

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) # 3600**

Ceiling Tiles

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

1. Background

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals (RFP) to select a contractor who will provide all materials, labor, supervision and expertise required to provide ceiling tiles in two rooms of the Circuit Court for Baltimore City.

2. Statement of Work

The requirements are as follows:

- **Furnish all labor, materials and equipment necessary to complete the installation of ceiling tiles for Room 410 and the Bathroom in Clerk's Office.**
- **Room size measurement for the ceiling tiles 21' 6" X 23' 6"**
- **Must match existing tiles-sample furnished at walk thru for inspection.**
- **Workmanship**

-All work shall be performed with good workmanship utilizing the best standard of the industry.

-All work shall be done after hours, nights and weekends

--Contractor is responsible for moving any furniture or other items and replacing the same. The area must be cleaned up and restored so that the Court can operate in normal fashion by next Court day. Contractor is responsible for the replacement of furniture, office machines or other goods, flooring or carpeting or anything else that may be damaged as a result of Contractor's work.

2.2 The Contractor shall warranty and all components fully guaranteed for two (2) years as well as two (2) years on installation.

2.3 The requested equipment shall be as specified, no substitutions shall be accepted.

2.4 The Project Manager will arrange installation schedule with Contractor after receipt of material

2.5 Equipment will be furnish by vendor and shall be installed at Circuit Court for Baltimore City 111 N. Calvert Street.

3. Delivery Requirements

Inside Delivery:

Raymond Wallace
111 N. Calvert Street
Circuit Court of Baltimore City
Baltimore, MD
Raymond.wallace@mdcourts.gov

4. Site Visit – MANDATORY-Attachment B

A site visit has been scheduled for Tuesday, October 13 at 10:00am. - Please meet at the Circuit Court for Baltimore City, (at Security Desk) 111 N. Calvert Street, Baltimore City, MD 21202
All vendors interested in submitting a proposal MUST attend site visit, and take their own measurements.

5. Contract Type

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

6. Contract Term

The term of the Contract that results from this RFP is 6 months from Purchase Order issue.

7. 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:

Robin Smith, Procurement Officer
Administrative Office of the Courts
2003C Commerce Park Drive, Annapolis, MD 21401
Telephone: 410-260-1421
Email: robin.smith@mdcourts.gov

8. Project Manager

The Project Manager monitors the daily activities of the contract and provides technical guidance to the Contractor. The Project Manager is:

Raymond Wallace

The AOC may change the Project Manager at any time by written notice to the Contractor.

9. Form of Response

Section I – Technical proposal, a written response to the Scope of Work, should provide a work plan for this engagement and demonstrate the Offeror’s capabilities and experience in providing the required services. Proposal is to include a sketch/design of the installation. Included in technical proposal three (3) examples of work assignments that vendor has completed that were similar in job scope as defined in this RFP. Please provide three (3) current customers/client references which include the name of Client Organization, Name, Title and telephone number of a Point of Contact for that organization. Section II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

10. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the address listed in Section 7 no later than October 15, 2015 by 2:00pm (local time) on, in order to be considered.

11. 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.

Attachment A – Price Proposal Form

- **Total price of project
(Including materials and labor)**

\$ _____

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

ATTACHMENT B – PRE-PROPOSAL CONFERENCE RESPONSE FORM

Project No. RFP #3600

Project Title: Ceiling tiles for Circuit Court for Baltimore City

A mandatory site visit will be held on October 13, 2015 at Circuit Court for Baltimore City at 111 N. Calvert Street, Baltimore, MD 21202– Security Desk at local time at 10:00 am.

Please e-mail or fax this form to the Procurement Officer:

Robin Smith
Fax: 410-260-1421
Email: robin.smith@mdcourts.gov

By Tuesday on October 9, 2015 advising whether or not you plan to attend this Conference.

Please indicate:

_____ Yes, the following representatives will be in attendance:

- 1.
- 2.

_____ No, we will not be in attendance.

Company/Firm/Company Name

Telephone

Contact Name