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**ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
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**Questions/Responses No.1 to the Small Procurement
Request for Proposal (RFP)
Courier Service
June 14, 2011**

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: Location I—What time is the bank deposit ready at 20 W Courtland Street?

Response: The deposit is ready for pick-up between the hours of 8:30 a.m. and 10:00 a.m.

2. Question: Location II—After the bank runs, what time will the pick up from the Administrative Clerk's Office take place?

Response: Work is picked up from the Clerk's Office at the same time the bank deposit receipts are delivered. Courier shall deliver the bank deposit receipts by 1:00 pm daily.

3. Question: Who is currently providing this service for the Circuit Court for Harford County and the Harford County District Court?

Response: Harford Bureau of Investigations

4. Question: What was the amount of the last contract award?

**Response: The past year:
Location I--\$7,688.00
Location II--\$7,800.00**

5. Question: What is the average value of a pick up at the Circuit Court?

Response: Unit cost will not be disclosed.

6. Question: Can the Contractor's employee be armed at all times in the performance of their duties?

Response: Yes, but it is not required. If armed, the courier will be required to show a carry permit to security prior to gaining entry into the Courthouse.

Date Issued: June 14, 2011

Anna Pfeifer, Procurement Officer