



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Anne Arundel Juvenile Counter Top Demo & Installation**  
**RFP #8007**

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) to secure a Contractor for demo, reconfiguration, and installation of existing counter tops at the Anne Arundel County Circuit Court Juvenile Department.

**1. Scope of Work**

- Demo and remove existing counters.
- Construct and install new counters with counter tops.
- Construct and install open bins on employee side of counter.
- Construct and install 18 bins under the customer side of counter for index books.
- Construct ADA accessible desk for computer kiosk.
- Construct storage closet.

**2. Hours, Holidays, Location:**

- Hours of Operation - 8:30 a.m. - 4:30 p.m. Monday through Friday except legal holidays.
- Services shall NOT be provided on State Holidays, official general election holidays and any other days when AOC facilities are closed.
- Anne Arundel County Circuit Court Juvenile Department, 8 Church Circle, Annapolis MD 21404.

3. A (**MANDATORY Walk-Through and**) Pre-Proposal Conference will be held on **May 3<sup>rd</sup>, 2018 beginning at 11:00AM** at Anne Arundel County Circuit Court Juvenile Department, 8 Church Circle, Annapolis MD 21404. Attendance at the Conference is mandatory, in order to facilitate better preparation of proposals.

4. **Contract Type**

The resulting contract shall be for Fixed Price.

5. **Contract Term**

The Contract resulting from this SPRFP shall begin at the execution date of the contract and extend for a base period of 6 (six) months until work is complete. In addition a tentative time frame has been set for, equipment purchase within 30 days, installation to start within 60 days, and final completion of procurement within 3 to 6 months. Audit, confidentiality, document retention, and indemnification obligations under this Contract shall survive the expiration or termination of the Contract.

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:

April Molley, Procurement Officer  
Maryland Judiciary  
Procurement and Contract Management  
Telephone: 410-260-1583  
Email: april.molley@mdcourts.gov

7. **Form of Response**

Proposals must be in writing.

- 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 in providing the required services, and
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services 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 2:00PM (local time) on May 14<sup>th</sup>, 2018** in order to be considered.

**9. Award Determination**

The 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
- Availability
- Work Plan for this engagement
- 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.

Location	Per Unit Labor Cost	Per Unit Materials Cost	Total
Juvenile Department, 8 Church Circle, Annapolis MD 21404	\$	\$	\$

<b>FOR SERVICES AS REQUIRED AND PROPOSED,      \$ _____</b>
<p>Submitted by _____  <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Authorized Signature</span> <span>Date</span> </div> </p> <p>Print Name and Title _____</p> <p>Company Name _____</p> <p>Company Address _____</p> <p>Telephone _____</p> <p>Federal Tax Identification # _____</p>

