



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Project Name: Records Transfer to Maryland State Archives
Project # 6216

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) for a contractor to pick up and deliver, 47 books and 1,980 boxes to deliver to Maryland State Archives.

1. Specifications for Records Transfer

- Pick up 47 books and 1,980 boxes and deliver to Maryland State Archives Warehouse on Rolling Run Drive, Windsor Mill, MD 21244 to Joyce Phelps.
 - Boxes measure 15 x 12 x 9 7/8 weight each 40-50 lbs.
 - Books 5 lbs. each
- Vendor will be responsible for stacking boxes and books in Maryland State Archives Warehouse.
- Must be delivered and unloaded on the same day as pickup.

2. Items to be picked up:

Items	Building
1,363 Civil Boxes	27 Courthouse Square
50 Equity Boxes	27 Courthouse Square
237 Paternity Boxes	27 Courthouse Square
216 URESA Boxes	27 Courthouse Square
83 TPR Boxes	50 Maryland Avenue
31 Jury Boxes	50 Maryland Avenue
43 Criminal Docket Books	50 Maryland Avenue
4 Criminal Recognizance Docket Books	50 Maryland Avenue

3. Locations:

Pick up:

Circuit Court for Montgomery County at 50 Maryland Avenue, Rockville, MD 20850- will have to be loaded to front entrance.

Circuit Court for Montgomery County at 27 Courthouse Square, Rockville, MD 20850- loading dock accessible.

Delivery:

Maryland State Archives – Attn: Joyce Phelps, 2255 Rolling Run Drive, Windsor Mill, MD 21244 – loading dock accessible

4. Work Hours

Work shall occur during regular business hours.

5. Site Visit – Not applicable.

6. Contract Type

The resulting contract shall be for Fixed Price.

7. Contract Term

The term of the Contract that results from this RFP is one (1) month beginning with date of Purchase Order issue.

8. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Robin Smith, Procurement Officer
Maryland Judiciary
Procurement, Contract and Grant Administration
Telephone: 410-260-1421
Email: robin.smith@mdcourts.gov

9. Form of Response

- a. **Part I** – Technical proposal must include a written response to the Specifications that demonstrates the Offeror’s **work plan, capabilities, and experience and delivery time in providing the required goods. Plan must also include proposed safeguards to guarantee the integrity of the files to be moved.**
- b. **Part II** – Price proposals must include the fully loaded fixed price for the goods proposed using **Attachment A (Price Proposal Form)**.

10. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 8, no later than **no later than 2:00 pm on April 17, 2017** in order to be considered.

11. Award Determination

This Contract resulting from this Small Procurement (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
- Capabilities
- Price

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

FOR SERVICES AS REQUIRED AND PROPOSED,

PICK-UP AND DELIVERY \$ _____

Submitted by _____

Authorized Signature

Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____