



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Sliding Table Saw**  
**RFP#11592**

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

**Purpose**

The Administrative Office of the Courts (AOC) on behalf of the District Court of Maryland issues this Small Procurement Request for Proposals (RFP) to deliver and install sliding table saw.

**1. Scope of Work**

The contractor shall furnish, deliver and install sliding table saw in accordance to specifications.

**2. Contractor Minimum Requirements**

Specifications:

- 3 phase electric
- 51" rip capacity
- 126" crosscut capacity
- 400mm main blade
- Must have scoring blade
- 7.5 hp motor
- Support for large material at the back end of the sliding table
- Offer trade-in credit (if possible) and remove existing saw Grizzly G0674 (purchased in 2013)

Inside delivery and complete set-up required at District Court of Maryland, Cabinet Shop, 2002F Industrial Drive, Annapolis, MD 21401

**Vendor must coordinate delivery with Lisa Ritter at 410-260-1229**

### 3. Contract Type

The resulting contract shall be for Fixed Price.

### 4. Contract Term

The Contract resulting from this Small Procurement (RFP) begins with date of Purchase Order issue and extends through delivery and manufacturer warranty expiration.

### 5. Procurement Officer

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

**Robin Smith**

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1421

Email: robin.smith@mdcourts.gov

### 6. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, capabilities and experience in providing the required services. **Response must include proposed product information.**
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

### 7. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **no later than 2:00pm (local time) on April 30, 2020 in order to be considered.**

### 8. Award Determination

The Contract resulting from this Small Procurement (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.

- Experience
- Availability
- Work Plan for this engagement
- Price

## Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

**The following must be included in proposal price:**

- **Cost of new saw**
- **Shipping and Handling**
- **Inside Delivery**
- **Set up**
- **Minus- Trade in amount**

<b>FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____</b>	
Submitted by _____	
Authorized Signature	Date
Print Name and Title _____	
Company Name _____	
Company Address _____	
Telephone _____	
Federal Tax Identification # _____	

### **IMPORTANT INFORMATION REGARDING OPEN SOLICITATIONS:**

Please note that the Maryland Judicial Center (MJC) located at 187 S. Truman Parkway, Annapolis, MD is operating on a reduced operating schedule due to the COVID-19 outbreak and closes **each day at 2:30 PM.**

**Please note:** Offerors dropping off proposals for active procurements should allow enough time to arrive and have their packages received and time stamped accordingly by security. Once they have been received, the relevant Procurement Officer will be notified accordingly.

