year. The AOC, at its sole option, shall have the unilateral right to extend the contract for up to and including two additional successive one-year terms, if any.

3. Consideration and Payment

- 3.1 In consideration of the satisfactory performance of the **services and delivery of the Goods**, the AOC shall pay the Contractor in accordance with the terms of this Contract and at the rate specified in the Proposal. Except with the express written consent of the Procurement Officer, total payments to the Contractor pursuant to the original form of this Contract may not exceed \$..... (the "NTE Amount").
- 3.2 Invoice shall be submitted within 30 calendar days after the completion and acceptance by the AOC,. and include the following information: name and address of the AOC; vendor name; remittance address; federal taxpayer identification or (if owned by an individual) his/her social security number; invoice period; invoice date; invoice number and amount due.;
- 3.3 Payments to the Contractor shall be made no later than thirty days after the acceptance and receipt of a proper invoice from the Contractor. Charges for late payment of invoices are prohibited.
- 3.4 In addition to any other available remedies, if, in the opinion of the Procurement Officer, the Contractor fails to perform in a satisfactory and timely manner, the Procurement Officer may refuse or limit approval of any invoice for payment and may cause payments to the Contractor to be reduced or withheld until such time as the Contractor meets performance standards as established by the Procurement Officer in accordance with this Contract. The final Contract payment will not be made until after certification is received from the Comptroller of the State that all taxes have been paid. Final payment shall not be construed as a waiver or termination of any rights and remedies available to AOC for any failure of Contractor to perform the Contract in a satisfactory and timely manner.

4. Warranties

The Contractor hereby represents and warrants that:

- 4.1 It is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified;
- 4.2 It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;

- 4.3 It shall comply with all federal, State and local laws applicable to its activities and obligations under this Contract;
- 4.4 It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

6. Non-hiring of Employees

No employee of the State of Maryland or any unit hereof whose duties as such employee include matters relating to or affecting the subject matter of this Contract shall, while so employed, become or be an employee of the Contractor.

7. Non-employment of Contractor's employees

Nothing in this contract shall be construed to create an employment relationship between AOC and any employee of either the Contractor or Contractor's subcontractors. Contractor is responsible for the acts and omissions of its agents, employees, and subcontractors.

8. Disputes

Any claim regarding the proper interpretation of this Contract shall be submitted, in writing, to the Procurement Officer, together with a statement of grounds supporting the Contractor's interpretation. Pending resolution of a claim by the Procurement Officer, the Contractor shall proceed diligently with the performance of the Contract in accordance with the Procurement Officer's decision. An adverse decision to the Contractor may be appealed by the Contractor to the Appeals Board within 15 days of the Procurement Officer's decision.

9. Maryland Law

The place of performance of this Contract shall be the State of Maryland. This Contract shall be performed, construed, interpreted, and enforced according to the laws of the State of Maryland, including State Government Article § 12-204. No action relating to this contract shall be brought in any forum other than Maryland, whether or not the AOC and State are parties to such an action.

10. Amendments

Except as provided in section 2, any amendment to this Contract must first be approved in writing by the Procurement Officer, subject to any additional approvals required by State law and the Judiciary's Procurement Policy.

11. Non-discrimination in Employment

The Contractor agrees: (a) not to discriminate in any manner against any person because of race, color, religion, age, sex, marital status, national origin, disability, familial status, genetic information, and sexual orientation; (b) to include a provision similar to that contained in subsection (a), above, in any underlying subcontract; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

12. Contingent Fee Prohibition

The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the Contractor to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide salesperson, or commercial selling agency, any fee or other consideration contingent on the making of this Contract.

13. Non-availability of Funding

If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal year of this Contract succeeding the first fiscal year, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the AOC's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the AOC from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The AOC shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

14. Termination for Cause

If Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of the Contract, the AOC may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the AOC's option, become the AOC's property. The AOC shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination, and the AOC can affirmatively collect damages.

15. Termination for Convenience

The performance of work under this Contract may be terminated by the AOC in accordance with this clause in whole or, from time to time, in part whenever the AOC determines that such termination is in the AOC's best interest. The AOC will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract; however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

16. Delays and Extensions of Time

The Contractor agrees to perform this Contract continuously and diligently. No charges or claims for damages shall be made by the Contractor for any delays or hindrances, regardless of cause, in the performance of services under this Contract. Time extensions may be granted only for excusable

delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of an AOC contract, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or the delay of a subcontractor or supplier arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractor or supplier.

