

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) NO. 1809**

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

1. Purpose and Summary

The AOC is issuing this Request for Proposals to award one contract to a licensed General Contractor to demolish and renovate an existing conference room and office into one office space at the District Court Headquarters, 580 Taylor Avenue, A-3, Annapolis, Maryland 21401.

Contractor shall provide all labor, materials, supervision and expertise required to demolish and renovate an existing conference room and office into one office space. Contractor shall perform all general contractor services associated with the improvement project in accordance with the attached architectural construction drawings provided by Wilson + Mariani, LLC. Contractor shall oversee the work of all subcontractors.

2. Contractor Mandatory Qualifications

The principal assigned to this project must be licensed and have at least three years' experience in demolition and renovations, and experience with similar jobs. Other workers assigned to this project must have at least two years of experience with similar jobs.

3. Background Check

Contractor shall furnish to the AOC's Contract Manager, a minimum of ten days prior to commencement of work, a completed Maryland Department of General Services Authorization of Release of Information form (Attachment B) for each person entering the courthouse for this project.

4. General

- 4.1 Offerors shall attend a mandatory pre-proposal conference (see Section 9) to survey, take measurements, photos and sketches. This on-site inspection shall include the AOC's Project Manager(s) and will include onsite discussion of existing conditions and proposed demolition and renovations.

5. Scope of Work

- 5.1 Contractor shall complete all work in conformance with applicable county ordinances, zoning and other requirements, all applicable building codes and all state, federal and local ordinances, laws, rules and regulations.
- 5.2 Contractor shall perform demolition, renovation and construction to walls, doors, ceiling grid and tile, telephone, data, electrical, lighting, HVAC, carpet and painting in accordance with the attached architectural plan.
- 5.3 Contractor shall complete the proposed project to promote compatibility in size, shape and color to match the existing carpet, colors, paint and finishes.

- 5.4 Contractor shall maintain daily contact with AOC's Project Manager(s) when work is being performed on site.
- 5.5 Contractor must aggressively and diligently pursue completion of the contract within the contract time.
- 5.6 Contractor shall perform all work with good workmanship utilizing the best standards of the industry.
- 5.7 Contractor is responsible for repair or replacement of any furniture, office machines, flooring, carpeting or other items that may be damaged as a result of its work.
- 5.8 Contractor is responsible for moving any furniture or other items and replacing same.
- 5.9 Contractor shall clean-up and remove all demolition work and construction debris. Contractor shall provide its own dumpster, if required.

6. Acceptance / Punch List / Completion Requirements

- 6.1 The AOC's Project Manager shall have the sole authority to determine acceptable/unacceptable work. A pre-acceptance walk-through shall be conducted with the AOC's Project Manager and the Contractor. A "punch-list" of items that need to be repaired will be given to the Contractor. The Contractor must complete repairs within 10 days of walk-through. Final acceptance shall occur upon satisfactory completion of all repairs.

7. AOC Rights and Responsibilities

- 7.1 AOC reserves the right, to approve, reject or revise any proposed materials at its sole discretion. AOC shall choose and approve all colors and finishes.
- 7.2 After the Purchase Order has been executed, the AOC's Project Manager will issue to the Contractor a "Notice to Proceed." This notice shall stipulate the date the Contractor is to begin work. Any preliminary work started or materials ordered before receipt of the "Notice to Proceed" shall be at the risk of the Contractor.
- 7.3 AOC will provide access to the work site. The AOC's Project Manager will be available to answer questions, and will coordinate closely with the Contractor's representative.
- 7.4 AOC shall approve all work plans and working hours.

8. Work Hours

- 8.1 Contractor shall schedule all work with the AOC's Contract Manager.
- 8.2 Contractor shall complete all work over a weekend in October. Work will commence on Friday around 5:00 PM until 12:00 PM. Will continue on Saturday from 8:00 AM

until 8:00 PM and conclude on Sunday starting at 8:00 AM until completed.

9. Pre-proposal Conference

Pre-proposal conference has been scheduled for **Monday, October 6, 2014 at 2:00 P.M.** Please meet at the security area on the first floor at District Court Headquarters, 580 Taylor Avenue, A-3, Annapolis, Maryland 21401.

10. Contract Type

The resulting contract (Purchase Order) shall be Firm Fixed Price, all inclusive and shall encompass all requirements of this RFP.

11. Contract Term

The term of the contract shall be three months.

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:

Kelly Moore, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1583
Email: Kelly.Moore@mdcourts.gov

13. 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 Statement of Work that demonstrates the offeror’s capabilities and experience in providing the required services and include the following:

- 13.1 Offerors shall provide a detailed list of proposed materials. All painting shall be a minimum of two coats of name brand zero VOC latex paint.
- 13.2 Offeror Construction Schedule: The Offeror shall provide a detailed construction schedule including a delineation of all work to be completed during the project. The schedule should include all trades involved in the project and list all subcontractors proposed for the project.
- 13.3 Offerors shall submit photos, which show examples of similar projects Offerors have completed.
- 13.3 Offeror experience and capabilities: Offerors shall include information on past experience with similar requirements.
- 13.4 Provide three (3) current customer references where the customer is similar in size to the scope of work requested. Provide the following information for each client reference:
 - Name of Client Organization

- Name, title, and telephone number of Point-of-Contact for client organization
- Value, type, and duration of contract(s) supporting client organization
- The services provided and scope of the contract,

Volume II – Price proposals must include the fully loaded fixed price for the specified services proposed using Attachment A - Price Proposal Form.

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 **12:00 Noon (local time)** on **Thursday, October 16, 2014**, 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.

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ATTACHMENT A – PRICE PROPOSAL FORM

The Offeror shall include a detailed itemized price proposal.

Fully loaded, all inclusive fixed price for District Court Headquarters project:

\$ _____

*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:	Email:
Federal Tax Identification #:	

Witness

Applicant

Address

Date

Maryland Judiciary – Administrative Office of the Courts