

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) # 4248**

COURIER SERVICES FOR DISTRICT COURT OF MARYLAND, HOWARD COUNTY

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.00.

1.0 Summary Statement

The District Court of Howard County requires daily pickup and delivery courier services of criminal, traffic, domestic violence, peace orders, and other court documents, between the Commissioners' Office, Central Booking Station located at the Howard County Detention Center at 7311 Old Waterloo Road Jessup, MD 20794 and the District Court located at 3451 Courthouse Drive, Ellicott City, MD 21043.

1.1 Scope of Work

The Contractor shall be responsible for a daily round trip pick up of court documents:

- Originating from the District Court Commissioners' Station, Howard County Detention Center, 7311 Old Waterloo Road, Jessup, MD 21043 at 7:00 am.;
- To be delivered to the District Court Multi-Service Center, Clerk's Office, 3451 Courthouse Drive, Ellicott City, MD 21043, by 8:00 am. of the same day;
- Pick up court documents from the District Court Multi-Service Center Clerk's Office (above address), no later than 3:30 p.m. of the same day;
- To be delivered back to the origin Commissioners' Station by 4:00 pm. of the same day.

The approximate one way mileage is 12 miles.

All pick-up and delivery times must be within the above stated limits, or Contractor is at risk to forfeit payment for that day.

In the event that a pickup cannot be made or is delayed, Contractor shall notify the Contract Manager, Mary K. Smith, Administrative Clerk of the District Court of Maryland, Howard County. If pickups are not made, the Contractor shall not invoice for any/all missed days of service.

No service is required on weekends or State Holidays. In addition, service will not be needed on any other non-working days, that are so designated by the Chief Judge (such as "snow days" etc.), and official general election days. Contractor must check the Judiciary web site to confirm official closures:

<http://mdcourts.gov/infoline.html>

In the event of inclement weather, and any other natural disaster that would necessitate the official closing of the District Court facility during the course of any given day, the Contractor will maintain and hold its security container until the next day official opening of the facility for delivery.

1.2 Contractor's Responsibility

Contractor's requirements:

- The Contractor shall be required to wear identification, including a name tag and clothing identifying the Contractor's company.
- Contractor must conduct and driver must pass a criminal, traffic and civil background investigation record checks;
- The Contractor shall provide a reliable, dependable automobile, registered, insured and titled to the Contractor. The Contractor must provide a back-up automobile in case of a breakdown.
- The driver must maintain a current valid Maryland driver's license issued by the State of Maryland Motor Vehicle Administration;
- The Contractor must provide key locked security container(s) with one key each retained by the Commissioners' station and the District Court clerks' office; size of security container must be at least 14" high x 14" wide x 11" deep. The Contract Manager will approve the locked security container. The Contractor will be transporting paper court documents and sealed bank deposits daily in locked security containers. The Contractor shall provide a picture and description of the key locked security container.

1.3 Contract Type

The Contract that results from this RFP shall be a fixed price Contract.

1.4 Contract Term

The Contract resulting from this RFP shall be for a period of 1 base year. The Judiciary shall have the sole right to exercise up to two one year renewal options.

1.5 Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer listed below:

Karen Hoang, Procurement Specialist
Maryland Judiciary, Administrative Office of the Courts
Telephone: 410-260-1582
Email: Karen.hoang@mdcourts.gov

1.6 Form of Response

Proposals must be in writing. .

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- Technical proposals must include a written response to the Scope of Work (Contractor Qualifications) that demonstrates the Offeror's capabilities and experience in providing the required services.
- Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

1.7 Proposal Closing Date

All proposals must be received by the Procurement Officer, via email, at the email address listed in Section 1.5, no later than **2:00 PM (local time) on Tuesday, April 12, 2016** in order to be considered.

1.8 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 proposed services and price.

Attachment A - Price Proposal Form

COURIER SERVICES FOR DISTRICT COURT OF MARYLAND, HOWARD COUNTY

Daily Rates shall be all inclusive.

	\$ Daily Rates	\$ TOTAL
*Year 1 – Daily Rate	\$ _____ x 260 days = \$ _____	
*Renewal Option 1 – Daily Rate	\$ _____ x 260 days = \$ _____	
*Renewal Option 2 – Daily Rate	\$ _____ x 260 days = \$ _____	

Grand total (3 years) \$ _____

The average number of work days per year is **260**. Estimated days are for evaluation purposes only and not for billing purposes.

*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 (signature required):

Date:

Printed Name and Title:

Telephone Number:

Company Name:

Company Address:

FEIN Number: