



**STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)**

Project Name

Anne Arundel County Circuit Court – Small Kitchen Renovation

Project #: 9044

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

Purpose

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) for the Anne Arundel Circuit Court of Maryland who is seeking a contractor to provide renovation to small, outdated kitchen area in order to better accommodate their large department.

Scope of Work

Counters, Counter Tops, Cabinets, Island, Sink, Garbage Disposal, etc.

- Demolition and disposal of existing counters, counter tops, cabinets
- 77” Countertop w/24” sink insert
- 24” Stainless steel sink
- Faucet w/sprayer attached
- Waterline for Ice-Maker in refrigerator
- 2 sets of upper cabinets 30” long
- 1 set of cabinets with shelf to accommodate microwave
- 3 sets of bottom cabinets
- 4 drawers under counters in sink area
- Garbage Disposal
- Tile Backsplash
- 6 Knobs for cabinets & 12 Pulls for cabinets
- 6 ½ ft. countertop on left wall
- 1 set of cabinets and 2 drawers (to go under 6 ½ ft. countertop on the far-left wall, cabinets will go on the left side of countertop, no cabinets on right side of countertop to allow for 2 stools)
- 60 L x 30 W x 36 H Island to accommodate 6 stools
- 1 set of small 36” cabinets to go over refrigerator

Flooring Tiles

- Demolition and disposal of existing flooring
- Installation of new flooring tiles (same as flooring in the Criminal Department kitchen)
- 16.75 x 11 ft. (Rialto White, white porcelain commercial plus Schuler Transition Strip, grout-color: Slate Grey Laticrete)

Painting

- Walls to be prepped for painting (cleaned, sanded, repairs if needed) paint color and grade will match the existing neutral standard off white.
- Removal of existing Cove-Base by painters and replaced with new flooring.
- Primer coat, Finish Coat, Touch-Up

1. Contractor's Duties and Responsibilities

Work to be performed after regular business hours, and/or weekends

- Contractors will schedule a walk-through with the Project Managers before and after work begins
- Any touch-up work to be included
- Contractors will work with the Project Managers to establish a work schedule best suited to the needs of our office, as we have several contractor types to coordinate with
- Costs for flooring, counters, cabinets, painting, and labor should be listed separately on the quotes and invoices

2. Security Requirements

All contractor personnel working at Judiciary locations must have a Judiciary approved criminal background check prior to beginning work with the Judiciary, and may be subject to rejection as a result of the background check.

3. Location

Anne Arundel County Circuit Court
8 Church Circle
Annapolis, MD 21401

4. General

- **Project Manager**
-
Dawn Loetz, Supervisor Civil Division

A Mandatory Walk-Through Conference will be held on **Thursday, October 11, 2018 at 10:00 am**, at Security Desk, see Attachment D
Anne Arundel County Circuit Court
8 Church Circle
Annapolis, MD 21401

- **Contract Type**
The resulting contract shall be for Fixed Price.
- **Contract Term**
The Contract resulting from this RFP shall begin **upon execution** and extend for a base period of **one year**.
- **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:

Robin Smith, Procurement Officer
Administrative Office of the Courts
Procurement, Contract & Grant Administration
2003 C Commerce Park Drive
Annapolis, Maryland 21401
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 labor, materials, and services proposed to provide a fully functional system. See Appendix A for price proposal.

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 2:00 PM (local time) on Monday, October 22, 2018** in order to be considered.

7. **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.

- Experience
- Availability
- Work Plan for this engagement
- Price

Attachment A - Price Proposal Worksheet

Offeror shall submit a complete quote for this project. AOC will not pay for any charges not included in the quote.

LOCATION:	PER UNIT LABOR COST	PER UNIT MATERIALS COST	TOTAL
Civil Department – AACo Circuit Court, Annapolis, MD 21404	\$	\$	\$

Fully loaded fixed price shall include all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

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



SECTION 1 - Authorization to Obtain Pre-Employment Background Information

Release of Information for Employment Purposes. In connection with my application for employment with Maryland Judiciary, hereafter “employer”, pursuant to 15 U.S.C. §1681, *et. seq.*, I hereby authorize employer and its designated agents and representatives to conduct a pre-employment background check. I understand the scope of the report will be limited to the following areas: verification of Social Security number; current and previous residences; criminal and civil history including records from any criminal justice agency in any or all federal, state, county or international jurisdictions; and motor vehicle records, including traffic citations and registration. This authorization specifically excludes the release of credit and medical information.

PLEASE TYPE OR PRINT NEATLY

Applicant Information		Used for identification purposes only		All applicable fields are required		
Last Name		First Name		Full Middle Name or “NMN”		
Date of Birth (MM/DD/YYYY)		Social Security Number		All other names/aliases previously used		
Do you have a valid driver’s license or a State issued identification (Yes/No)?		License/identification number		Issuing State of license/identification		
Residential Address Information						
Starting with your current address, please provide previous addresses for the last seven (7) years. Please provide the month and year for each. If additional space is needed, please submit an additional form.						
From	Present	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
<ul style="list-style-type: none"> I understand that I must provide my date of birth to adequately complete this screening and acknowledge that my birthdate will not affect any hiring decisions. I hereby release employer and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me because of compliance with this authorization. I authorize Maryland Judiciary to conduct this Pre-Employment Check, pursuant to the Fair Credit Report Act, 15 U.S.C. §1681, <i>et. seq.</i> You have the right under that statute, to request, from the investigative agency performing the background check, the report they have prepared in conjunction with your application for employment. You have authorized and requested all courts and law enforcement agencies to release such information without restriction or qualification. 						
Applicant Signature				Date		
Maryland Judiciary Use ONLY						

PIN	Position/Contractor	Department	Section/Location
Submitted	Posted	Contact	Contact Phone #

Maryland Judiciary is a drug free workplace. Maryland Judiciary is an affirmative action, equal opportunity employer and prohibits discrimination on the basis of race, sex, sexual orientation, gender identity, religion, age, color, creed, national or ethnic origin, disability, marital status, genetic information, criminal conviction, and/or military status.

Rev. 05/11/15

ATTACHMENT D – PRE-PROPOSAL CONFERENCE RESPONSE FORM

Project No. 9044

Project Title: Kitchen Renovation

Pre-Proposal Conference: A Mandatory Walk-Through Conference will be held on **Thursday, October 11, 2018 at 10:00 am**, at Security Desk, Anne Arundel County Circuit Court, 8 Church Circle, Annapolis, MD 21401

Please e-mail this form to the Procurement Officer:

robin.smith@mdcourts.gov

By **October 9, 2018 at 2:00pm** advising whether or not you plan to attend this Conference.

Please indicate:

_____ Yes, the following representatives will be in attendance:

- 1.
- 2.

_____ No, we will not be in attendance.

Company/Firm/Company Name

Telephone

Contact Name







