

**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 Administrative Office of the Courts is seeking bindery services for the Court of Appeals (COA) yearly Briefs and Legislative Laws.

1.2 Description of materials to be bound

Materials in need of binding include yearly Briefs and Legislative Laws. The dimensions of the publications vary, but most have dimensions of 12" x 9" x 3" or less.

1.3 Pre-Proposal Conference:

A Pre-Proposal Conference is not required.

1.4 Statement of Work

Scope

The COA will need to have approximately 80 Briefs volumes and 10 Legislative Laws volumes bound per year.

Process and Delivery

The Contractor shall provide on-site pick-up and delivery of publications in accordance with a mutually agreed-upon date and time by the Contractor and COA. The cost of the pick-up and delivery of materials shall be included in the contract price. COA staff will complete any necessary bindery order forms, either in paper or online, with information regarding the work to be done. The Contractor shall provide the COA with fabric weight: "Grade F Buckram" with ample color choices: at least fifteen (15) color choices including No. 798 tan. The books shall be "Oversewn" and "Trimmed". Gold foil stamping on spines with brief numbers and volume numbers to be changed with each book is required (see Attachments A, B, C and D). Additionally, the Contractor shall provide an estimated turn-around time. Upon award, the Contractor shall meet with the Procurement Officer and the Project Manager prior to the AOC issuing a notice-to-proceed.

Certification and Adherence to Standards

Bindery services must adhere to ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding. Additionally, the binder must be a Certified Library Binder of the Library Binding Institute. Generally, the AOC expects the Contractor to use high quality materials and to demonstrate superior workmanship.

1.5 Contract Type

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

1.6 Contract Term

The AOC requires a one year contract with the option of 2 one-year renewal periods to be exercised at the sole discretion of the AOC.

1.7 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

1.8 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).

1.9 Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.7, no later than 12:00 PM (local time) on Friday, October 21, 2011, in order to be considered.

1.10 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.

Attachment A - Price Proposal Form

For services as proposed, the price for contract term shall be for:

Periodical Bindings

Custom

Up to 12" x 9" x 2 1/2"

Custom lettering

7 lines/inches of spine lettering

Choice of 15 buckram colors

Choice of white, gold or black lettering

Full collation - except ad removal

Standard

Same as above except:

Standardized lettering

White lettering

Standard collation - bound as published

Additional Lettering Options

Extra lines of lettering-per line/inch

Call or shelf numbers-per line

Accents/subscripts-per line

Library imprints-per line

Head & tail/panel lines-per line

Additional Binding Options

Special Handling

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

Attachment A

LAWS

REGULAR SESSION
CHAPTERS 1-124

2008

B.M.D.

Attachment B

LAWS

2007

JOINT RESOLUTIONS 1-2

A.L.C.

Attachment C

BRIEFS

SEPTEMBER
TERM

2007

IS. 134
(2007)

2143

ALPACAD

Attachment D

BRIEFS

SEPTEMBER TERM

1981

NOS. 55-57

457

J. H. N.