



## Administrative Office of the Courts

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### Operations Division

**Questions/Responses No. 2 to the  
Invitation for Bids (IFB) K22-0009-40  
Annapolis District Court Janitorial Services**

Ladies and Gentlemen:

The following questions for the above referenced IFB were received by e-mail and are answered and posted for all prospective Offerors. All information contained herein is binding on all Offerors who respond to this IFB.

9. Question: What is the current MD Judiciary employee count per location?

**Response: This information is not known.**

10. Question: Who is the incumbent contractor?

**Response: Abacus Corporation.**

11. Question: Do you have the square footage for the carpet vs. the floors that need to be stripped and waxed?

**Response: This information is not known.**

11. Question: If the Prime Vendor is MBE certified, will that satisfy the 15% goal?

**Response: Please refer to the MBE form, attachment D. Minority Business Enterprise (MBE) Forms, D-1A, Part 1 – Instructions.**

12. Question: Will the contractor be responsible for recycling?

**Response: Yes, breaking down boxes, but not shredding and other related work.**

13. Question: Is this solicitation based on lowest price or does this solicitation include a Technical and Financial submission?

**Response: Please refer to Section 3 of the IFB for submission requirements. Award will be made to the lowest responsive, responsible bidder.**

14. Question: Will a master key be given to the selected contractor for after hours

access?

**Response:** No, work is to be completed during working hours.

15. Question: What is the cost for the ID badge?

**Response:** \$15.00

16. Question: What is the required rate for janitorial staff?

**Response:** The vendor should propose their rate in the bid.

17. Question: Will MBE forms A & B be provided?

**Response:** Please refer to the attachments from eMMA and the Judiciary's website.

18. Question: Is there any work required in the warehouse area or only in the offices and restrooms?

**Response:** Only in the offices and restrooms.

19. Question: What paper supplies and type - towels, toilet paper, seat liners, urinal blocks, sanitary products (free or coin operated reimbursement), other?

**Response:** All but two bathrooms have seat covers. There are no urinal blocks or sanitary napkin dispensers. Please refer to Section 2.3.4 regarding paper supplies.

20. Question: Is there parking available?

**Response:** Yes

21. Question: Are there any kitchen areas that need cleaning?

**Response:** Only in building 2004A Industrial Drive.

22. Question: Where are Contractor supplies kept?

**Response:** All cleaning supplies will be kept in 2002A Industrial Drive. Contractor will restock/replenish other buildings as needed.

23. Question: Are windows (inside and outside) of the locations required to be cleaned?

**Response:** No cleaning of windows are required with the exception of the entryway glass doors and windows.