



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Project Name: Dumpster Service**  
**Project # 7512**

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) issues this Small Procurement Request for Proposals (RFP) for a contractor to provide trash removal service and deliver 2 (two) dumpsters for 2 (two) District Court locations.

**1. Scope of Work**

**Contractor shall furnish, deliver and service 2 (two) dumpsters for 2 (two) locations. Dumpster service shall include emptying all debris and maintaining units.**

**Locations**

- **District Court Warehouse – 2002A Industrial Drive, Annapolis, MD**  
One each 2 cu yard Dumpster service three times per week, Monday, Wednesday, and Friday.  
And  
One each 4 cu yard Dumpster service two times per week
- **District Court Cabinet Makers' Shop- 2002F Industrial Drive, Annapolis, MD**  
One each 2 cu yard Dumpster service one time per week on Fridays

Locations are located approximately 100 feet from one another.

Both dumpsters are to be monitored for cleanliness and maintained to insure proper working condition.

Contractor shall bill on monthly basis.

**2. Contract Type**

The resulting contract shall be for Fixed Price.

**3. Contract Term**

Contract terms 3years base with 2 one-year options to renewal.

#### 4. 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** Procurement Officer  
Maryland Judiciary  
Procurement and Contract Management  
Telephone: 410-260-1421  
Email: robin.smith@mdcourts.gov

#### 5. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposal 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, and
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

#### 6. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 4, no later than **no later than 2:00pm (local time) on November 22, 2017** in order to be considered.

#### 7. 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
- Delivery time
- 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.

**FOR SERVICES AS REQUIRED AND PROPOSED,**

**WAREHOUSE**

**2CU YARD DUMPSTER SERVICED 3 TIMES A WEEK**

\$ \_\_\_\_\_ MONTHLY \$ \_\_\_\_\_

**4 CU YARD DUMPSTER SERVICED 2 TIMES A WEEK**

\$ \_\_\_\_\_ MONTHLY \$ \_\_\_\_\_

**CABINET SHOP**

**2CU YARD DUMPSTER SERVICED 1 TIMES A WEEK**

\$ \_\_\_\_\_

MONTHLY \$ \_\_\_\_\_

**TOTAL FOR 3 YEARS \$ \_\_\_\_\_**

**OPTION YEARS \$ \_\_\_\_\_**

Submitted by \_\_\_\_\_  
Authorized Signature Date

Print Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone \_\_\_\_\_

Federal Tax Identification # \_\_\_\_\_