



**STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Movers for Towson, Catonsville & Baltimore
RFP # 12481**

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) to secure an office moving company in order to conduct **two moves with inside delivery to pre-set locations**, for designated IT equipment, boxes, files and other items. The first move is from Catonsville to Towson, and the second move is from Baltimore to Catonsville.

The Offeror shall supply packing supplies to the AOC two weeks before each move. The AOC shall prepare all items to be ready for transport. The Offeror shall provide their own dollies and manpower. Each move shall not last beyond two days.

1. Scope of Work – Move No. 1 of 2 (10/09/2020)

From: Catonsville District Court, 1 Rolling Crossroads, Catonsville, MD 21228

To: Towson District Court, 120 E. Chesapeake Avenue, Towson, MD 21286

- A. The Offeror shall, by no later than September 25, 2020, supply the following to the AOC:**
- i. Boxes
 - ii. Bubble-Wrap Bags – for 23” monitors
 - iii. Bubble-Wrap as needed
 - iv. Zip-Lock Bags – Extra Large, at least 20” x 18”, for telephone, keyboard, cables, etc.
 - v. Labels
 - vi. Packing Tape

B. The Offeror shall be responsible for the loading, safe transport, unloading and inside delivery of the following items:

- i. 150 personal computers
- ii. 300 monitors
- iii. 150 printers
- iv. 150 scanners
- v. 150 telephones
- vi. 3 shredders
- vii. 1 postage machine
- viii. 2 large safes
- ix. 1 drop safe
- x. 6 fax machines
- xi. 3 Copiers
- xii. Other selected items

C. The District Court staff shall be responsible for preparing and labeling items for transport.

A. Moving shall begin no earlier than **8:00 AM on Friday, October 9th, 2020, and shall be completed no later than 6:00 PM on Saturday, October 10th, 2020.** Multiple trucks and partial loads shall be utilized for continuous movement.

- i. Offeror shall indicate number and size of trucks in the Proposal.

D. District Court staff will be on-site to provide access, direction and guidance. Offeror shall be allowed to park their trucks next to the buildings. Elevators are available. Contractor shall furnish all moving equipment.

E. Inside delivery to pre-set locations (exact locations will be shared with the Offeror once the locations are finalized).

2. Scope of Work – Move No. 2 of 2 (10/16/2020)

From: Catonsville District Court, 900 Walker Avenue, Baltimore, MD 21228

To: Catonsville District Court, 1 Rolling Crossroads, Catonsville, MD 21228

B. The Offeror shall, by no later than October 2, 2020, supply the following to the AOC:

- i. Boxes
- ii. Bubble-Wrap Bags – for 23” monitors
- iii. Bubble-Wrap as needed
- iv. Zip-Lock Bags – Extra Large, at least 20” x 18”, for telephone, keyboard, cables, etc.
- v. Labels
- vi. Packing Tape

C. The Offeror shall be responsible for the loading, safe transport, unloading and inside delivery of the following items:

- i. 42 personal computers
- ii. 84 monitors
- iii. 42 printers
- iv. 42 scanners
- v. 42 telephones
- vi. 2 shredders
- vii. 1 postage machine
- viii. 1 envelope stuffer
- ix. 2 large safes
- x. 1 drop safe
- xi. 3 copiers
- xii. 1 fax
- xiii. Other selected items

D. The District Court staff shall be responsible for preparing and labeling items for transport.

E. Moving shall begin no earlier than **8:00 AM on Friday, October 16th, 2020, and shall be completed no later than 6:00 PM on Saturday, October 17th, 2020.** Multiple trucks and partial loads shall be utilized for continuous movement.

- ii. Offeror shall indicate number and size of trucks in the Proposal.

F. District Court staff will be on-site to provide access, direction and guidance. Offeror shall be allowed to park their trucks next to the buildings. Elevators are available. Contractor shall furnish all moving equipment.

G. Inside delivery to pre-set locations (exact locations will be shared with the Offeror once the locations are finalized).

3. Purchase Order

The resulting purchase order shall be for Fixed Price.

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:

Christos Bazekis

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1583

Email: Christos.Bazekis@mdcourts.gov

5. MANDATORY Site Walkthrough

In order to be considered for award, interested Offerors must attend the site visit. If you will be attending please e-mail Christos Bazekis, Christos.Bazekis@mdcourts.gov.

Locations:

- 1) Catonsville District Court, 1 Rolling Crossroads, Catonsville, MD 21228
- 2) Catonsville District Court, 900 Walker Avenue, Baltimore, MD 21228

Date/Time:

September 10th, 2020 at 10:00 AM.

6. Background Checks

Background checks are required for each person that will enter the courthouse. District Court will perform all background checks.

Contractor shall furnish to the District Court a minimum of ten (10) days prior to commencement of work a completed *Authorization for Access to Records* form for each person entering the Courthouse for this project.

7. 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.
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 4, **by no later than 2:00pm (local time) on September 18, 2020 in order to be considered.**

9. 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.

- Work Plan
- Availability and Experience
- Price

Attachment A - Price Proposal Form

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

Supplies	
Item	Total
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Sub-Total:	\$

Labor Categories	A
	Hourly Labor Rate*
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

***The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents.**

Copier Moving	
Item	Total
Supplies	\$
Labor	\$
Vehicle Costs	\$
Sub -Total:	\$

Vehicle Costs*	
Item	Line Total
	\$
	\$
	\$
Sub-Total:	\$

***Indicate the number and sizes of trucks that will be used. Multiple trucks and partial loads will be utilized for continuous movement.**

Miscellaneous/Extra	
Item	Line Total
	\$
Sub-Total:	\$

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____