



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator  
410-260-1295

## **Addendum No. 3 to the RFP K15-0020-25 JANITORIAL SERVICES FOR MARYLAND JUDICIARY AT VARIOUS LOCATIONS IN ANNAPOLIS**

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

### **1) MODIFY - SECTION 2.2 – STATEMENT OF WORK**

#### **B) 2003 A; B; C; D; E; Commerce Park DR.**

- Warehouse area – sweep daily and wet mop painted warehouse floor weekly.
- Please reduce the square footage at locations A, B, C, D, E, and F of Commerce Park Drive to 6,500 square feet. This is warehouse space and should not be cleaned or maintained by the contractor.

### **2) MODIFY - ATTACHMENT E – PRICE PROPOSAL FORM**

Faye D. Matthews  
Deputy State Court Administrator  
410-260-1257

Mark Bittner  
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410-260-1001

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**ATTACHMENT E – PRICE PROPOSAL FORM**

Janitorial Service as specified:

- **BASE YEAR.**
- **Please see Addendum 3 – Modify Section 2.2**

A) **2001 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401 (approx. 30,033 square feet.)**

$$\begin{matrix} \$ \underline{\hspace{2cm}} & \times 12 = \$ \underline{\hspace{2cm}} & \times 2 \text{ years} & = & \$ \underline{\hspace{2cm}} \\ \text{Month} & & \text{Year} & & \end{matrix}$$

B) **2003 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401 (approx. 20,714 square feet.)**

$$\begin{matrix} \$ \underline{\hspace{2cm}} & \times 12 = \$ \underline{\hspace{2cm}} & \times 2 \text{ years} & = & \$ \underline{\hspace{2cm}} \\ \text{Month} & & \text{Year} & & \end{matrix}$$

C) **2009 A, B, C, D, E, F, Judiciary Education & Training, Commerce Park Dr. Annapolis, MD 21401 (approx. 20,375 square feet.)**

$$\begin{matrix} \$ \underline{\hspace{2cm}} & \times 12 = \$ \underline{\hspace{2cm}} & \times 2 \text{ years} & = & \$ \underline{\hspace{2cm}} \\ \text{Month} & & \text{Year} & & \end{matrix}$$

D) **2011 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401 (approx. 30,163 square feet.)**

$$\begin{matrix} \$ \underline{\hspace{2cm}} & \times 12 = \$ \underline{\hspace{2cm}} & \times 2 \text{ years} & = & \$ \underline{\hspace{2cm}} \\ \text{Month} & & \text{Year} & & \end{matrix}$$

E) **Judiciary Information System, 2661 Riva Road, Annapolis, MD 21401 (approx. 29,613 square feet)**

$$\begin{matrix} \$ \underline{\hspace{2cm}} & \times 12 = \$ \underline{\hspace{2cm}} & \times 2 \text{ years} & = & \$ \underline{\hspace{2cm}} \\ \text{Month} & & \text{Year} & & \end{matrix}$$

**Grand total for Base year (A +B+C+D+E)= \$\_\_\_\_\_**

- OPTION YEAR 1
- Please see Addendum 3 – Modify Section 2.2

A) **2001 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**  
**(approx. 30, 033 square feet.)**

$$\begin{matrix} \$ & \underline{\hspace{2cm}} & \times 12 = \$ & \underline{\hspace{2cm}} & \times 1 \text{ year} = \$ & \underline{\hspace{2cm}} \\ \text{Month} & & & \text{Year} & & \end{matrix}$$

B) **2003 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**  
**(approx. 20,714 square feet.)**

$$\begin{matrix} \$ & \underline{\hspace{2cm}} & \times 12 = \$ & \underline{\hspace{2cm}} & \times 1 \text{ year} = \$ & \underline{\hspace{2cm}} \\ \text{Month} & & & \text{Year} & & \end{matrix}$$

C) **2009 A, B, C, D, E, F, Judiciary Education & Training, Commerce Park Drive**  
**Annapolis, MD 21401 (approx. 20,375 square feet.)**

$$\begin{matrix} \$ & \underline{\hspace{2cm}} & \times 12 = \$ & \underline{\hspace{2cm}} & \times 1 \text{ year} = \$ & \underline{\hspace{2cm}} \\ \text{Month} & & & \text{Year} & & \end{matrix}$$

D) **2011 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**  
**(approx. 30,163 square feet.)**

$$\begin{matrix} \$ & \underline{\hspace{2cm}} & \times 12 = \$ & \underline{\hspace{2cm}} & \times 1 \text{ year} = \$ & \underline{\hspace{2cm}} \\ \text{Month} & & & \text{Year} & & \end{matrix}$$

E) **Judiciary Information System, 2661 Riva Road, Annapolis, MD 21401**  
**(approx. 29,613 square feet)**

$$\begin{matrix} \$ & \underline{\hspace{2cm}} & \times 12 = \$ & \underline{\hspace{2cm}} & \times 1 \text{ year} = \$ & \underline{\hspace{2cm}} \\ \text{Month} & & & \text{Year} & & \end{matrix}$$

**Grand total for renewal option 1 (A +B+C+D+E) = \$\_\_\_\_\_**

- OPTION YEAR 2
- Please see Addendum 3 – Modify Section 2.2

A) **2001 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**  
**(approx. 30,033 square feet.)**

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

B) **2003 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**  
**( approx. 20,714 square feet.)**

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

C) **2009 A, B, C, D, E, F, Judiciary Education & Training, Commerce Park Drive**  
**Annapolis, MD 21401 (approx. 20,375 square feet.)**

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

D) **2011 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**  
**(approx. 30,163 square feet.)**

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

E) **Judiciary Information System, 2661 Riva Road, Annapolis, MD 21401**  
**(approx. 29,613 square feet)**

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

**Grand total for renewal option 2 (A +B+C+D+E) = \$\_\_\_\_\_**

**Overall Grand Total ( Base years + Renewal Options) = \$\_\_\_\_\_**

\_\_\_\_\_  
 SUBMITTED BY:

\_\_\_\_\_  
 COMPANY NAME

\_\_\_\_\_  
 AUTHORIZED SIGNATURE DATE

\_\_\_\_\_  
 COMPANY ADDRESS

\_\_\_\_\_  
 PRINTED NAME AND TITLE

\_\_\_\_\_  
 TELEPHONE NUMBER

\_\_\_\_\_  
 FEIN NUMBER

Date Issued: October 29, 2014  
Karen Hoang, Procurement Officer  
Procurement and Contract Administration