



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

Questions/Responses No.1 to the  
Request for Proposal (RFP)  
K12-0080-40  
District Court Workstations

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Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors who received the RFP. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the 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.

1. Question: In the walk-through, there was a station "added" in an area where there were 2 blocked-off doors in a corner and a large copier. Does that count as one of the 14 non-Supervisor work stations?

**Response: Yes.**

2. Question: Also, regarding that station, are panels required in that area?

**Response: No. The workstation should be a stand alone station for a staff person, privacy panels NOT required. The station should match the other workstations.**

3. Question: Has deskling been considered for this area, as it may be a better solution?

**Response: Offerors shall propose workstations as specified in the RFP for this area.**

4. Question: Besides a work surface or work surfaces, what type of storage is required for that station? Do you need a bbf file below the work station, an ergonomic keyboard tray, and/or a hutch or overhead storage?

**Response: This workstation should have the same specifications as the other Staff Workstations (section 2.5.1 in the RFP).**

5. Question: In the pre-bid meeting on 5/14, the overhead bookcase with drop down was discussed. The current/existing work stations have overhead storage in the non-supervisor stations, but those units are not mentioned in the bid specifications. Are the non-supervisor stations supposed to have overhead storage with drop down? Are task lights required if the overhead storage is required? Or, is a shelf enough storage for the non-supervisors? If only a shelf [w/out doors] is required, then lower-height panels could be used [approx 67" h vs. approx 55"], which would be a huge cost savings and would present a more open feel to the floor plan w/ better visibility of all of the stations.

**Response: This workstation should have the same specifications as the other Staff Workstations (section 2.5.1 in the RFP).**

6. Question: In the supervisor station, what type of storage goes under the worksurface? No bbf pedestals or lateral files are mentioned in the specifications.

**Response: The specifications for the Supervisor's workstations (section 2.5.2 in the RFP) state that the station must be equipped with the options contained in the staff workstations PLUS the additional options specified in section 2.5.2.**

7. Question: What, exactly, is meant by a "printer shelf" mentioned in 2.5.1 under bullet-point #4? Does it have to slide out? Does it have to go under the work surface, or can it be mounted on the panels or a tool rail? Is it possible to obtain the dimensions of the standard printer that the clerks are using?

**Response: It is the responsibility of the Respondent to propose their best solution/design. The District Court uses HP P4015n printers or equivalent. Dimensions of printers are approximately 16-1/2" x 16-1/2" x 16" high.**

8. Question: A typewriter is also mentioned in 2.5.1 under bullet-point #4. Is it possible to obtain the dimensions of the standard typewriter that the clerks are using? Does the work surface need to be lowered to accommodate typing on the typewriter?

**Response: The standard typewriter used by the District Court is an IBM Wheelwriter 1500 or equivalent. It is the responsibility of the Respondent to propose their best solution/design.**

9. Question: Are the furniture companies required to run and install your telephones and computers?

**Response: As stated in the solicitation, it is AOC's intention to procure a complete "turnkey" workstation installation that includes all associated electrical/telephone/data work and terminations to the new workstations in addition to demolition and removal of existing workstations and design and layout services.**

10. Question: Since proposed layouts/designs must be submitted with the proposals, will AutoCAD drawings be provided for 8914 Kelso Drive in Essex and 501 Fayette St. in Baltimore?

**Response: No.**

11. Question: Will Electrical plans be provided that show the existing power/telephone/data terminations that are to be used?

**Response: No.**

12. Will workstation typicals be provided for Staff Workstations, Supervisor Workstations and Stand Alone Workstations? What are the dimensions or size of each of these types of stations?

**Response: Please refer to the RFP for specifications.**

13. Question: Baltimore City- How many existing workstations are to be removed and disposed of? What size are the existing workstations?

**Response: There are 72 workstations of various sizes to be disassembled and removed.**

14. Question: Essex- How many existing workstations are to be removed and disposed of? What size are the existing workstations?

**Response: There are 15 workstations of various sizes to be disassembled and removed.**

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Colleen Cantler, Procurement Officer

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