17. Suspension of Work

The AOC unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Procurement Officer may determine to be appropriate for the AOC's convenience.

18. Pre-existing Regulations

The applicable statutes and regulations of the State of Maryland, including those of the Judiciary, are incorporated in this Contract.

19. Financial Disclosure

The Contractor shall comply with the provisions of § 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland.

20. Political Contribution Disclosure.

The Contractor shall comply with Title 14 of the Election Law of Maryland.

21. Right to Audit

The Contractor shall cooperate fully with any audit conducted by the State. The Contractor shall retain and maintain all records and documents relating to this Contract for five (5) years after final payment by the AOC hereunder and shall make them available for inspection and audit by authorized representatives of the State and AOC, including the Procurement Officer or the Procurement Officer's designee, at all reasonable times.

22. Cost and Price Certification

By submitting cost or price information, the Contractor certified to the best of its knowledge that the information submitted was accurate, complete, and current as of **(enter the date of the bid)**. The price under this Contract and any change order or modification hereunder, including profit or fee, shall be adjusted to exclude any significant price increases occurring because the Contractor furnished cost or price information which, as of the date of the financial proposal was inaccurate, incomplete, or not current.

24. Subcontracting and Assignment

The Contractor may not subcontract any portion of the services provided under this Contract without obtaining the Procurement Officer's prior written approval, nor may the Contractor assign this Contract, or any of its rights or obligations hereunder, without the Procurement Officer's prior written approval. Any such subcontract or assignment shall be subject to any terms and conditions that the Procurement Officer deems necessary to protect the interest of the State. The AOC shall not be responsible for the fulfillment of the Contractor's obligations to subcontractors.

25. Indemnification

- 25.1 The Contractor shall indemnify the AOC against liability for any suits, actions, or claims of any character arising from or relating to the performance of the Contractor or its subcontractors under this Contract.
- 25.2 The AOC has no obligation to provide legal counsel or defense to the Contractor or its subcontractors in the event that a suit, claim or action of any character is brought by any person not party to this Contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.
- 25.3 The AOC has no obligation for the payment of any judgments or the settlement of any claims against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.
- 25.4 The Contractor shall immediately notify the Procurement Officer of any claim, suit or action made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under the Contract, and shall cooperate, assist and consult with the AOC in the defense or investigation of any such claim, suit, or action.

26. Conflict of Interest

- 26.1 "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State or the AOC, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Conflict of interest" includes pending litigation in the Maryland courts.
- 26.2 "Person" includes a contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- 26.3 The Contractor warrants that, except as disclosed in § D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- 26.4 The following facts or circumstances give rise or could in the future give rise to a conflict of interest (Contractor: explain details-attach additional sheets if necessary; **if none, so state**):

26.5 The Contractor agrees that if an actual or potential conflict of interest arises after the contract commences, the Contractor shall immediately make a full disclosure in writing to the Procurement Officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the Contractor has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the Procurement Officer of any contrary action to be taken. The existence of a conflict of interest is cause for termination of the Contract as well as disciplinary action against an employee for whom a conflict exists.

27. Notices

All notices required to be given by one party to the other hereunder shall be in writing and shall be addressed as follows:

State: specify

Contractor: specify

SIGNATURES:

In Witness Whereof, the parties have signed this Contract this _____ day of _____, 2011

Contractor:

_____(SEAL)
Signature
Authorized Representative

Date: _____

Maryland Judiciary

By: _____
Susan S. Howells, Executive Director
Procurements and Contract Administration

Date: _____

Approved for form and legal sufficiency this ____ day of _____, 2011

David R. Durfee Jr.
Executive Director, Legal Affairs

Approved:

Frank Broccolina
State Court Administrator

Date: _____

**ATTACHMENT B – BID/PROPOSAL AFFIDAVIT
ANTI-BRIBERY, NON-COLLUSION, FINANCIAL DISCLOSURE
AND PROCUREMENT AFFIDAVIT**

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the [title]_____ and the duly authorized representative of [Contractor] and that I possess the legal authority to make the Affidavit on behalf of myself and the Contractor for which I am acting.

