



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Project Name: Relocation of Office Furniture and Office Related Items
Project # 5995

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 relocate office furniture and office related items.

1. Specifications for Moving Services

- Contractor will move office furniture, files, file cabinets and other office related items.
- Move from 501 E. Fayette Street, Baltimore, MD 21202 to 500 N. Calvert Street, Baltimore, MD 21202, a little over a mile apart. Same day delivery required.
- Contractor shall be permitted to park their trucks next to the buildings.
- Contractor will be shown the facilities and parking areas at site visit.

2. Work Hours

Work shall occur during regular business hours

3. Site Visit – MANDATORY-Attachment B

A site visit has been scheduled for **Wednesday, March 29, 2017 at 10:00am.** - Please meet at the District Court of Maryland Baltimore City (at Security Desk) 501 E. Fayette, Baltimore, MD 21202. All vendors interested in submitting a proposal **MUST** attend site visit.

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

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

6. 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

7. Form of Response

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

8. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00 pm (local time) on Thursday, April 6, 2017** in order to be considered.

9. 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
- 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,

\$ _____

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 #5995

Project Title: Relocating Office Furniture and Office related items.

A mandatory site visit will be held on **Wednesday, March 29, 2017 at 10:00am** starting at 501 E. Fayette Street, Baltimore, MD 21202 – Security Desk.

**Please e-mail or fax this form to the Procurement Officer:
Robin Smith Fax: 410-260-2520 Email: robin.smith@mdcourts.gov**

By **Thursday, March 23, 2017** 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