

**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 \$25,000.00.

1.0 Background

The Administrative Office of the Courts (AOC) oversees and implements court policies established by the Chief Judge, the Court of Appeals, and the General Assembly. Its responsibilities include personnel administration, preparation and administration of the Judiciary budget, planning, research, and court support personnel.

1.1 Scope of Work

The Maryland Judiciary's Administrative Office of the Courts (AOC) is soliciting competitive proposals on a time and material basis for Microfilm Equipment maintenance.

- 1.1.1 The work under this contract requires the Contractor to provide repair services on the Microfilm equipment. Contractor shall be required to travel to the Land Records divisions of the Clerks of the Court depending on location of equipment. The microfilm equipment consists of Microfilm Readers/Printers and Microfilm Readers.
- 1.1.2 Minimum Qualifications:
 - 1.1.2.1 The Offeror shall have at least 3 years' experience in the repair of similar equipment.
- 1.1.3 Repair Services
 - 1.1.3.1 The Contractor shall respond, on site, to a repair call within 4 business hours of notification of a problem during normal business days, Monday through Fridays between the hours of 8:00 a.m. and 4:30 p.m. Equipment shall be serviced by authorized technicians only. All service work shall be performed in accordance with the manufacturer's recommendations.
- 1.1.4 Spare Parts
 - 1.1.4.1 The Contractor must have access to an inventory of spare parts or is able to order them and have delivery within 2 business days that is sufficient for satisfactory performance of this scope of work. Rebuilt parts and components are acceptable as long as they have been rebuilt/refurbished in accordance with manufacturer's specifications.

1.1.4.2 The Contractor shall provide “consumable items” which are hereby defined as toner cartridges, lamps and other low price items that require regular replacement when needed as part of a service call. The Contractor shall furnish and install consumable items and charge back to the AOC on a monthly basis. This is a “pass through” item only and the Contractor is not allowed to add any mark-up or additional cost to the price of the consumable item. If any part required is over \$300.00, a quote must be submitted and approved by the Project Manager.

1.1.5 Travel

1.1.5.1 Routine travel is travel within a 50-mile radius of the Contractor’s Location. There will be no payment for labor hours for travel time or reimbursement for any travel expenses for work performed within these radiuses.

1.1.5.2 Non-routine travel is travel beyond the 50-mile radius of Contractor’s Location. Non-routine travel will be reimbursed according to the AOC’s travel regulations and reimbursement rates.

1.1.6 Invoices

1.1.6.1 The Contractor shall issue separate invoices on a time and material basis, by location, to the Project Manager. All invoices shall be submitted within 30 calendar days after the completion and acceptance by the AOC for the services and include the following information: name and address of the AOC; vendor name; remittance address; federal taxpayer identification or (if owned by an individual); invoice period; invoice date; invoice number; amount due; retainage (if applicable), and the deliverable ID number for the deliverable being invoiced. Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment until the Contractor provides the requested information.

1.1.6.2 Payments to the Contractor for the services shall be made no later than thirty days after the acceptance of the deliverable and receipt of a proper invoice from the Contractor. Charges for late payment of invoices are prohibited

1.2 Contract Type

This is a time & material contract with fixed unit labor prices which are all inclusive and shall encompass all requirements in the RFP.

1.3 Contract Term

The term of the Contract that results from this RFP shall be for upon award of the Contract and issuance of notice-to-proceed through June 30, 2018 (5 years).

1.4 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:

Colleen Cantler, Procurement Specialist
Maryland Judiciary, Administrative Office of the Courts
Telephone: 410-260-1581
Email: colleen.cantler@mdcourts.gov

1.5 Project Manger

Barbara Hansman, Land Records
Judicial Information Systems (JIS)
2661 Riva Road
Annapolis, MD 21401
Telephone: 410-260-1087
Email: barbara.hansman@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 Scope 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).

Form of Response for Volume I and Volume II shall be sent to the Procurement Officer via email per Section 1.5.

1.7 Proposal Closing Date

All proposals must be received by the Procurement Officer at the email address listed in Section 1.5, no later than 2:00 PM (local time) on **Friday, April 27, 2012** 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.

Attachment A - Price Proposal Form

| Labor Category | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---|--|--|--|--|--|
| | *Fully Loaded Hourly Labor Rate | *Fully Loaded Hourly Labor Rate | *Fully Loaded Hourly Labor Rate | *Fully Loaded Hourly Labor Rate | *Fully Loaded Hourly Labor Rate |
| Repair Services (on an as needed basis) | \$ | \$ | \$ | \$ | \$ |

*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

Submitted by (signature required):

Date:

Printed Name and Title:

Telephone Number:

Company Name:

Company Address:

FEIN Number: