



**ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
2003C COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401**

REQUEST FOR PROPOSALS

K15-0020-25

JANITORIAL SERVICES FOR MARYLAND JUDICIARY AT VARIOUS LOCATIONS IN ANNAPOLIS

ISSUED:

OCTOBER 15, 2014

Minority Business Enterprises are encouraged to respond to this Request for Proposals.

Procurement and Contract Administration
<http://www.mdcourts.gov>

**THE JUDICIARY
NOTICE TO OFFERORS/CONTRACTORS**

In order to help us improve the quality of State proposals solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding the enclosed solicitation. Please return your comments with your proposals. If you have chosen not to propose on this Contract, please email this completed form to karen.hoang@mdcourts.gov.

**Title: JANITORIAL SERVICES FOR MARYLAND JUDICIARY AT VARIOUS LOCATIONS
IN ANNAPOLIS
Project No: K15-0020-25**

1. If you have responded with a "no bid", please indicate the reason(s) below:

- Other commitments preclude our participation at this time.
- The subject of the solicitation is not something we ordinarily provide.
- We are inexperienced in the work/commodities required.
- Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
- The scope of work is beyond our present capacity.
- Doing business with Maryland Government is simply too complicated. (Explain in REMARKS section.)
- We cannot be competitive. (Explain in REMARKS section.)
- Time allotted for completion of the proposals is insufficient.
- Start-up time is insufficient.
- Bonding/Insurance requirements are restrictive. (Explain in REMARKS section.)
- Proposals requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
- MBE requirements. (Explain in REMARKS section.)
- Prior The Judiciary Contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
- Payment schedule too slow.

Other: _____

2. If you have submitted a proposal, but wish to offer suggestions or express concerns, please use the Remarks section below. (Use reverse side or attach additional pages as needed.)

REMARKS:

Offeror Name: _____ Contact Person: _____

Phone (____) _____ - _____

Address: _____

KEY INFORMATION SUMMARY SHEET

THE MARYLAND JUDICIARY

Request for Proposals

**JANITORIAL SERVICES FOR THE
MARYLAND JUDICIARY AT VARIOUS LOCATIONS IN ANNAPOLIS
PROJECT NUMBER K15-0020-25**

RFP Issue Date: **OCTOBER 15, 2014**

RFP Issuing Office: **Administrative Office of the Courts
Office of Procurement and Contract Administration
2003C Commerce Park Drive
Annapolis, MD 21401**

Procurement Officer: **Karen.hoang@mdcourts.gov
Office Phone : 410-260-1582**

Proposals are to be sent to: **Karen Hoang, Procurement Specialist
Administrative Office of the Courts
Office of Procurement and Contract Administration
2003C Commerce Park Drive
Annapolis, MD 21401**

Mandatory Sites Visit and Pre-Proposal Conference:

Site Visit & Pre-Proposal Conference will be held on **October 21, 2014 at 10:30 a.m.** at the following location:

1. Judiciary Education & Conference Center
2011 & 2009 – A, B, C, D, E, F Commerce Park Drive
Annapolis, MD 21401, continuing to:
2. Administrative Office of the Courts, Annex
2001 & 2003 - A, B, C, D, E, F Commerce Park Drive
Annapolis, MD 21401, continuing to:
3. Judicial Information Systems
2661 Riva Road, Suite 900
Annapolis, MD 21401

Closing Date and Time: **November 06, 2014, 2:00 p.m.**

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SECTION 1 - GENERAL INFORMATION

1.1 Summary Statement

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals to award one contract to provide janitorial services for the Maryland Judiciary at various locations within the Commerce Park Drive and Riva Road in Annapolis, Maryland.

1.2 Abbreviations and Definitions

For the purposes of this RFP, the following abbreviations or terms have the meanings indicated below:

- a. Contract – The Contract attached to this RFP as Attachment A
- b. Contractor– The selected Offeror
- c. Local Time – Time in the Eastern Time Zone
- d. MBE – Minority Business Enterprise currently so certified by the Maryland State Department of Transportation
- e. Offeror – An entity that submits a proposal in response to this RFP
- f. Procurement Officer – The Judiciary representative responsible for this RFP, for the determination of contract scope issues, and the only Judiciary representative who can authorize changes to the contract. The Procurement Officer for this Request for Proposals is Karen Hoang.
- g. RFP – Request for Proposals for Janitorial Services for the Maryland Judiciary at various locations dated October 15, 2014 including any and all amendments.
- h. Contract Manager– The Judiciary representative that serves as the technical manager for the resulting contract. The Contract Manager monitors the daily activities of the contract and provides technical guidance to the Contractor.
- i. The Judiciary business hours – 8:00 am – 5:00 pm Monday – Friday (excluding State holidays and any other days on which the Judiciary will be closed by order of the Chief Judge).

1.3 Contract Type

The Contract that results from this RFP shall be a fixed price Contract.

1.4 Contract Duration

The Contract resulting from this RFP shall be for a base period of 2 years. The AOC shall have the sole right to exercise up to two, one year renewal options.

1.5 Procurement Officer

The sole point of contact in the Judiciary for purposes of this RFP prior to the award of any Contract is the Procurement Officer at the address listed below:

Karen Hoang, Procurement Specialist
Administration Office of the Courts
Procurement and Contract Administration

2003C Commerce Park Drive
Annapolis, MD 21401
410-260-1582 Office
karen.hoang@mdcourts.gov

The AOC may change the Procurement Officer at any time by written notice.

1.6 Contract Manager

Rocky McKagan
Director, Facilities Administration
580 Taylor Ave.
Annapolis, MD 21401

The AOC may change the Contract Manager at any time by written notice.

1.7 Mandatory Sites Visit and Pre-Proposal Conference

➤ **Mandatory Site Visit & Pre-Proposal Conference will be held on October 21, 2014 at 10:30 a.m. at the following locations, beginning at:**

1. Judiciary Education & Conference Center, Conference Room 1
2011 & 2009 – A, B, C, D, E, F Commerce Park Drive
Annapolis, MD 21401, continuing to:

2. Administrative Office of the Courts, Annex
2001 & 2003 - A, B, C, D, E, F Commerce Park Drive
Annapolis, MD 21401, continuing to:

3. Judicial Information Systems
2661 Riva Road, Suite 900
Annapolis, MD 21401

Please note that every interested party you MUST attend the site visit in order to submit a proposal. Due to the anticipated interest the site visit will be limited to two (2) attendees per company.

Please e-mail the Site Visit Response Form (Attachment D) to the attention of karen.hoang@mdcourts.gov, no later than 2:00 pm on October 20, 2014. In addition, if there is a need for sign language interpretation and/or other special accommodations due to a disability, please call no later than 2:00 pm on October 20, 2014. The Judiciary will make reasonable efforts to provide such special accommodations.

1.8 Questions

The Procurement Officer shall accept written questions from prospective Offerors. Questions may be submitted to the Procurement Officer by e-mail. The Procurement Officer shall, based on the availability of time to research and communicate an answer, decide whether an answer can be given before the proposal due date. Questions shall be answered and posted on the Judiciary's Procurement website, <http://www.mdcourts.gov/procurement/bids.html> and eMaryland Marketplace.

1.9 Proposal due (Closing) Date

Original and 3 copies of each proposal (technical and financial) must be received by the Procurement Officer, no later than **November 06, 2014 at 2:00 p.m.** in order to be considered. An electronic version (CD) of the Technical Proposal in MS Word 2010 format must be enclosed with the original technical proposal. An electronic version (CD) of the Financial Proposal must in be enclosed with the original Financial Proposal. All CDs must be labeled with the RFP title, RFP number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Proposals received by the Procurement Officer after the due date will not be considered.

Proposals may not be submitted by e-mail or facsimile.

1.10 Duration of Offer

Proposals submitted in response to this RFP are irrevocable for the later of: (1) 180 days following the closing date of proposals or of Best and Final Offers (BAFOs), if requested, or (2) the date any protest concerning this RFP is finally resolved. This period may be extended at the Procurement Officer's request only with the Offeror's written agreement.

1.11 Revisions to the RFP

If it becomes necessary to revise this RFP before the due date for proposals, amendments will be posted on the Judiciary's Procurements web site (<http://www.mdcourts.gov/procurement/bids.html>) and eMaryland Marketplace.

Acknowledgment of the receipt of all amendments to this RFP issued before the proposal due date must accompany the Offeror's proposal in the Transmittal Letter accompanying the Technical Proposal submittal. Acknowledgement of the receipt of amendments to the RFP issued after the proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Offeror from complying with all terms of any such amendment.

1.12 Cancellations

The Judiciary reserves the right to cancel this RFP, accept or reject any and all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the Judiciary. The Judiciary also reserves the right, in its sole discretion, to award a Contract based upon the written proposals received without prior discussions or negotiations.

1.13 Oral Presentations/Discussions

Offerors may be asked to make oral presentations summarizing their technical proposal to Maryland Judiciary representatives. The expectation is that the oral presentation may be scheduled approximately a month after proposal receipt.

1.14 Incurred Expenses

The Judiciary will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities relative to this solicitation.

1.15 Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's proposals to meet the requirements of this RFP.

1.16 Protests/Disputes

Any protest or dispute related respectively to this solicitation or the resulting Contract shall be subject to the provisions of the Judiciary's Procurement Policy.

1.17 Multiple or Alternate Proposals

Neither multiple nor alternate proposals will be accepted.

1.18 Access to Public Information Act Notice

An Offeror shall give specific attention to the clear identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the Judiciary under the Public Information Act, Title 10, Subtitle 6, Part III of the Judiciary Government Article of the Annotated Code of Maryland or Rules 16-1001 through 16-1011, the Court Access Rules.

Offerors are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information can be disclosed. Information which is claimed to be confidential is to be placed after the Title Page and before the Table of Contents in the Technical proposal and if applicable in the Financial proposal.

1.19 Offeror Responsibilities

The selected Offeror shall be responsible for all products and services required by this RFP. All subcontractors must be identified and a complete description of their role relative to the proposals must be included in the Offeror's proposals. Additional information regarding MBE subcontractors is provided under paragraph 1.24 below. If an Offeror that seeks to perform or provide the services required by this RFP is the subsidiary of another entity, all information submitted by the Offeror, such as but not limited to, references and financial reports, shall pertain exclusively to the Offeror, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Offeror's proposal must contain an explicit statement that the parent organization consents to the terms of the RFP and will guarantee the performance of the subsidiary.

1.20 Mandatory Contractual Terms

By submitting an offer in response to this RFP, an Offeror, if selected for award, shall be deemed to have accepted the terms of this RFP and the Contract, attached as Attachment A. Any exceptions to this RFP or the Contract must be clearly identified in the Executive Summary of the technical proposal. A proposal that

takes exception to these terms may be rejected and, therefore determined to be not reasonably susceptible of being selected for award.

1.21 Proposal Affidavit

A proposal submitted by an Offeror must be accompanied by a completed Bid/Proposal Affidavit. A copy of this Affidavit is included as Attachment B of this RFP.

1.22 Contract Affidavit

All Offerors are advised that if a Contract is awarded as a result of this solicitation, the successful Offeror will be required to complete a Contract Affidavit. A copy of this Affidavit is included for informational purposes as Attachment C of this RFP. This Affidavit must be provided within five business days of notification of proposed Contract award.

1.23 Minority Business Enterprises

There is no MBE Subcontractor participation goal for this solicitation. Minority Business Enterprises firms are encouraged to respond to the solicitation and prime contractors are encouraged to use Minority Business Enterprises as subcontractors.

1.24 Arrearages

By submitting a response to this solicitation, each Offeror represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract if selected for Contract award.

1.25 Procurement Method

This Contract will be awarded in accordance with the competitive sealed proposals process.

1.26 Verification of Registration and Tax Payment

Before a corporation can do business in the State it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. It is strongly recommended that any potential Offeror complete the registration prior to the due date for receipt of proposals. An Offeror's failure to complete the registration with the Department of Assessments and Taxation may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award. (<http://www.dat.state.md.us/>)

1.27 Payments by Electronic Funds Transfer

By submitting a response to this solicitation, the Offeror agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Offeror shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reason for the exemption. The COT/GAC X-10 form can be downloaded at: <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf>

1.28 Non-Disclosure Agreement

All Offerors are advised that if a contract is awarded as a result of this RFP, the successful Offeror shall be required to complete a Non-Disclosure Agreement. A copy of this Agreement is included for informational purposes as Attachment E of this RFP. This Agreement must be provided within five business days of notification of proposed Contract award.

SECTION 2 – STATEMENT OF WORK

2.1 Purpose & Summary

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals to award one contract to provide janitorial services for the Maryland Judiciary at various locations in Annapolis.

2.2 Scope of Work

2.2.1 The contractor will provide janitorial services for the Judicial Information Systems located at 2661 Riva Road, Administrative Office of the Courts located at 2001, 2003, 2009 Commerce Park Drive, Annapolis, and Judiciary Education and Conference located at 2011 Commerce Park Drive in Annapolis, MD. The service locations and the detailed square footage are as followed:

- A) 2001 A, B, C, D, E, F Commerce Park Drive, approx. square feet: 30,033
- B) 2003 A, B, C, D, E, F Commerce Park Drive , approx. square feet: 20,714
- C) 2009 A, B, C, D, E, F Commerce Park Drive, Judiciary Education and Conference Center, approx. square feet: 20,375.
- D) 2011 A, B, C, D, E, F Commerce Park Drive, approx. square feet : 30,163
- E) Judicial Information Systems, 2661 Riva Road, Building 900, Annapolis, MD 21401, approx. square feet: 29,613

Approximate square feet for all locations: 130,893, consisting of meeting room, offices, kitchen areas and rest rooms. Offerors must base their response on their own count and evaluation of the individual spaces to be cleaned.

2.2.2 Contractor shall furnish all labor, equipment and supplies necessary to perform the daily, weekly, monthly, semi-annual, and annual cleaning of buildings in strict conformance with the standards specified in section 2.2.3 to 2.2.7.

2.2.3 Working hours

1. Work hours shall be between 8:00 a.m. to 5:00 p.m. for all locations other than locations 2 and 3 below.
2. Judiciary Education & Conference Center. Cleaning to begin at 4:30 p.m. or later if there are events occurring at Center. Some offices may request cleaning during day.
3. Judicial Information Systems: Cleaning hours to be determined by the Judicial Information Systems Director and the contractor.

2.2.4 Work Excluded from this Contract

All mechanical rooms, electrical rooms, and any areas used exclusively by the building maintenance personnel are excluded from this contract.

2.2.5 Contract Responsibility – Janitorial tasks for each building site and suite locations:

The Contractor shall furnish all labor, equipment and supplies necessary to perform the daily, weekly, monthly, semi-annual, and annual cleaning of these buildings in strict conformance with the standards specified in these detailed specifications. The Administrative Office of the Courts, Director of Facilities Administration, or their designee(s), shall determine whether the tasks have been performed to AOC satisfaction and that the performance is in accordance with the standards set forth in these specifications.

A.1 OFFICE AREAS

DAILY:

1. Dust mop all hard areas. Hard floors to be damp mopped using a neutral cleaner.
2. Vacuum all carpeting and rugs, ledge to be vacuumed as necessary. Spot clean carpet.
3. Empty all waste receptacles. Replace liners as needed. Dispose of same to a trash dumpster furnished by the client. Pick up recycling from containers and place in designated recycling containers.
4. All painted surfaces to be kept free of fingerprints, smudges, and all foreign matter.
5. Dust all office furniture.
6. Remove smudges from all glass and tabletops.
7. When desks are completely cleared, dust thoroughly.
8. Entrance glass doors to be washed, interior and exterior.
9. All lights will be turned off and doors closed and locked upon completion of work in each area if done after hours. Check all windows and adjust blinds to original position.

WEEKLY:

1. Dust all partition glass ledges, louvers, grills and vents.
2. Dust all furniture.

MONTHLY:

1. Dust all picture frames, charts and other wall hangings.

2. Dust all Venetian blinds.

QUARTERLY:

1. All interior partition glass to be washed.
2. All lighting fixtures to be dusted.

SEMI-ANNUALLY:

1. All vertical surface walls and woodwork to be dusted.

A.2 RESTROOMS

DAILY:

1. Sweep and mop all flooring with a germicidal cleaner having an AOC phenol co- efficient of six or better.
2. Fill all restroom dispensers. Paper towels, toilet paper, hand soap, feminine products.
3. Empty all waste receptacles. Dispose of same to a trash dumpster furnished by the client.
4. Clean and disinfect all commodes, urinals and sinks. Leave toilets in the up position.
5. Damp wipe all wall surfaces, wainscoting and dispensers.
6. Wash and polish mirrors and enameled surfaces.
7. Traps shall remain free of odor at all times. Traps are to be flushed weekly.
8. Dust all sills, partitions, ledges and shelves.
9. Clean and wipe dry all pipes under sink.
10. Remove spots from walls. Spot clean stall, doorjambs and doorplates.
11. Report toilet stoppage, leaky faucets, etc., to Facility Coordinator in the Administrative Office of the Courts or as instructed.

WEEKLY:

1. Wash thoroughly and wipe dry with a disinfectant/germicidal cleaner the partitions, the inside and outside of waste cans, sanitary disposal units and tiled walls.
2. Flush floor traps.

MONTHLY

1. All surfaces, partitions, doors, window frames, and sills shall be damp wiped clean.

SEMI-ANNUALLY:

1. Scrub all restroom floors.
2. Wipe down all restroom surfaces.

A.3 LUNCHROOMS & COFFEE AREA

DAILY:

1. All tile flooring to be damp mopped using a neutral cleaner.
2. Empty all waste receptacles. Replace liners. Dispose of same to a trash dumpster furnished by the client.
3. Thoroughly vacuum all carpeted areas.
4. Table tops to be wiped down with a damp cloth.
5. Kitchen sinks to be cleared and wiped dry.
6. Counter tops to be wiped down with a damp cloth.
7. Wipe off exterior of stove, refrigerator and microwave.

WEEKLY:

In 2011 A, B, C, D, wipe/clean 2 microwave interiors and 2 refrigerator interiors weekly in two kitchenettes in training area only.

MONTHLY:

1. Dust all picture frames and other wall hangings.

BI-WEEKLY:

1. Spray buff all tiled floors.

QUARTERLY:

1. Wash all interior partition glass. Wipe frames.

SEMI-ANNUALLY:

1. All vertical surfaces, walls and woodwork to be dusted.
2. All tile areas to be machine scrubbed and refinished.

A.4 CORRIDORS

DAILY:

1. All carpeting and walk-off mats to be vacuumed and spot cleaned.
2. Water fountains to be cleaned and polished.
3. All painted surfaces to be kept free of fingerprints, smudges and foreign matter.
4. Wash glass entrance doors - interior and exterior.
5. Completely dust mops all lobby floor areas using a chemically treated dust mop.
6. Damp mop all hard surfaced floor using a neutral cleaner.
7. Clean and polish all brass and bright metal threshold and kick plates.
8. All sand urns to be emptied and wiped clean; cigarette butts to be removed.
9. Keep outside areas around the doors swept clean.
10. Spot clean doors, partition glass and walls.
11. Clean all janitorial closets at the end of the shift.

WEEKLY:

1. Dust all high surfaces, walls and woodwork, sills, ledges, molding, doorframes, pictures and vents.

QUARTERLY:

1. Wash all interior partition glass - interior and exterior.

A.5 COMPUTER TRAINING ROOM*

All office area specifications will apply as well as:

1. Wipe all tables.
2. Wipe down all white boards, black boards and chalk ledges.

*Area is secured and must be cleaned each day by 4:30 PM.

A.6 TRAINING ROOM

All enclosed specs for office areas will apply as well as:

DAILY:

1. Wipe down all white boards, black boards and chalk ledges.
2. Wipe all tables.
3. Vacuum daily.

A.7 KITCHEN AREA

DAILY:

1. All tile flooring to be damp mopped using a neutral cleaner.
2. Empty wall waste receptacles. Dispose of same to a trash dumpster furnished by the client.
3. Thoroughly vacuum all carpeted areas.
4. Table tops to be wiped down with a damp cloth.
5. Kitchen sinks to be cleared and wiped dry.
6. Counter tops to be wiped down with a damp cloth.
7. Wipe off exterior of refrigerator and microwave.

MONTHLY:

1. Dust all picture frames and other wall hangings.

BI-WEEKLY:

1. Spray buff all tiled floors.

QUARTERLY:

1. Wash all interior partition glass. Wipe frames.

SEMI-ANNUALLY:

1. All vertical surfaces, walls and woodwork to be dusted.
2. All tile areas to be machine scrubbed and refinished.

A.8 WAREHOUSE AREA

1. Wet mop all warehouse areas twice a year.

A.9 CARE OF FLOOR

SEMI-ANNUALLY:

1. Floor Maintenance - General:

- a) For all operations where furniture and equipment must be moved, upon completion of the work, and all furniture and equipment must be returned to its original position.
- b) Baseboards, walls, stairs, furniture and equipment shall in no way be splashed or damaged during the floor maintenance operation.
- c) Safety precautions shall be taken during all floor maintenance operations to insure that wet floor signs are placed at the beginning and end of any wet floor surfaces.

2. Sweeping and Damp Mopping:

- a) All floors shall be clean and free of dirt streaks.
- b) All dirt shall be removed from corners, behind doors, etc.

3. Wet Mopping and Scrubbing:

- a) The floors shall properly prepared, thoroughly swept to remove all dirt and debris; removal of all foreign matter before any floor scrubbing operation.
- b) After the completion of the mopping and scrubbing, the floors shall be clean and free of dirt, water streaks, wet mop marks, etc., and properly rinsed.
- c) When scrubbing is designated, it shall be performed by machine or by hand with a brush.

4. Stripping:

Remove all old finish or wax from floors using a concentrated solution of a liquid cleaner. Cleaner is to be applied with a mop, and scrubbed with a floor machine. All foreign matter shall be removed. Corners and other areas that floor machines cannot reach will be hand cleaned. Cleaning solution shall be taken up with a mop or a wet vacuum and the floor rinsed with clean water to remove all traces of any residue.

5. Finishing:

Apply a minimum of three coats of floor finish allowing sufficient drying time between coats.

6. Spray Buffing:

Spray buff floor using a floor machine and a spray buff pad.

7. High Speed Buffing:

Whenever large areas need high frequency floor maintenance, high-speed floor machines shall be used for buffing these areas to a high shine.

Remove all old finish or wax from floors using a concentrated solution of a liquid cleaner. Cleaner is to be applied with a mop, and scrubbed with a floor machine. All foreign matter shall be removed. Corners and other areas that floor machines cannot reach will be hand cleaned. Cleaning solution shall be taken up with a mop or a wet vacuum and the floor rinsed with clean water to remove all traces of any residue.

8. Carpeted Areas:

Carpets are to be cleaned twice a year. Spot clean as necessary.

Remove all old finish or wax from floors using a concentrated solution of a liquid cleaner. Cleaner is to be applied with a mop, and scrubbed with a floor machine. All foreign matter shall be removed. Corners and other areas that floor machines cannot reach will be hand cleaned. Cleaning solution shall be taken up with a mop or a wet vacuum and the floor rinsed with clean water to remove all traces of any residue.

2.2.6 Professional Conduct

While on the AOC premises, all Contractor personnel must adhere to the highest professional and ethics standards, and must not engage in any activity which is not in the best interest of the AOC or is otherwise detrimental to the performance of this contract. The AOC shall have the sole right to determine unacceptable behavior, and Contractor must remove and replace unacceptable employee immediately

2.2.7 Supplies:

1. Supplies will be furnished by the Contractor including all janitorial supplies, paper products, and materials necessary to properly perform the duties under this agreement.

2.2.8 Supplied by the Maryland Judiciary:

1. The Maryland Judiciary will supply the Contractor with light, heat, power, and hot and cold water for the cleaning of the building. (**Note:** Hot water temperature is regulated by the State's energy guidelines and cannot be increase above the current guideline temperature.)

2. The Maryland Judiciary will provide janitorial closets for the housing of the Contractor's equipment and supplies. These closets will be supplied with locks to safeguard the Contractor's property and must be maintained in a clean, neat and orderly condition by the Contractor's personnel. Keys to the janitorial closets will be the responsibility of the Contractor. Should the Contractor lose these or any other keys, they will be held liable to assume the costs of replacing or re-keying a lock so affected.

3. The Maryland Judiciary will supply large trash receptacles (dumpster) for the final disposal of trash

collected in the building. The Contractor shall deposit all building trash in the receptacles provided and insure that all lids, doors and other openings to the receptacle(s) are closed and latched.

2.2.9 Holidays: Employees of the Contractor will observe the Client’s scheduled holidays, and services will not be performed when the job site is closed, unless otherwise specified herein. As a minimum, the Contractor observes the following holidays:

- New Year’s Day
- Martin Luther King, Jr., Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day and day after Thanksgiving
- Christmas Day

Note: Please visit <http://mdcourts.gov/administration/holidays.html> for future holidays.

Other:

Any changes to this are to be approved by the Administrative Office of the Courts, Director of Facilities Administration. There may be instances at the Judiciary Education and Conference Center that additional janitorial personnel are needed to assist with large events and multiple large-day events. Janitorial personnel may be needed to clean restrooms periodically throughout the day and empty trash through the day. There also are events on Saturdays and Sundays at the Judiciary Education and Conference Center where janitorial personnel will be required. This will be communicated to the on-site supervisor or other individual designated by the company.

2.3 Background Check

2.3.1 The Contractor shall furnish to the Contract Manager a minimum of ten days prior to commencement of work for approval, a completed Maryland Department of General Services Authorization of Release of Information form (Attachment F) and a Maryland Department of General Services Police Contractors Security Clearance form (Attachment G) for each person entering a Maryland Judiciary facility. The Judiciary may conduct an independent background investigation on any contractor for the duration of this agreement.

2.3.2 All employed by the Contractor shall be required to wear a Department of General Services identification cards with picture. Contractor shall cover expense of DGS-issued identification cards. Contractor shall ensure that identification cards are properly worn and displayed.

2.4 Building Closure

In the event of inclement weather, and any other natural disaster that would necessitate the official closing of the AOC, the Contractor will suspend its services until the next official open day of the facility.

2.5 Invoicing

- 2.5.1 All invoices shall be submitted within 30 calendar days and shall include the following information: name and address of the Judiciary, Contractor name, remittance address, federal taxpayer identification or (if owned by an individual) his/her social security number, invoice period, invoice date, invoice number, amount due, and the PO number(s) being billed. Invoices submitted without the required information will not be processed for payment until the Contractor provides the required information.

2.6 Insurance

- 2.6.1 The Contractor shall at all times during the term of the Contract maintain in full force and effect, the policies of insurance required by this Section. Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or companies furnishing such insurance. Such evidence of insurance must be delivered to the AOC Office of Procurement before the actual implementation of the Agreement.
- 2.6.2 All insurance policies shall be endorsed to provide that the insurance carrier will be responsible for providing immediate and positive notice to the AOC in the event of cancellation or restriction of the insurance policy by either the insurance carrier or the Contractor, at least 60 days prior to any such cancellation or restriction. All insurance policies shall name as an additional insured the Administrative Office of the Courts and the Maryland Judiciary.
- 2.6.3 The limits required below may be satisfied by either individual policies or a Combination of individual policies and an umbrella policy. The requiring of any and all insurance as set forth in this RFP, or elsewhere, shall be in addition to and not in any way in substitution for all the other protection provided under the Contract.

No acceptance and/or approval of any insurance by AOC, or the Manager of Procurement, shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon it by the provisions of the Contract.

