

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

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 seeking to contract for a licensed Plumber or General Contractor to renovate one private restroom to full ADA compliance at the District Court of Maryland, 200 Duke Street, 2<sup>nd</sup>. Floor, Prince Frederick, Maryland 20678.

Contractor shall provide all labor and materials; including fixtures, supervision and expertise required to renovate one restroom, located in a private judge's chambers, to a condition of full ADA compliance. Contractor shall be responsible for a complete "design and build" project that includes all demolition, renovation, construction, plumbing, tile work, painting and other services required for a complete "turn-key" job.

**2. Contractor Mandatory Qualifications**

The principal plumber assigned to this project must be licensed and have at least five years' experience in "design and build" renovations, ADA 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) and a Maryland Department of General Services Police Contractors Security Clearance form (Attachment C) 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 for design purposes and to determine best plan for ADA Compliance. This on-site inspection shall include the Project Manager(s) and will require onsite discussion of existing conditions and proposed alterations/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 provide design/layout services to accomplish full ADA compliance in restroom. Design shall include demolition, renovation and modifications to: existing

fixtures, floor, walls, ceramic tile work, plumbing, painting and finish work, as well as any other proposed changes and services.

- 5.3 Work shall include removal of shower, relocation of toilet, furnish and install grab/safety bars, tile work, painting and other services as required.
- 5.4 Contractor shall complete the proposed project to promote compatibility in size, shape and color to match the existing tiles, colors, paint and finishes.
- 5.5 Contractor shall maintain daily contact with Project Manager(s) when work is being performed on site.
- 5.6 Contractor must aggressively and diligently pursue completion of the contract within the contract time.
- 5.7 Contractor shall perform all work with good workmanship utilizing the best standards of the industry.
- 5.8 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.
- 5.9 Contractor is responsible for moving any furniture or other items and replacing same.
- 5.10 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 Project Manager shall have the sole authority to determine acceptable/unacceptable work. A pre-acceptance walk-through shall be conducted with the 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 21 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 design/layout at its sole discretion.
- 7.2 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.
- 7.3 All designs/layouts shall become the property of the AOC.
- 7.4 After the Purchase Order has been executed, the 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.

7.5 AOC will provide access to the work site. The Project Manager will be available to answer questions, and will coordinate closely with the Contractor’s representative.

7.6 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 at least two weeks in advance.

8.2 Work must be conducted after hours. After hours are hereby defined as: 5:00 P.M. to 6:00 A.M. on weekdays, Monday through Friday and 8:00 A.M. to 12:00 A.M. on Saturdays, Sundays and Holidays.

**9. Pre-proposal Conference**

Pre-proposal conference has been scheduled for **Thursday, January 9, 2014 at 10:30 A.M.** Please meet at District Court of Maryland, 200 Duke Street, 2<sup>nd</sup>. Floor, Prince Frederick, Maryland 20678

**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 AOC requires a three month contract.

**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](mailto: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. Offerors shall describe their experience and capabilities through a response to the following:
- 13.3.1 Experience of principal plumber/contractor and others assigned to this project. Specific experience with similar jobs. Experience with design/build projects.
- 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 PM (local time) on **Thursday, January 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.

**THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK**

**ATTACHMENT A – PRICE PROPOSAL FORM**

The Offeror shall include a detailed itemized price proposal.

Fully loaded, all inclusive fixed price for District Court of Maryland, Prince Frederick 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:
Federal Tax Identification #:

**ATTACHMENT B – Authorization of Release of Information**

STATE OF MARYLAND

GENERAL SERVICES MARYLAND CAPITOL POLICE

AUTHORIZATION OF RELEASE OF INFORMATION

I, \_\_\_\_\_

LAST FIRST MIDDLE RACE SEX

\_\_\_\_\_  
D.O.B. ADDRESS SOC. SEC. NO.

hereby authorize a review and full disclosure of all criminal records, or any part thereof, concerning myself by/to any duly authorized agent of the Department of General Services Police, whether the said records are public or private, and including those which may be deemed to be of privilege or confidential nature. The intention of this authorization is to provide information which will be utilized for investigative resource material.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney=s fees arising out of or complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Maryland Judiciary – Administrative Office of the Courts

**ATTACHMENT C – Contractors Security Clearance**

**CONTRACTORS SECURITY CLEARANCE**

Date: \_\_\_\_\_  
PCO: \_\_\_\_\_

Application / Employee Information

1. FULL NAME \_\_\_\_\_  
(First) (Full Middle Name) (Last)

2. ADDRESS: \_\_\_\_\_

3. GENDER: \_\_\_\_\_ RACE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

4. DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_ 5. SS#: \_\_\_\_\_

6. DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_

7. HOME TELEPHONE #: \_\_\_\_\_

8. APPLICANT / EMPLOYEE TRADE: \_\_\_\_\_

9. ATTACH COPY OF APPLICANT'S DRIVER'S LICENSE - (Make sure photo is clear and light enough to identify the individual) Contractor (\$15.00 – Pay By Check /Money Order Only)

Company Information

1. NAME OF COMPANY: \_\_\_\_\_

2. ADDRESS OF COMPANY: \_\_\_\_\_

3. COMPANY TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

4. Project #: \_\_\_\_\_ Building \_\_\_\_\_ Task \_\_\_\_\_

For Office Use Only NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_ ADMIN SPECIALIST INT. \_\_\_\_\_

APPROVED \_\_\_\_\_ or DISAPPROVED \_\_\_\_\_

Reviewing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

ID Card # Front \_\_\_\_\_ ID Card # Back \_\_\_\_\_ Payment \_\_\_\_\_

301 W. Preston Street ♦ Suite L-100 ♦ Baltimore, Maryland 21201