



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator  
410-260-1295

## Questions/Responses #2

### JANITORIAL SERVICES FOR MARYLAND JUDICIARY AT VARIOUS LOCATIONS IN ANNAPOLIS RFP # K15-0020-25

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: Can the CD of the Technical Proposal be submitted in **PDF format** instead of MS Word 2010?  
**Response: Yes**
2. Question: Can the CD of the Financial Proposal be submitted in **PDF format**?  
**Response :Yes**
3. Question: Each proposal volume will be bound separately in a binder or binding comb. According to Sec 3.5 page 23, "offeror must submit 1 original unbound copy and 3 bound copies of the Technical and Financial Proposal". Please explain what "UNBOUND" means?  
**Response: Unbound means no binding. Example: Binder clip, loose, etc.**
4. Question: According to Sec 3.3, page 23, Technical and Price are to be submitted in two separated sealed packages. Does the AOC want us to mail them in two separate boxes (1 for Technical and 1 for Price)? Or can we put these two sealed box into another box and ship it as 1 shipment?  
**Response: Yes, you can put these two sealed box into another box and ship it as one shipment.**
5. Question: Where should we include the "Non-Disclosure Agreement" form (Attachment F)? Technical or Financial? Where should we include the Acknowledgment of Amendment? Technical or Financial?  
**Response: Attachments shall be submitted with Technical Proposal.**

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

Mark Bittner  
Assistant Administrator  
Judicial Information Systems  
410-260-1001

Louis G. Gieszl  
Assistant Administrator  
Programs  
410-260-3547

Melinda K. Jensen, CPA  
Assistant Administrator  
Operations  
410-260-1240

Julie R. Linkins, Esq.  
Assistant Administrator  
Education  
410-260-3549

Kelley O'Connor  
Assistant Administrator  
Governmental Relations  
410-260-1560

Kathleen E. Wherthey, Esq.  
Assistant Administrator  
Internal Affairs  
410-260-3453

6. Question: Paragraph 24. Subcontracting and Assignment, pg. 34, states that ".....nor may the Contractor assign this Contract, or any of its rights or obligations hereunder, without the Procurement Officer's prior written approval." Thus, we are respectfully requesting written approval to assign this contract, should we be the awardee, to our Finance company for the purpose of a line of credit for this contract and monthly working capital.

**Response:** We generally allow these financial arrangements, and approval should be requested and will be granted after contract award.

7. Question: What is the current monthly price?

**Reponses:** This is a new solicitation. Not relevant.

8. Question: What is the original contract price?

**Response:** This is a new solicitation. Not relevant.

9. Question: What is the original contract term?

**Response:** This is a new solicitation. Not relevant

10. Question: What is the current number of Full Time Staff

**Response:** This is a new solicitation. Not relevant

11. Question: What is the current number of Part Time Staff?

**Response:** This is a new solicitation. Not relevant

12. Question: Where should we include "The Judiciary Notice to Offeror/Contractor" form (page 2)?

**Response:** Attachments shall be submitted with Technical Proposal.

13. Question: Page 6 indicates 2 years base + 2 renewal option. Page 26 indicates 3 years base + 3 renewal option. Please clarify the correct contract term.

**Reponses:** See Addendum 2

14. Question: Can we use subcontract work as one of the 3 references?

**Response:** Yes

15. Question: Does this RFP require MD Living Wage?

**Response:** No

16. Question: What is the cost per badge

**Response:** The cost per badge is \$15.00

17. Question: Please confirm that the cost of any employee background investigation will be borne by the agency & not the contractor/ If the contractor please provide cost.

**Response:** The required background checks are at no cost to the Contractor.

TO BE CONTINUED WITH Q & A DOCUMENT # 3 TO BE ISSUED  
SHORTLY

Date Issued: October 28, 2014  
Karen Hoang, Procurement Officer  
Procurement and Contract Administration