

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

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.

1. Background

The AOC is seeking to contract for a licensed Contractor to provide all labor and materials to demo existing metal ceiling panels and grid system in large foyer at elevator entrance and furnish and install new white grid system in ceiling with 2'x4' lay in tile. Project is located at the Circuit Court for Harford County, 20 W. Courtland Street, Bel Air, Maryland 21014.

1.2 Statement of Work

- 1.2.1 Contractor shall analyze the existing building/site. Pre-proposal conference (see section 1.3) is required to properly measure and verify the field conditions.
- 1.2.2 Contractor shall complete all work in conformance with applicable county ordinances, zoning and other requirements, all applicable building codes and all state, federal and local ordinances, laws, rules and regulations.
- 1.2.3 Contractor shall complete the proposed project to promote compatibility in size, shape and color to match the existing architecture of the building.
- 1.2.4 Contractor shall complete the project using energy-efficient and minimum maintenance materials and equipment.
- 1.2.5 Contractor shall demo existing metal ceiling panels and grid system in large foyer at elevator entrance.
- 1.2.6 Contractor shall prepare electric for new ceiling to include removal of existing light fixture and store for reuse and suspend existing recessed light fixtures.
- 1.2.7 Contractor shall re-install large light fixture and suspended light fixtures.
- 1.2.8 Contractor shall furnish and install new white grid system in ceiling with 2'x4' lay in tile.
- 1.2.9 Contractor shall utilize existing HVAC vents.
- 1.2.10 Contractor shall clean-up and remove all construction debris.

1.3 Pre-proposal Conference

Pre-proposal conference has been scheduled for **Wednesday, August 21, 2013 at 10:00 A.M.** Please meet at Circuit Court for Harford County, 20 W. Courtland Street, Bel Air, Maryland 21014.

1.4 Contract Type

The resulting contract (Purchase Order) shall be Firm Fixed Price, all inclusive and shall encompass all requirements of this RFP.

1.5 Contract Term

The AOC requires a three month contract.

1.6 Procurement Officer

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

Kelly Moore, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1583
Email: Kelly.Moore@mdcourts.gov

1.7 Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted. Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Statement of Work that demonstrates the offeror's capabilities and experience in providing the required services and include the following:

Provide three (3) current customer references where the customer is similar in size to the scope of work requested. Provide the following information for each client reference:

- Name of Client Organization
- Name, title, and telephone number of Point-of-Contact for client organization
- Value, type, and duration of contract(s) supporting client organization
- The services provided and scope of the contract,

Volume II – Price proposals must include the fully loaded fixed price for the specified services proposed using Attachment A (Price Proposal Form).

1.8 Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.5, no later than 12:00 PM (local time) on **Wednesday, August 28, 2013**, in order to be considered.

1.9 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 services proposed and price.

ATTACHMENT A – PRICE PROPOSAL FORM

Fully loaded, all inclusive fixed price for Harford County Circuit Court project:

\$ _____

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Telephone:
Federal Tax Identification #: