

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP)**

**WORKSTATIONS AND FURNITURE
DISTRICT COURT OF MARYLAND
WABASH COURTHOUSE**

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

1. Summary Statement

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals (RFP) select a contractor to provide all labor, equipment, parts, expertise, supervision and installation for five (5)**new or used** workstations and related work located at the District Court of Maryland, Edward F. Borgerding Building, Accounting Office , 5800 Wabash Avenue, Baltimore, MD 21215.

2. Contractor's Minimum Qualifications

Contractor shall have at least three (3) years of experience in installation design, layout and installation of workstations. Wiring Contractor(s) shall have experience in performing similar work and all required licenses.

3. Contractors Responsibilities

3.1 Statement of Work

Contractor shall furnish and install five (5) new or used/refurbished workstations and related items. Proposed layout/design must be submitted with Contractor's proposal. All existing electric/data/telecommunications service (ceiling through power pole) must be utilized. The District Court reserves the right, at its sole option, to change any suggested layout or provide its own plans. All plans, drawings, layouts, etc. provided under this Contract shall become the exclusive property of the District Court of Maryland.

The Contractor is responsible for:

1. Furnish and install new or used/refurbished workstations and related items, provide layout/design services, wire all workstations for electrical/telephone/data service using existing service, remove and dispose of five existing workstations and two desks to provide a complete "turn-key" workstation installation.
2. Contractor shall submit written descriptions of all proposed workstations and components with their bid. Manufacturer, model information, materials, color(s), finish and photographs should be included in the respondent's proposal. Description of the power poles shall be included.

3. Disconnect electrical/telephone/data service from all existing workstations and reconnect the new workstations using existing service (for electrical/telephone/data). The existing workstations are powered by electrical/telephone/data service in the ceiling which is fed to the workstations through power poles.
4. Disassemble, remove and dispose of five (5) existing workstations and two (2) desks.
5. Contractor is responsible for removing all packaging/delivery materials from the site. Dumpsters are not available for Contractor's use.
6. Complete final delivery and installation shall be accomplished within 60 days of Contract award (or as otherwise agreed). Any exception to the 60 day completion requirement must be clearly stipulated.

INSIDE DELIVERY AND INSTALLATION IS REQUIRED to the following location;

District Court of Maryland
Edward F. Borgerding Building
5800 Wabash Avenue
Baltimore, MD 21215
Accounting Office, 1st Floor

7. All work shall be performed during evening and/or weekend hours and installation schedule must be approved at least 14 days in advance by the Project Manager. The office involved must operate during all business hours. All work that is started must be completed on that specific evening or weekend so that employee(s) are able to work on the next business day.
8. All furniture layouts must be in accordance with all building, life, fire, safety, proper ingress/egress codes and all other applicable regulations and must be ADA compliant. All electrical/telephone/data wiring must be performed by qualified and licensed personnel and be in compliance with all applicable codes and regulations.
9. Contractor is responsible for ensuring that they do not damage the building during the prosecution of this work and is responsible for the cost of repair of any damages caused while performing work under this Contract.
10. Contractor is responsible for maintaining daily contact with the District Court of Maryland Project Manager, Joseph L. White, Facilities Administrator or designee, during installation.

3.2. Workstation Specifications

Contractor shall furnish, deliver and install five (5) workstations.

- High Pressure Laminate or metal workstations or multiple workstations.
- All work surfaces **MUST** be High Pressure Laminate with bull nose or other rounded/finished edges. Contractor shall quote prices for all standard laminate colors/ fabric materials. Color and finish choices will be made after award.

- Workstations shall be powered by means of a High Pressure Laminate covered center power pole. Power pole must cleanly/neatly penetrate ceiling tile in a professional/finished manner to allow for proper wiring of all units from the electrical/telephone/data wires stubbed and dropped above the ceiling tiles.
- Each workstation must include appropriate raceways or other provisions for electrical/telephone/data service.
- Each unit to have a box/box/file and printer shelf. Each space must accommodate PC, printer, typewriter and work surface.
- All box/box/files, file/files and drawers must be available with locks, as an optional feature, which can be keyed differently.
- Overhead bookcase (in the center) with drop down.
- Panels shall be $\frac{3}{4}$ height to allow for access to electrical/telephone/data wiring.
- Each unit must have ergonomic, adjustable keyboard tray.
- Units to maximize allowable space and create an efficient work area while fitting into allotted area.
- Workstations must maximize work surface.
- Deliver and install on site.
- Layout to be provided in advance.

