



## ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS  
INFORMATION TECHNOLOGY  
INTERNAL AFFAIRS  
JUDICIAL COLLEGE OF MARYLAND  
**OPERATIONS**  
PROGRAMS

### Questions/Responses #1 Request for Proposals Project #6296 May 31, 2017

To our prospective Business Partners:

The following question for the above referenced RFP were received by email and answer will be 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.

**Question 1:** Can you describe the amount of mail that is picked up?

It varies from day to day. It could be anywhere from one partial tray to two full trays.

**Question 2:** Is the mail in bags or trays?

Mail is delivered in trays

**Question 3:** What is the average amount daily?

Again it varies day to day. A rough guess would be 300 pcs. daily on average.

**Question 4:** What is the peak amount we can expect?

Maybe 500 pcs. give or take

**Question 5:** How many deliveries per day are required?

One

**Question 6:** Is there a current delivery schedule to/from the two locations noted in the solicitation?

Morning delivery to our office at TPC

**Question 7:** Is there a current incumbent or is this a new requirement?

There is an incumbent, BWA Courier.

**Question 8:** If there is a current incumbent, please provide their name and contract number.

BWA Courier is currently making pickup/delivery

**Question 9:** What is the average weight capacity of the packages to be delivered?  
(i.e. less than 50lbs)

Less than 50 lbs.

**Question 10:** How many parcel bags/boxes are delivered/received with each shipment?

1 – 2 trays

**Question 11:** Is there a vehicle size requirement?

No

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May 31, 2017