



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

Questions/Responses No.2 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.

District Court, 501 Fayette Street, Baltimore, MD - Floor Plan:

Section 2.4.1

1. Question: Are the Rent supervisor and the Records supervisor each in separate rooms [from their departments]?

Response: Yes. The offices are right next to each other.

2. Question: Where is the Computer Room Annex located?

Response: The Computer Room is located in front and to the right of the Main Clerk's Office. The original drawings designate the room as "Courtroom."

3. Question: Please clarify which room is "Records" and which room is "Rent" on the floor plan. One of the rooms is labeled with both of those titles.

Response: The original drawings show the Records Department marked as "General Office" and the Rent Department marked as "Boardroom." Attendees of the original pre-bid were given updated drawings that were marked correctly.

4. Question: Bullet point #8 calls for "12 countertops, as designated..." Where are the stations that are to receive countertops and how are they designated?

Response: Omit from bid requirements. No transaction counters will be required.

Sections 2.4.1 and 2.4.2:

5. Question: Specs call for each space to accommodate for a typewriter. Do the typewriters require lowered work surfaces?

Response: Contractors shall propose their best solution and design

6. Question: Cashier Room: Is it 5 employees + 1 supervisor or is it 5 employees [including the supervisor] total? Are the 2 people seated at the Cashier's Window included in the total of 5 listed in the spec, or is it a total of 7 employees with the 2 cashiers?

Response: 4 staff workstations plus + 1 Supervisor's workstation for a total of 5 workstations in the Cashier's Room. No workstations are required at the window.

7. Question: Cashier Room: Where is the supervisor's station to be placed?

Response: In the back corner directly behind the public counter/window.

Date Issued: May 31, 2012
Colleen Cantler, Procurement Officer