



# Administrative Office of the Courts

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## Operations Division

### **Amendment # 1** **Small Procurement Invitation for Bid (IFB)** **Movers for District Court of MD, 500 N Calvert St** **Project IFB 14275**

This Amendment is being issued to amend and clarify certain information contained in the above-named IFB. All information contained herein is binding on all Contractors who respond to this IFB. Specific parts of the IFB have been amended. The following changes/additions are listed below; new language has been underlined (ex. new language) and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

#### **1. Modify Section 1.4.1.1 (pages 5-6):**

**Move No. One: Location 1 to Location 2** – The Contractor shall be responsible for moving the following listed items from Location 1 to Location 2:

- 1) ~~12 PC's (personal computers)~~**
- 2) ~~24 Monitors~~**
- 3) ~~6 Printers~~**
- 4) ~~12 Scanners~~**
- 5) ~~12 Telephones~~**
- 6) ~~12 Chairs~~**
- 7) ~~1 Shredder~~**
- 8) ~~1 Postage Machine~~**
- 9) ~~1 Copier~~**
- 10) ~~1 Refrigerator~~**
- 11) ~~1 Microwave~~**
- 12) ~~Other selected items (covered during the walkthrough)~~**

<u>Number of Units</u>	<u>Measurement</u>	<u>Item</u>
<u>4</u>	<u>6ft L x 29in W</u>	<u>Tables</u>
<u>2</u>	<u>30in L x 24in W</u>	<u>Tables/(Communication Station w/barcodes)</u>
<u>3</u>	<u>2ft L x 2ft W</u>	<u>Lunch tables</u>
<u>5</u>	<u>2ft 4in L x 1ft5 ¾in W</u>	<u>Utility carts</u>
<u>2</u>	<u>3ft L x 18in W x 65 ½ in H</u>	<u>RCVR File Cabinets (black)</u>
<u>2</u>	<u>3ft L x 19 ¼in W x 66 ½ in H</u>	<u>RCVR File Cabinets (brown)</u>
<u>1</u>	<u>1 ½ ft L x 28 ¼ in W x 5ft H</u>	<u>RCVR File Cabinets (black)</u>
<u>5</u>	<u>50in L x 42in W</u>	<u>File Cabinets (white)</u>
<u>1</u>	<u>33in L x 19in W</u>	<u>Shredder (Pure 630)</u>
<u>1</u>	<u>49 in L x 30in W</u>	<u>Xerox Machine</u>
<u>1</u>	<u>80in W x 26in D</u>	<u>Postage Machine (Pitney Bowes)</u>
<u>14</u>		<u>Office Desk Chairs</u>
<u>7</u>		<u>Office Guest Chairs</u>
<u>1</u>	<u>20in L x 14 ½ in W x 12in H</u>	<u>Kenmore Microwave (small)</u>
<u>1</u>	<u>34 ½ in Lx 23in W x 5ft H</u>	<u>Kitchen Cart</u>
<u>1</u>	<u>24in L x 26inW x 5ftH</u>	<u>Refrigerator</u>
<u>3</u>	<u>3ft L x 2ft W</u>	<u>Memo Boards (Brown)</u>
<u>1</u>	<u>4ft L x 3ft W</u>	<u>Memo Board (Brown)</u>
<u>1</u>	<u>4ft L x 3ft W</u>	<u>Memo Board (Gray)</u>
<u>1</u>	<u>66in H</u>	<u>Step Ladder</u>
<u>2</u>		<u>Step Stool</u>
<u>4</u>		<u>Utility fans</u>
<u>19</u>		<u>Trash cans</u>
<u>7</u>		<u>Storage Bins</u>
<u>12</u>		<u>Computers</u>
<u>6</u>		<u>Network Printers (subject to change)</u>
<u>2</u>		<u>Desk Printers</u>
<u>2</u>		<u>Printer carts</u>

**Issued By:**  
**Christos Bazekis**  
**Procurement Officer**  
**September 13<sup>th</sup>, 2021**