- A. The Contractor shall maintain Worker's Compensation insurance as required by the laws of the State of Maryland and including Employer's Liability coverage with a minimum limit of \$500,000-each accident; \$500,000 disease-each employee; and \$500,000 disease-policy limit.
- B. Occurrence forms of comprehensive general liability insurance covering the full scope of this agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal or bodily injuries and \$1,000,000 per occurrence and aggregate for property damage. A combined single limit per occurrence of \$2,000,000 is acceptable. All policies issued shall include permission for partial or total occupancy of the premises by or for the Administrative Office of the Courts within the scope of this Contract. Such insurance shall include but shall not be limited to, the following:
- C. Comprehensive general liability insurance including a comprehensive broad form endorsement and covering: a) all premises-operations, b) completed operations, c) independent Contractors, d) liability assumed by oral or written contract or agreement,

including this contract, e) additional interests of employees, f) notice of occurrence, g) knowledge of occurrence by specified official, h) unintentional errors and omissions, i) incidental (contingent) medical malpractice, j) extended definition of bodily injury, k) personal injury coverage (hazards A and B) with no exclusions for liability assumed contractually or injury sustained by employees of Contractor, l) broad form coverage for damage to property of the Administrative Office of the Courts, as well as other third parties resulting from completion of the Contractor's services.

D. Comprehensive business automobile liability insurance covering use of any motor vehicle to be used in conjunction with this contract, including hired automobiles and non-owned automobiles.

E. Comprehensive Automobile Liability:

Limit of Liability - \$1,000,000 Bodily Injury
\$1,000,000 Property Damage

In addition to owned automobiles, the coverage shall include hired automobiles and non-owned automobiles with the same limits of liability.

- 2.6.4 The insurance required under sub-paragraphs (A), (B), (C) and (D) above shall provide adequate protection for the Contractor against claims which may arise from the Contract, whether such claims arise from operations performed by the Contractor or by anyone directly or indirectly employed by him, and also against any special hazards which may be encountered in the performance of the Contract. In addition, all policies required must not exclude coverage for equipment while rented to other.
- 2.7.5 Any of the work under the Contract is subcontracted, the Contractor shall require subcontractors, or anyone directly or indirectly employed by any of them to procure and maintain the same coverage's in the same amounts specified above.

SECTION 3 – PROPOSAL FORMAT

3.1 Two Part Submission

- 3.1 Offerors must submit proposals in two separate volumes:
- Volume I - TECHNICAL PROPOSAL
 - Volume II - FINANCIAL PROPOSAL

3.2 Proposals

- 3.2.1 Volume I-Technical Proposal, must be sealed separately from Volume II-Financial Proposal, but submitted simultaneously to the Procurement Officer (address listed in Section 1.5 of this RFP).
- 3.2.2 An unbound original, so identified, and 3 copies of each volume are to be submitted. An electronic version of both the Volume I- Technical Proposal in MS Word 2010 format and the Volume II- Financial Proposal (Attachment D) must also be submitted with the unbound originals technical or financial volumes, as appropriate.
- 3.2.3 Electronic media shall be a CD and bear a label with the RFP title and number, name of the Offeror, and the volume number (I or II).

3.3 Submission

- 3.3.1 Each Offeror is required to submit a separate sealed package for each "Volume", which is to be labeled Volume I-Technical Proposal and Volume II-Financial Proposal, respectively. Each sealed package must bear the RFP title and number, name and address of the Offeror, the volume number (I or II), and the closing date and time for receipt of the proposals on the outside of the package.
- 3.3.2 All pages of both proposal volumes must be consecutively numbered from beginning (Page 1) to end (Page "x").

3.4 Volume I – Technical Proposal

- 3.4.1 Transmittal Letter: A transmittal letter must accompany the technical proposal. The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. The transmittal letter shall be brief and signed by an individual who is authorized to commit the Offeror to the services and requirements as stated in this RFP. Only one transmittal letter is needed and it does not need to be bound with the technical proposal.
- 3.4.2 Format of Technical Proposal: Inside the sealed package described in Section 3.3, above, an unbound original, to be so labeled, three paper copies and one electronic version shall be enclosed. Section 2 of this RFP provides requirements and Section 3 provides reply instructions. The paragraphs in these RFP sections are numbered for ease of reference. In addition to the instructions below, the Offeror's technical proposals shall be organized and numbered in the same order as this RFP. This proposal organization shall allow Judiciary officials and the Evaluation Committee to "map" Offeror responses directly to RFP requirements by paragraph number. The technical proposal shall include the following sections in the stated order:
- 3.4.3 Title and Table of Contents: The technical proposal shall begin with a title page bearing the name and address of the Offeror and the name and number of this RFP. A table of contents for the technical proposal should follow the title page. **Note: Information that is claimed to be**

confidential under RFP Section 1.19 is to be printed on yellow paper and placed after the Title Page and before the Table of Contents in the Offeror’s Technical Proposal, and if applicable, also in its Financial Proposal. Unless there is a compelling case, an entire proposal should not be labeled confidential but just those portions that can reasonably be shown to be proprietary or confidential.

3.4.4 Executive Summary: The Offeror shall condense and highlight the contents of the technical proposal in a separate section titled “Executive Summary.” The summary shall also identify any exceptions the Offeror has taken to the requirements of this RFP, the Contract (Attachment A), or any other attachments. Exceptions to terms and conditions may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award. If an Offeror takes no exception to the Judiciary’s terms and conditions, the Executive Summary should so state.

3.4.5 Offeror Technical Response to RFP Requirements:

3.4.5.1 General. The Offeror shall address each RFP requirement in the Technical Proposal and describe how its proposed services will meet those requirements. If the Judiciary is seeking Offeror agreement to a requirement, the Offeror shall state agreement or disagreement. Any paragraph that responds to a work requirement shall not merely rely on a stated agreement to perform the requested work; but rather, the Offeror should outline how the Offeror can fulfill the requested tasks in a manner that best meets the Judiciary’s needs. **Offeror shall include a staffing plan and a proposed time-table covering the required tasks.**

3.4.6 Offeror Experience and Capabilities: Offerors shall include information on past experience with similar projects. Offerors shall describe their experience and capabilities through a response to the following:

3.4.6.1 An overview of the Offeror’s experience providing the services, as applicable, to that included in this RFP.

3.4.7 References. Provide three (3) current customer references where the customer is similar in size to this project. 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, scope of the contract, geographic area being supported, and performance objectives satisfied, and number of employees serviced

3.4.8 Financial Capability and Insurance: The Offeror shall include the following, for itself, and, as applicable, for any parent organization or subsidiary as referenced under RFP Section 1.20:

3.4.8.1 Evidence that the Offeror has the financial capacity to provide the goods and/or services, as described in its proposal, via profit and loss statements and balance sheets for the last two years.

3.4.8.2 A copy of the Offeror’s current certificates of insurance (property, casualty and liability), which, at a minimum, shall contain the following:

- Carrier (name and address)
- Type of insurance

- Amount of coverage
- Period covered by insurance
- Exclusions

3.4.9 Subcontractors: Offerors must identify non-MBE subcontractors, if any, and the role these subcontractors shall have in the performance of the Contract.