3.3 Power Pole Specifications

Power Poles will be required to power workstations, for electrical/telephone/data service, and shall have the following specifications:

- Power pole to be High Pressure Laminate to match workstations, metal is not acceptable.
- Power pole to reach ceiling and penetrate lay in tiles while connecting to Electric/Telephone/Data service left above ceiling. Power pole must cleanly/neatly penetrate ceiling tile in a professional/finished manner to allow for proper wiring of all units from the existing electrical/telephone/data wires (currently fed to existing workstations through power poles).
- Contractor shall disconnect electrical/telephone/data service from existing workstations and reconnect new workstations (for electrical/telephone/data service).

4. Final Design

Successful respondent shall be required to meet with the District Court's Chief Clerk of Engineering and Central Services and Project Manager for completion of final design and equipment list. Final design and equipment list is subject to the approval of the District Court's Assistant Chief Clerk of Engineering and Central Services.

No workstations or related items shall be ordered until the final layout and equipment list is approved by the District Court's Assistant Chief Clerk of Engineering and Central Services.

5. Punch List/ Completion Requirements

Contractor shall conduct a punch list walk through with the project manager prior to acceptance and payment of invoice. All punch list items must be completed to the Manager of the District Court of Maryland's complete satisfaction within 20 working days.

6. Estimated Quantities

AOC reserves the right to increase or decrease the quantities of workstations/related items and labor units as required. Quantities are approximate and the prices for workstations, furniture, labor, all commodity and services and other unit prices bid shall apply regardless of any increase or decrease in the estimated quantities shown herein.

Additionally, Respondent shall list unit prices, as directed on the Price Work Sheet, for workstation component parts in the event quantities need to be adjusted up or down.

7. Maryland Judiciary Responsibilities

The District Court will provide the following: access to facilities, all information needed to deliver and install the furniture and related equipment, review and approval of layouts/designs and equipment lists and assistance in identifying punch list items.

8. Warranty

Warranty terms for proposed products, materials and labor shall be detailed in the technical proposal.

9. Site Visit

A site visit has been scheduled for **Wednesday December 12, 2012 at 10:00am**. Please meet at the District Court of Maryland, District Court of Maryland, Edward F. Borgerding Building 5800 Wabash Avenue, Baltimore, MD 21215, Accounting Office, 1st Floor

10. Contract Type

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

11. Contract Term

The term of the Contract that results from this RFP is 6 months from Purchase Order issue. District Court of Maryland reserves the right, at its sole discretion, to purchase additional workstations and/or components (as specified in this solicitation) at the unit bid prices until June 30, 2013.

12. 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:

Karen Hoang, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1582
Email: Karen.hoang@mdcourts.gov

13. Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted.

Volume I – Technical proposal; must include a written response to the Statement of Work that demonstrates the offeror’s capabilities and experience in providing the required services (with three references), and a corresponding work plan.

The criteria to be applied to each technical proposal are listed in descending order of importance:
Quality/condition of proposed Workstations- Offeror must include the following information.
Condition and appearance of proposed workstation, Manufacturer- include description of proposed workstations, description of workstation and component materials and photographs.
Proposed layout/design

Volume II – Price proposal must include the fully loaded fixed price for the specified architectural design services proposed using Attachment A (Price Proposal Form), and a list of fully loaded hourly labor rates for optional services

14. Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 12. no later than **2:00 PM (local time) on Thursday January 3, 2013**, in order to be considered.

15. 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.

- Experience
- Work Plan for this engagement
- Price

Attachment A – Price Proposal Form
PRICE WORK SHEET
SMALL PROCUREMENT

5 each Staff Workstations as specified	\$_____	\$_____
1 each Layout and Design Services	\$_____	\$_____
1 each Electric/Telephone/Data Wiring Services	\$_____	\$_____
1 each Shipping and Delivery Charges	\$_____	\$_____
5 each Installation Charges (workstations)	\$_____	\$_____
5 each Disposal Charges (workstations)	\$_____	\$_____
1 each Disposal Charge (desk)	\$_____	\$_____
1 each Disposal Charge (table)	\$_____	\$_____
Other Charges (itemize on separate sheet)	\$_____	\$_____
 Total Bid Price	 \$_____	

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