

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

FOUR POST SHELVING SYSTEM FOR DISTRICT COURT WAREHOUSE

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) to select a contractor to provide all labor, equipment, parts, expertise, supervision and installation for Four Post Shelving System for the space approximately 3625 square feet located at the District Court Warehouse, 2004 Industrial Park Drive, Annapolis, MD 21401.

New or used shelving will be considered. Used shelving must be in excellent condition. District Court reserves the right to accept/reject any proposed used shelving based on condition or suitability.

2. Contractor's Minimum Qualifications

Contractor shall have at least two (2) years of experience in installation design, layout and installation of Four Post Shelving System.

3. Contractors Responsibilities

3.1 Statement of Work

The Contractor shall furnish and install new or used/refurbished Four Post Shelving System. Contractor shall provide layout/design services and submit layouts showing "best" proposed design which maximizes filing space. Proposed layout/design must be submitted with Contractor's proposal. Layout/design shall make most efficient use of available space. District Court reserves the right, at its sole discretion, to reject any proposed shelving and/or layout/design that does not provide adequate shelving space or is otherwise unsatisfactory. Additionally, District Court reserves the right to purchase either new or used shelving at its sole discretion.

The Contractor is responsible for:

1. Furnish and install new or used/refurbished Shelving System, Shelving shall be Four Post Shelving for box files with open sides. Shelving shall be attached to the floor and/or wall as applicable. Price shall be based on a standard finish color.
2. Contractor shall submit written descriptions of all proposed Shelving System and components with their proposal. Manufacturer, model information, materials, color(s), finish and photographs should be included in the respondent's proposal.

3. Shelving units should be heavy duty rivet shelving and must support 900 lbs (.box files are used for records and measure 12-1/2”W x 10” H x 15-1/2” D. The boxes when filled weigh between 25 and 30 pounds each.) Units should measure 69”W x 30”D x 84”H with 4 levels. Each shelf must be warp free.
5. A minimum of 60 inches is required between shelves.
6. Contractor is responsible for removing all packaging/delivery materials from the site. Dumpsters are not available for Contractor’s use.
7. Complete final delivery and installation shall be accomplished within 60 days of Contract award (or as otherwise agreed). Any exception to the 60 days+ completion requirement must be clearly stipulated.

INSIDE DELIVERY AND INSTALLATION IS REQUIRED to the following location;

District Court Warehouse
2004 Industrial Park Drive
Annapolis, MD 21401

8. All work shall be performed during normal business hours between the hours of 8:00 a.m. and 4:00 p.m.
9. All shelving 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.
10. 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.
11. Contractor is responsible for maintaining daily contact with the District Court of Maryland Project Manager, Joseph L. White, Facilities Administrator or designee, during installation.

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 approval of final design. Final design is subject to the approval of the District Court’s Assistant Chief Clerk of Engineering and Central Services.

No Shelving 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 shelving and labor units as required. Quantities are approximate and the prices for Shelving Units, labor, 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 shelving units 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 for delivery and installation, review and approval layouts/designs and assistance in identifying punch list items.

8. Warranty

Successful respondent shall fully warrant all materials required herein against any defects in materials and workmanship for a period of not less than three (3) years for materials and one (1) year for installation from the date of acceptance by District Court of Maryland. Within this warranty period, successful respondent shall replace or repair the product for any occurrence of malfunctions duly adjudged by the District Court of Maryland and successful respondent to be caused by defective materials or a deficiency in the manufacturing process in providing adequate performance.

9. Mandatory Site Visit

A mandatory site visit has been scheduled for **Tuesday June 11, 2013 at 1: 00 p.m.** Please meet at the District Court Warehouse, 2002 A, Industrial Drive, Annapolis, MD 21401.

10. Contract Type

The resulting Contract (Purchase Order) shall be based on Fixed Price.

11. Contract Term

The term of the Contract that results from this RFP shall be for a period of 2 months from Purchase Order issue and shall continue until the expiration of the three-year warranty.

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.

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.

- Offeror must also include a proposed layout/design the Manufacturer, description of condition and appearance of proposed Shelving System, description of Shelving System and component materials and photographs.
- Price proposal must include the fully loaded fixed price for the specified Shelving System and services proposed using Attachment A (Price Proposal Form), and a list of fully loaded hourly labor rates for installation.

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 Wednesday June 19, 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.

- Proposed Shelving
- Experience with similar installations.
- Price

Attachment A – Price Proposal Form
PRICE WORK SHEET
SMALL PROCUREMENT
Four Post Shelving Systems

A. Shelving Units 69”W x 30”D x 84”H with 4 levels

Proposed Quantity _____ x Price per Unit \$ _____ Total Price \$ _____

B. Installation Charges \$ _____

C Delivery Charges \$ _____

Grand Total \$ _____

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