3.4.10 Required Affidavits, Schedules and Documents to be submitted by Offeror in the Technical Proposal:

- Completed Bid/Proposal Affidavit (Attachment B – with original of Technical Proposal)
- Proof of insurance by submitting a proposal in response to this solicitation, the offeror warrants that it is able to provide evidence of insurance required by RFP Section 2.

3.5 Volume II - Financial Proposal

3.5.1 Under separate sealed cover from the Technical Proposal and clearly identified with the same information noted on the Technical Proposal, the Offeror must submit an original unbound copy, 3 bound copies, and one electronic copy of the Financial Proposal in a separate envelope labeled as described in Section 3.3, of the Financial Proposal. The Financial Proposal must contain all price information in the format specified in Attachment D. Information which is claimed to be confidential is to be clearly identified in the Offeror's Financial Proposal. An explanation for each claim of confidentiality shall be included as part of the Financial Proposal. This is a fixed price Contract; prices are all inclusive and shall encompass all requirements in the RFP.

SECTION 4 – EVALUATION CRITERIA AND SELECTION PROCEDURE

4.1 Evaluation Criteria

- 4.1.1 Evaluation of the proposals shall be performed by a committee organized for the purpose of analyzing the technical proposals. Evaluations shall be based on the criteria set forth below. The Contract resulting from this RFP shall be awarded to the Offeror that is most advantageous to the Judiciary, considering price and the evaluation factors set forth herein. In making this determination, technical factors shall receive greater weight than price factors.
- 4.1.2 The Offeror shall be evaluated on the proposed services according to the specifications outlined in this RFP.

4.2 Technical Criteria

- 4.2.1 The criteria to be applied to each technical proposal are listed in descending order of importance:
- Offeror Experience and Capabilities
 - Experience, capability and certifications for the Offeror and proposed technicians.
 - Offeror Technical Response to RFP Requirements
 - The Offeror's overall understanding of the SOW (Section 2) of this RFP.
 - References
 - Provide three (3) current customer references where the customer is similar to this project. 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, scope of the contract, geographic area being supported, and performance objectives satisfied, and number of employees serviced.

4.3 Financial Criteria

Offeror shall provide an all-inclusive monthly rate for three year base period and three year option. All qualified Offerors will be ranked from the lowest to the highest price based on their total price proposed in Attachment D – Price Proposal.

4.5 Selection Process and Procedures

- 4.5.1 General Selection Process:
- 4.5.1.1 The Contract shall be awarded in accordance with the competitive sealed proposals process under Article IV of the Judiciary's Procurement Policy. The competitive sealed proposals method is based on discussions and potential revision of proposals during these discussions.
- 4.5.1.2 Accordingly, the Judiciary may hold discussions with all Offerors judged reasonably susceptible of being selected for award, or potentially so. However, the Judiciary also

reserves the right to make an award without holding discussions. In either case of holding discussions or not doing so, the Judiciary may determine an Offeror to be not responsible and/or not reasonably susceptible of being selected for award, at any time after the initial closing date for receipt of proposals and the review of those proposals.

4.5.2 Selection Process Sequence:

- 4.5.2.1 The first level of review shall be an evaluation for technical merit by the selection committee. During this review, oral presentations and discussions may be held. The purpose of such discussions shall be to assure a full understanding of the Judiciary's requirements and the Offeror's ability to perform, and to facilitate understanding of the Contract that shall be most advantageous to the Judiciary.
- 4.5.2.2 Offerors must confirm in writing any substantive oral clarifications of, or changes in, their proposals made in the course of discussions. Any such written clarification or change then becomes part of the Offeror's proposal.
- 4.5.2.3 The financial proposal of each Offeror shall be evaluated separately from the technical evaluation. After a review of the financial proposals of Offerors, the Procurement Officer may again conduct discussions.
- 4.5.2.4 When in the best interest of the Judiciary, the Procurement Officer may permit Offerors who have submitted acceptable proposals to revise their initial proposals and submit, in writing, best and final offers (BAFOs).
- 4.5.2.5 Upon completion of all discussions and negotiations, reference checks, and site visits, if any, the Procurement Officer shall recommend award of the Contract to the responsible Offeror whose proposal is determined to be the most advantageous to the Judiciary considering evaluation and price factors as set forth in this RFP. In making the most advantageous Offeror determination, technical shall be given greater weight than price factors.

ATTACHMENTS

Attachment A	Standard Contract
Attachment B	Bid/Proposal Affidavit
Attachment C	Contract Affidavit
Attachment D	Site Visit Response Form
Attachment E	Price Proposal Form
Attachment F	Non-Disclosure Agreement
Attachment G	Authorization for Access to Records
Attachment H	Contractors Security Clearance

ATTACHMENT A - STANDARD CONTRACT AGREEMENT

Contract number: K15-0020-15

MARYLAND ADMINISTRATIVE OFFICE OF THE COURTS JANITORIAL SERVICES FOR MARYLAND JUDICIARY AT VARIOUS LOCATIONS IN ANNAPOLIS STANDARD TERMS AND CONDITIONS

This Contract is made this ____ day of _____ 2014, by and between the Administrative Office of the Courts (the "AOC") in the State of Maryland and **corporate name plus address** (the "Contractor") with Federal Taxpayer Identification Number **XX-XXXXXXX**.

In consideration of the mutual covenants and promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the AOC and the Contractor agree as follows:

1. Scope of Contract

1.1 The Contractor shall provide Janitorial services for Maryland Judiciary at Various locations in Annapolis.(hereinafter "Services"), and other deliverables in accordance with the terms and conditions of this Contract and the following Exhibits, which are attached to this Contract and incorporated as part of this Contract:

Exhibit A: Contract Affidavit

Exhibit B: Request for Proposals dated _____ and all amendments and exhibits thereto (collectively referred to as the "RFP")

Exhibit C: Contractor's Proposal dated date of response and subsequent BAFO dated _____2014(collectively referred to as "the Proposal")

1.2 If there are any inconsistencies between the contract and any of the Exhibits, the terms of this Contract shall prevail.

1.3 The Procurement Officer may, at any time, by written order make changes in the work within the general scope of the Contract. No other order, statement, or conduct of the Procurement Officer or of any other person shall be treated as a change or entitle the Contractor to an equitable adjustment under this section.

1.4 Except as otherwise provided in this Contract, if any order causes an increase or decrease in the Contractor's cost of, or the time required for, the performance of any part of the work, an equitable adjustment in the Contract price shall be made and the Contract modified in writing accordingly. The Contractor must assert in writing its right to an adjustment under this section within thirty days (30) of receipt of a written change order and include a written statement setting forth the nature and cost of such claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract.

- 1.5 Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause. Nothing in this section shall excuse the Contractor from proceeding with the Contract as changed.

2. Term of the Contract

The Contract resulting from this RFP shall be for a base period of 2 years. The Judiciary shall have the sole right to exercise up to two, one year renewal options.