B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had a probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law or of the law of any other state or federal law, except as follows [indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of persons) involved, and their current positions and responsibilities with the Contractor]:

C. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has:

- (1) been convicted under state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
- (2) been convicted of any criminal violation of a state or federal antitrust statute;
- (3) been convicted under the provision of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. § 1961, et seq., or the Mail Fraud Act, 18 U.S.C. § 1341, et seq., for acts arising out of the submission of proposals or proposals for a public or private contract;
- (4) been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (1), (2), (3), or (4) above;

(6) been found civilly liable under a state or federal antitrust statute for acts or omission in connection with the submission of proposals or proposals for a public or private contract;

(7) admitted in writing or under oath, during the course of an official investigation or other proceeding, act or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows [indicate reasons why the affirmation cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) or the person(s) involved and their current positions and responsibilities with the Contractor, and the status of an debarment]:

D. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor, or any or its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, **except as follows** [list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the persons(s) involved and their current positions and responsibilities with the Contractor, the grounds for the debarment or suspension, and the details of each person=s involvement in any activity that formed the ground for the debarment or suspension];

E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

1. The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Section 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

2. The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, **except as follows** [indicate the reason(s) why the affirmations cannot be given without qualification]:

F. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

G. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above Contractor has:

1. Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying proposal or offer that is being submitted;
2. In any manner, directly or indirectly, entered into any agreement of any kind to fix the proposal price or price proposal of the bidder or offer of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying proposal or offer is submitted.

H. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above Contractor will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every Contractor that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the Contractor is to receive in the aggregate \$100,000 or more shall, within thirty (30) days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

I. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above Contractor will comply with the provisions of Article 33, Sections 30-1 through 30-4 of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including it's agencies or a political subdivision of the State, during a calendar year under which the person receives in the aggregate \$100,000 or more shall, on or before February 1 of the following year, file with the Secretary of State of Maryland certain specified information to include disclosure of

political contributions in excess of \$500 to a candidate for elective office in any primary or general election.

J. DRUG AND ALCOHOL FREE WORKPLACE

I CERTIFY THAT:

1. By submission of its proposal or offer, the Contractor, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the Contractor shall:

- (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
- (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
- (c) Prohibit its employees from working under the influence of drugs or alcohol;
- (d) Not hire or assign to work on the contract anyone whom the Contractor knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
- (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the Contractor has observed the violation or otherwise has reliable information that a violation has occurred;
- (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
 - (i) The dangers of drug and alcohol abuse in the workplace;
 - (ii) The Contractor's policy of maintaining a drug and alcohol free workplace;
 - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
- (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by subsection 2(b), above;
- (h) Notify its employees in the statement required by subsection 2(b), above, that as a condition of continued employment on the contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;

(i) Notify the Procurement Officer within ten (10) days after receiving notice under subsection 2(h)(ii), above, or otherwise receiving actual notice of a conviction;

(j) Within 30 days after receiving notice under subsection 2(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace;

(i) Take appropriate personnel action against an employee, up to and including termination; or

(ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and

(k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of subsection 2(a)-(j), above.

2. If the Contractor is an individual, the individual shall certify and agree as set forth in subsection 4, below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

K. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

1. The Contractor named above is a domestic _____, foreign _____, corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name _____

Address _____

(If not applicable, so state)

2. Except as validly contested, the Contractor has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessment and Taxation, and the Department of Economic and Employment Development, as applicable and will have all withholding taxes due the State of Maryland prior to final settlement.

L. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The Contractor has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, to solicit or secure the contract, and that the Contractor has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the contract.

M. ACKNOWLEDGMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract construed to supersede, amend, modify, or waive, on behalf of the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms, and covenants undertaken by the above Contractor with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(Authorized Representative and Affiant)

ATTACHMENT C – CONTRACT AFFIDAVIT

AUTHORIZED REPRESENTATIVE

I HEREBY DECLARE AND AFFIRM that I am the (Title) _____,
and the duly authorized representative of
(Contractor) _____, and that I possess the
legal authority to make this Affidavit on behalf of myself and the Contractor for which I am
acting.

CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER DECLARE AND AFFIRM that the Contractor named above is a domestic _____
foreign _____ (check one) corporation registered in accordance with the Corporations and
Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed
all its annual reports, together with filing fees, with the Maryland State Department of
Assessments and Taxation, and that the name and address of its resident agent filed with the
State Department of Assessments and Taxation is:

Name: _____

Address: _____

(If not applicable, so state)

I FURTHER CERTIFY that, except as validly contested, the Contractor has paid or has arranged
for payment of all taxes due to the State of Maryland and has filed all required returns and
reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation,
and the Employment Security Administration, as applicable, and will have paid all withholding
taxes due to the State of Maryland prior to final settlement.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF
PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND
CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.**

(Date) By: _____
(Affiant)

ATTACHMENT D - PRICE BID– IFB K12-0062-40

USED FURNITURE AND FILE CABINETS

**PRICE SHEET
SOLICITATION NO. K12-0062-40A**

	Unit Price	Extended Price
8- Each used OFS Desk Model- 55-7236ELP used OFS Return Model 55-4824ERR Color: Mahogany on Executive Walnut (MEW)	\$ _____	\$ _____
10-Each used OFS Desk - Model No. 55-7236ERP used OFS Return - Model No. 55-4824ELR Color – MEW	\$ _____	\$ _____
10-Each used OFS File, lateral credenza Model No. 55-7220CLF Color – MEW	\$ _____	\$ _____
3-Each used OFS Hutch w/grille/glass doors Model No. 55-6850HS Color – MEW	\$ _____	\$ _____
5-Each used OFS File, lateral 2 drawer Model No. 55-3620LFC Color – MEW	\$ _____	\$ _____
9-Each used OFS - File, lateral 2 drawer Model No. 55-3620LFC Used OFS Bookcase Top Model No. 55-43BC Color – MEW	\$ _____	\$ _____
2-Each used OFS Highback Organizer Model No. 55-6849HD Color – MEW	\$ _____	\$ _____
2-Each used OFS Bookcase, 2 high Model No. 55-488CB Color – MEW	\$ _____	\$ _____
6-Each used OFS Conference Table w/base straight grain Queen Anne Base – Model No. CT7-42-4G w/CB-T	\$ _____	\$ _____

45-Each used OFS Chair, guest - Tic Tac Toe Model No. 3467 Color – MEW	\$ _____	\$ _____
11-Each used GLOBAL File, lateral 5 drawer, 36" Model No. 9136-5F1H	\$ _____	\$ _____
6-Each used GLOBAL File, lateral 4 drawer Model No. 9136-4F1H	\$ _____	\$ _____
7-Each used GLOBAL File lateral, 3 drawer Model No. 9136-3F1H	\$ _____	\$ _____
16-Each used GLOBAL Chair, task - Doran Model No. 3133-2 Features A,B,C,J,M,N	\$ _____	\$ _____
10-Each used GLOBAL Chair, task Model No. 3140-2 Features A,B,C,D,G,H,J,M,N,O	\$ _____	\$ _____
Total Price		\$ _____

Delivery and installation to various sites throughout the State of Maryland must be included in the bid price.

Name FEIN _____

Address Date _____

*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

Firm Name

Fed ID # _____

Address (must include street address)

Type or Print Name and Title

Contact Phone Number

Email Address

Signature

Date

ATTACHMENT E – DISTRIBUTION LIST– IFB K12-0062-40

Vendor is required to make one delivery to each of the following locations

Delivery Location

District Court of Maryland - Harford County
2 South Bond Street
Bel Air, MD 21014

District Court of Maryland - Howard County
3451 Courthouse Drive
Ellicott City, MD 21043

District Court of Maryland - Anne Arundel County
7500 Ritchie Hwy
Glen Burnie, MD 21061

District Court of Maryland - Prince George's County
14735 Main St
Upper Marlboro, MD 20772

District Court of Maryland - Somerset County
12155 Elm St, Ste C
Princess Anne, MD 21853

District Court of Maryland - Worcester County
301 Commerce Street
Snow Hill, MD 21863

District Court of Maryland - Worcester County
6505 Coastal Hwy
Ocean City, MD 21842

District Court of Maryland - Charles County
11 Washington Avenue
La Plata, MD 20646

District Court of Maryland - Calvert County
200 Duke St
Prince Frederick, MD 20678

District Court of Maryland - Washington County
36 W. Antietam St
Hagerstown, MD 21740

District Court Headquarters
580 Taylor Avenue - A3
Annapolis, MD 21401