

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP)**

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.

1. Background

The AOC is seeking all labor, materials, expertise and travel costs to provide preventative maintenance and repair services for Kodak I260 and I420 scanners throughout the state.

1.2 Statement of Work

- 1.2.1 Contractor shall provide Preventative Maintenance Services per scanner, including but not limited to cleaning, lubricating, testing and adjusting in order to keep the equipment in good operating condition.
- 1.2.2 Contractor shall provide Preventative Maintenance Services not less than one time per year on each scanner. Preferred time frame for Preventative Maintenance is March and April.
- 1.2.3 All Preventative Maintenance and Repair Services shall be performed in accordance with Kodak's specifications.
- 1.2.4 All Preventative Maintenance Services shall be performed between the hours of 8:00am and 5:00pm, Monday through Friday during regular business hours.
- 1.2.5 Contractor shall respond by phone within 2 hours and shall respond, on site, to a repair call within four business hours of notification of a problem during normal business days, Monday through Friday between the hours of 8:00am and 5:00pm.
- 1.2.6 Equipment shall be serviced by Kodak Service or authorized Kodak Service Resellers using Kodak Certified Technicians.
- 1.2.7 All Preventative Maintenance and Repair Services shall be performed using new Kodak parts.
- 1.2.8 Contractor must stock an inventory of spare parts that is sufficient for satisfactory performance of this Statement of Work and have access to all replacement parts within 24 hours.

- 1.2.9 Contractor shall use the “consumable items” provided at the site which are hereby defined as cleaning kits, lamps and other low priced items that require regular replacement.
- 1.2.10 The AOC reserves the right to add or remove equipment at any time during the contract period at its sole discretion provided a contract modification is executed.
- 1.2.11 An invoice must be submitted to Judicial Information Services, Attn: Barbara Hansman, 2661 Riva Road, Suite 900, Annapolis, Maryland 21401.
- 1.2.12 Contractor shall provide a Letter of Authorization from Kodak. The Letter of Authorization shall certify that the Contractor is an authorized reseller of the Manufacturer’s Maintenance services. The Letter of Authorization shall be on the Manufacturer letterhead or through a Manufacturer e-mail. Each Letter of Authorization or e-mail must provide the following information:
- Manufacturer POC name and alternate for verification
 - Manufacturer POC mailing address
 - Manufacturer POC telephone number
 - Manufacturer POC email address
 - Manufacturer POC fax number
 - If available, a Re-seller Identifier

1.3 Contract Type

The resulting Contract (Purchase Order) shall be based on Firm Fixed Price.

1.4 Contract Term

The AOC requires a one year contract.

1.5 Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Kelly Moore, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1583
Email: Kelly.Moore@mdcourts.gov

1.6 Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted. Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Statement of Work that demonstrates the offeror’s capabilities and experience in providing the required services.

Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

1.7 Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.5, no later than 12:00 PM (local time) on **Thursday, November 10, 2011**, in order to be considered.

1.8 Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State based on the evaluated spectrum of services proposed and price.

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ATTACHMENT A – PRICE PROPOSAL FORM

	MAKE	MODEL	SERIAL	K#	PRICE
Allegany	N/A	N/A	N/A	N/A	
Anne Arundel	Kodak	i260	12911967	K 4199-2180	
Baltimore	Kodak	i260	N/A	K-4198-0145	
Baltimore City	Kodak	i1420	39060512	N/A	
Calvert	Kodak	i1420	45636399	K-4563-6399	
Caroline	N/A	N/A	N/A	N/A	
Carroll	Kodak	i260	124219	K 4284-2813	
Cecil	Kodak	i1420	45630169	K 4563-0169	
Charles	Kodak	i260	12819248	K 4324-5444	
Dorchester	Kodak	i1420	45629129	K 4562-9129	
Frederick	N/A	N/A	N/A	N/A	
Garrett	N/A	N/A	N/A	N/A	
Harford	Kodak	i1420	456334909	N/A	
Howard	Kodak	i260	124221	K 4284-2816.	
Kent	N/A	N/A	N/A	N/A	
Montgomery	Kodak	i260	12811970	K 4199-2183	
Prince George's	N/A	N/A	N/A	N/A	
Queen Anne's	N/A	N/A	N/A	N/A	
Somerset	Kodak	i260	12812853	K4308-9058	
St. Mary's	N/A	N/A	N/A	N/A	
Talbot	Kodak	i260	12811968	K 4199-2181	
Washington	Kodak	i1420	45632117	K 4563-2719	
Wicomico	Kodak	i260	12818564	K 4325-2865	
Worcester	Kodak	i260	12817286	K 4311-8561	
				Total Price	

ATTACHMENT A – PRICE PROPOSAL FORM

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Telephone:
Federal Tax Identification No.: