

STATE OF MARYLAND JUDICIARY
Procurement and Contract Administration
REQUEST FOR PROPOSALS (RFP)
COURIER SERVICE

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

1. Purpose

The Maryland Judiciary seeks to retain the services of a courier for the Circuit Court for Harford County and for the Harford County District Court. Services shall be provided daily on weekdays, excluding legal holidays as well as other designated "closed day" made known to the courier in advance by Court staff.

2. Scope of Work

2a. Location I--Circuit Court for Harford County

- Each working day, Courier shall pick up Circuit Court "sealed" money bag(s) at 20 W. Courtland Street in Bel Air, Maryland and deliver and deposit to Bank of America at Churchville Road, Bel Air, Maryland and return the validated bank deposit slips to the Circuit Court on the same day.

2b. Location II--Harford County District Court

- Each working day, Courier shall drop of files to and pick up "sealed" money bag(s) from Harford County District Court, Administrative Clerk's Office at 2 S. Bond Street, Bel Air, Maryland between 9:00am and 11:00am. Courier shall deliver and deposit the "sealed" money bags to Bank of America at 220 S. Main Street, Bel Air, Maryland and M&T Bank, 12 Office Street, Bel Air, Maryland. Courier shall receive deposit slips from bank(s) and return them to the Administrative Clerk's Office the same business day by 1:00pm. (Deposits average \$35,000 per day with less than 5% cash.) Once back to the Administrative Clerk's Office, the courier shall then pick up documents and files. Courier shall hold these overnight and deliver them the next morning to the Commissioner's Office at the Harford County Detention Center, 1030 North Rock Spring Road, Bel Air, Maryland. From this location, Courier shall pick up documents and files and deliver them to the Administrative Clerk's Office. Courier will repeat this process in a continuous loop.

3. Qualifications:

3a. Location I--Circuit Court for Harford County

- Contractor shall be bonded.
- Contractor shall provide courier vehicle.

3b. Location II--Harford County District Court

- Contractor shall be bonded.
- Contractor shall provide courier vehicle.
- Contractor shall insure bank deposits to the amount of \$100,000.
- Contractor's courier shall pass a criminal/traffic background investigation.
- Contractor's courier shall maintain a current driver's license and all appropriate insurance.

4. Contract Type

AOC will make one award per location. The resulting contract shall be fixed price, indefinite delivery/indefinite quantity (IDIQ).

5. Contract Term

The term of each Contract that results from this RFP shall be twelve months beginning on July 1, 2011 and ending on June 30, 2012. The AOC, at its sole option, shall have the unilateral right to extend each contract for up to and including one (1) additional successive one-year term, if any.

6. 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:

Anna Pfeifer, Procurement Officer
Telephone: 410-260-1416
Email: anna.pfeifer@mdcourts.gov

7. Form of Response

Offeror's proposals may propose services for one or both locations. Proposals must be in writing. Two volumes must be separately prepared and submitted.

7a. Volume I – Technical proposal a written response to the Scope of Work that demonstrates the Offeror's capabilities and experience in providing the required services and proof of bond.

7b. Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Location I Price Proposal Form) and Attachment B (Location II Price Proposal Form).

8. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the email address listed in Section 6, no later than **2:00 PM (local time) on June 21, 2011** in order to be considered.

9. Award Determination

The Contracts 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.

Evaluation Criteria in descending order of importance:

- Offeror's Experience
- Offeror's Work Plan for this engagement
- Price

Attachment A – Location I Price Proposal Form

FOR SERVICES AS REQUIRED AND PROPOSED, THE DAILY RATE TO BE CHARGED SHALL BE \$ _____, TO BE INVOICED MONTHLY FOR THE FIRST YEAR.

FOR SERVICES AS REQUIRED AND PROPOSED, THE DAILY RATE TO BE CHARGED SHALL BE \$ _____, TO BE INVOICED MONTHLY FOR THE SECOND YEAR, AT THE JUDICIARY’S SOLE OPTION.

SUBMITTED BY

AUTHORIZED SIGNATURE

DATE

PRINT NAME AND TITLE

COMPANY NAME

COMPANY ADDRESS

TELEPHONE

FEDERAL TAX IDENTIFICATION #

Attachment B – Location II Price Proposal Form

FOR SERVICES AS REQUIRED AND PROPOSED, THE DAILY RATE TO BE CHARGED SHALL BE \$ _____, TO BE INVOICED MONTHLY FOR THE FIRST YEAR.

FOR SERVICES AS REQUIRED AND PROPOSED, THE DAILY RATE TO BE CHARGED SHALL BE \$ _____, TO BE INVOICED MONTHLY FOR THE SECOND YEAR, AT THE JUDICIARY’S SOLE OPTION.

SUBMITTED BY

AUTHORIZED SIGNATURE	DATE
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PRINT NAME AND TITLE

COMPANY NAME

COMPANY ADDRESS

TELEPHONE

FEDERAL TAX IDENTIFICATION #
