

**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 for the specific period of performance.

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 Administrative Office of the Courts (AOC), in Annapolis, MD, is requesting proposals from qualified firms to provide shredding services of IT hard drives. The services are to be provided on an “as-needed”, “where-needed” basis. The AOC currently has 355 computer hard drives, 104 laptop hard drives, and 1 copier hard drive for a total of 460 hard drives.

All pricing must include travel and transportation charges and include itemized costs for the services, including discounts available at specific volume levels. The services are to be provided to cover the period from September 1, 2011 through June 30, 2012. All work performed must include a certificate of destruction, itemized to include all serial numbers destroyed. The AOC must have the option to have destruction done on site, or at the offeror’s business location. Pricing should be clearly listed for both options.

Pricing is fixed for the life of the agreement. Any price increase after the award of a contract will not be accepted.

Section 1.2 Offeror’s Capabilities and Experience

Offeror Information

Please provide the following:

- The name and location of your company.
- The location of the office that will be serving the AOC.
- A brief general description of the business, including the primary line of business.
- The number of years the company has been in business.
- Is the company a subsidiary of another corporation? If so, what is the name of the parent company?

Offeror Client Base

Provide specific reference information for four clients, relevant to the work proposed, to include:

- Organization name and location.
- Starting date of service.
- Relevant volume statistics.
- Contact name, title and telephone number.

The references must be relevant to services performed in the last 36 months, and shall include the level of acceptance of those services.

1.3 Contract Type and Quantities

This is an indefinite quantity/indefinite delivery Contract. The AOC has no estimate of what quantity of services may be required. Requests for quotations for hard drive shredding will be submitted to Offeror by the requestor. Prior to commencement of any work, the quotations must be received and approved and a notice-to-proceed issued by the Procurement Officer.

1.4 Contract Term

The term of the Contract that results from this RFP shall be for a period of nine months upon award of the Contract which is expected to begin on or about September 1, 2011 through June 30, 2012.

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:

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

1.6 Form of Response

All responses shall be sent via email to the Procurement Officer (per Section 1.6). 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 shall include the indefinite quantity and travel and transportation charges 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 Officer at the email address listed in Section 1.6, no later than 2:00 PM (local time) on **August 5, 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, proposal and price.

Attachment A - Price Proposal Form

IT Hard Drive Shredding Services

Quantity (please itemize discounts available at specific volume levels)

	On-Site (price each)	Total	Off-Site (price each)	Total
Example: 1 - 199	\$5.99	\$71.88	\$0.00	\$0.00
200-1000	\$2.99	\$35.88	\$0.00	\$0.00

Total Price Proposed (for evaluation purposes only)

*Based on indefinite quantity and is for evaluation purposes only

- All pricing must include travel and transportation charges and include itemized cost for the services including discounts available at specific volume levels.
- Quantities listed are approximates and are estimates based on past usage and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.