3. Consideration and Payment

- 3.1 In consideration of the satisfactory performance of the Services, the AOC shall pay the Contractor in accordance with the terms of this Contract and at the rate specified in the Proposal. Except with the express written consent of the Procurement Officer, total payments to the Contractor pursuant to the original form of this Contract may not exceed \$..... (the "NTE Amount").
- 3.2 All invoices shall be submitted within 30 calendar days after the completion and acceptance by the AOC for each deliverable and include the following information: name and address of the AOC; vendor name; remittance address; federal taxpayer identification or (if owned by an individual) his/her social security number; invoice period; invoice date; invoice number; amount due; retainage (if applicable), and the deliverable ID number for the deliverable being invoiced. Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment until the Contractor provides the requested information.
- 3.3 Payments to the Contractor for each deliverable shall be made no later than thirty days after the acceptance of the deliverable and receipt of a proper invoice from the Contractor. Charges for late payment of invoices are prohibited.
- 3.4 In addition to any other available remedies, if, in the opinion of the Procurement Officer, the Contractor fails to perform in a satisfactory and timely manner, the Procurement Officer may refuse or limit approval of any invoice for payment and may cause payments to the Contractor to be reduced or withheld until such time as the Contractor meets performance standards as established by the Procurement Officer in accordance with this Contract. The final Contract payment will not be made until after certification is received from the Comptroller of the State that all taxes have been paid. Final payment shall not be construed as a waiver or termination of any rights and remedies available to AOC for any failure of Contractor to perform the Contract in a satisfactory and timely manner.

4. Warranties

The Contractor hereby represents and warrants that:

- 4.1 It is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified;
- 4.2 It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;

- 4.3 It shall comply with all federal, State and local laws applicable to its activities and obligations under this Contract;
- 4.4 It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

5. Patents and Copyrights, if applicable

- 5.1 If the Contractor furnishes any design, device, material, process, code, or other item that is covered by a patent or copyright or which is proprietary to or a trade secret of another, the Contractor shall obtain the necessary permission or license for AOC's use of such item or items.
- 5.2 The Contractor shall defend or settle, at its own expense, any claim or suit against the State, AOC, or their employees acting within the scope of employment, alleging that any such item furnished by the Contractor infringes any patent, trademark, copyright, or trade secret. The Contractor also shall pay all damages and costs that by final judgment might be assessed against the State, AOC, or their employees acting within the scope of employment, due to such infringement and all attorney fees and litigation expenses reasonably incurred by the State to defend against such a claim or suit.
- 5.3 If any products furnished by the Contractor become, or in the Contractor's opinion are likely to become, the subject of a claim of infringement, the Contractor shall, at its option and expense: a) procure for the AOC the right to continue using the applicable item, b) replace the product with a non-infringing product substantially complying with the item's specifications, or c) modify the item so that it becomes non-infringing and performs in a substantially similar manner to the original item.
- 5.4 If the Contractor obtains or uses for purposes of this Contract any design, device, material, process, code, supplies, equipment, text, instructional material, services or other work, the Contractor shall indemnify the AOC, its Officers, agents, and employees with respect to any claim, action, cost, or judgment for patent, trademark, or copyright infringement, arising out of the possession or use of any design, device, material, process, supplies, equipment, text, instructional material, services or other work covered by any Contract awarded.

6. Non-hiring of Employees

No employee of the State of Maryland or any unit hereof whose duties as such employee include matters relating to or affecting the subject matter of this Contract shall, while so employed, become or be an employee of the Contractor.

7. Non-employment of Contractor's employees

Nothing in this contract shall be construed to create an employment relationship between AOC and any employee of either the Contractor or Contractor's subcontractors. Contractor is responsible for the acts and omissions of its agents, employees, and subcontractors.

8. Disputes

Any claim regarding the proper interpretation of this Contract shall be submitted, in writing, to the Procurement Officer, together with a statement of grounds supporting the Contractor's interpretation.

Pending resolution of a claim by the Procurement Officer, the Contractor shall proceed diligently with the performance of the Contract in accordance with the Procurement Officer's decision. An adverse decision to the Contractor may be appealed by the Contractor to the Appeals Board within 15 days of the Procurement Officer's decision.

9. Maryland Law

The place of performance of this Contract shall be the State of Maryland. This Contract shall be performed, construed, interpreted, and enforced according to the laws of the State of Maryland, including State Government Article § 12-204. No action relating to this contract shall be brought in any forum other than Maryland, whether or not the AOC and State are parties to such an action.

10. Amendments

Except as provided in section 2, any amendment to this Contract must first be approved in writing by the Procurement Officer, subject to any additional approvals required by State law and the Judiciary's Procurement Policy.

11. Non-discrimination in Employment

The Contractor agrees: (a) not to discriminate in any manner against any person because of race, color, religion, age, sex, marital status, national origin, disability, familial status, genetic information, and sexual orientation; (b) to include a provision similar to that contained in subsection (a), above, in any underlying subcontract; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

12. Contingent Fee Prohibition

The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the Contractor to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide salesperson, or commercial selling agency, any fee or other consideration contingent on the making of this Contract.

13. Non-availability of Funding

If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal year of this Contract succeeding the first fiscal year, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the AOC's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the AOC from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The AOC shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

14. Termination for Cause

If Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of the Contract, the AOC may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the AOC's option, become the AOC's property. The AOC shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination, and the AOC can affirmatively collect damages.

15. Termination for Convenience

The performance of work under this Contract may be terminated by the AOC in accordance with this clause in whole or, from time to time, in part whenever the AOC determines that such termination is in the AOC's best interest. The AOC will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract; however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

16. Delays and Extensions of Time

The Contractor agrees to perform this Contract continuously and diligently. No charges or claims for damages shall be made by the Contractor for any delays or hindrances, regardless of cause, in the performance of services under this Contract. Time extensions may be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of an AOC contract, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or the delay of a subcontractor or supplier arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractor or supplier.

17. Suspension of Work

The AOC unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Procurement Officer may determine to be appropriate for the AOC's convenience.

18. Pre-existing Regulations

The applicable statutes and regulations of the State of Maryland, including those of the Judiciary, are incorporated in this Contract.

19. Financial Disclosure

The Contractor shall comply with the provisions of § 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland.

20. Political Contribution Disclosure.

The Contractor shall comply with Title 14 of the Election Law of Maryland.

21. Right to Audit

The Contractor shall cooperate fully with any audit conducted by the State. The Contractor shall retain and maintain all records and documents relating to this Contract for five (5) years after final payment by the AOC hereunder and shall make them available for inspection and audit by authorized representatives of the State and AOC, including the Procurement Officer or the Procurement Officer's designee, at all reasonable times.

22. Liability for Loss of Data, if applicable

In the event of loss of any data or records necessary for the performance of this Contract, which such loss is due to the error or negligence of the Contractor, the Contractor shall be responsible, irrespective of cost to the Contractor, for recreating all such lost data or records in a manner, format, and time-frame acceptable to the AOC.

23. Cost and Price Certification

By submitting cost or price information, the Contractor certified to the best of its knowledge that the information submitted was accurate, complete, and current as of **(enter the date of the financial proposal)**. The price under this Contract and any change order or modification hereunder, including profit or fee, shall be adjusted to exclude any significant price increases occurring because the Contractor furnished cost or price information which, as of the date of the financial proposal was inaccurate, incomplete, or not current.

24. Subcontracting and Assignment

The Contractor may not subcontract any portion of the services provided under this Contract without obtaining the Procurement Officer's prior written approval, nor may the Contractor assign this Contract, or any of its rights or obligations hereunder, without the Procurement Officer's prior written approval. Any such subcontract or assignment shall be subject to any terms and conditions that the Procurement Officer deems necessary to protect the interest of the State. The AOC shall not be responsible for the fulfillment of the Contractor's obligations to subcontractors.

25. Indemnification

- 25.1 The Contractor shall indemnify the AOC against liability for any suits, actions, or claims of any character arising from or relating to the performance of the Contractor or its subcontractors under this Contract.
- 25.2 The AOC has no obligation to provide legal counsel or defense to the Contractor or its subcontractors in the event that a suit, claim or action of any character is brought by any person not party to this Contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.

- 25.3 The AOC has no obligation for the payment of any judgments or the settlement of any claims against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.
- 25.4 The Contractor shall immediately notify the Procurement Officer of any claim, suit or action made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under the Contract, and shall cooperate, assist and consult with the AOC in the defense or investigation of any such claim, suit, or action.

26. Public Information Act Notice

The AOC provides public access to records in accordance with § 10-617(d) of the State Government Article, Annotated Code of Maryland, and other laws relating to access to public records, including Maryland Rules of Procedure, Rules 16-1001 through 16-1011. If a request is made to review any records pertaining to this contract, the Contractor may be contacted, as circumstances allow, to express its views on the availability of requested information. The final decision on release of any information rests with the AOC.

27. Conflict of Interest

- 27.1 "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State or the AOC, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Conflict of interest" includes pending litigation in the Maryland courts.
- 27.2 "Person" includes a contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- 27.3 The Contractor warrants that, except as disclosed in § D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- 27.4 The following facts or circumstances give rise or could in the future give rise to a conflict of interest (Contractor: explain details-attach additional sheets if necessary; **if none, so state**):

- 27.5 The Contractor agrees that if an actual or potential conflict of interest arises after the contract commences, the Contractor shall immediately make a full disclosure in writing to the Procurement Officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the Contractor has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the Procurement Officer of any contrary action to be taken. The existence of a conflict of interest is

cause for termination of the Contract as well as disciplinary action against an employee for whom a conflict exists.

28. Notices

All notices required to be given by one party to the other hereunder shall be in writing and shall be addressed as follows:

State: Karen Hoang, Procurement Specialist
Maryland Judiciary, Administrative office of the Courts (AOC)
Procurement and Contract Administration
2003C Commerce Park Drive
Annapolis, MD 21401

Contractor: specify

SIGNATURES:

In Witness Whereof, the parties have signed this Contract this _____ day of _____, 2014

Contractor:

Signature
Authorized Representative

Date: _____

Maryland Judiciary

By: _____
Gisela Blades, Director
Procurements and Contract Administration

Date: _____

Approved for form and legal sufficiency this ____ day of _____, 2014

David R. Durfee Jr.
Director, Legal Affairs

Reviewed:

Pamela Harris, State Court Administrator
Maryland Judiciary

Date: _____

Approved:

Mary Ellen Barbera, Chief Judge
Court of Appeals of Maryland

Date: _____

ATTACHMENT B – BID PROPOSAL AFFIDAVIT (Authorized Representative and Affiant)

A. AUTHORITY

I HEREBY AFFIRM THAT:

I, _____ (print name), possess the legal authority to make this Affidavit.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

- (1) Been convicted under state or federal statute of:
 - (a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract;
or
 - (b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;
- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
- (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above;

(7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or

(9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)—(8) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. CERTIFICATION OF TAX PAYMENT

I FURTHER AFFIRM THAT:

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

J. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

K. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____ (print name of Authorized Representative and Affiant)

_____ (signature of Authorized Representative and Affiant)

THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT C – CONTRACT AFFIDAVIT

A. AUTHORITY

I HEREBY AFFIRM THAT:

I, _____ (print name), possess the legal authority to make this Affidavit.

B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION

I FURTHER AFFIRM THAT:

The business named above is a (check applicable box):

- (1) Corporation — domestic or foreign;
- (2) Limited Liability Company — domestic or foreign;
- (3) Partnership — domestic or foreign;
- (4) Statutory Trust — domestic or foreign;
- (5) Sole Proprietorship.

and is registered or qualified as required under Maryland Law. I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

Name and Department ID

Number: _____

Address: _____

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

Name and Department ID

Number: _____

Address: _____

C. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101 — 14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

D. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgements contained in that certain Bid/Proposal Affidavit dated _____, 2012, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(printed name of Authorized Representative and Affiant)

(signature of Authorized Representative and Affiant)

ATTACHMENT D – SITE VISIT RESPONSE FORM

Project Number: K15-0020-25

Project Title: JANITORIAL SERVICES FOR MARYLAND JUDICIARY AT VARIOUS LOCATIONS

➤ **Mandatory Site Visit & Pre-Proposal Conference will be held on October 21, 2014 at 10:30 a.m. at the following locations, beginning at:**

1. Judiciary Education & Conference Center add location
2011 & 2009 – A, B, C, D, E, F Commerce Park Drive
Annapolis, MD 21401, continuing to:

2. Administrative Office of the Courts, Annex
2001 & 2003 - A, B, C, D, E, F Commerce Park Drive
Annapolis, MD21401, continuing to:

3. Judicial Information Systems
2661 Riva Road, Suite 900
Annapolis, MD 21401

Please e-mail this form to:

Karen.Hoang@mdcourts.gov and by October 20, 2014 advising whether or not you plan to attend.

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

ATTACHMENT E – PRICE PROPOSAL FORM

Janitorial Service as specified:

➤ **BASE YEAR**

- A) **2001 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401 (approx. 30,033 square feet.)**

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \times 12 = \$ & \underline{\hspace{2cm}} & \times 2 \text{ years} = \$ & \underline{\hspace{2cm}} \\ \text{Month} & & & \text{Year} & & \end{array}$$

- B) **2003 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401 (approx. 20,714 square feet.)**

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \times 12 = \$ & \underline{\hspace{2cm}} & \times 2 \text{ years} = \$ & \underline{\hspace{2cm}} \\ \text{Month} & & & \text{Year} & & \end{array}$$

- C) **2009 A, B, C, D, E, F, Judiciary Education & Training, Commerce Park Drive Annapolis, MD 21401 (approx. 20,375 square feet.)**

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \times 12 = \$ & \underline{\hspace{2cm}} & \times 2 \text{ years} = \$ & \underline{\hspace{2cm}} \\ \text{Month} & & & \text{Year} & & \end{array}$$

- D) **2011 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401 (approx. 30,163 square feet.)**

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \times 12 = \$ & \underline{\hspace{2cm}} & \times 2 \text{ years} = \$ & \underline{\hspace{2cm}} \\ \text{Month} & & & \text{Year} & & \end{array}$$

- E) **Judiciary Information System, 2661 Riva Road, Annapolis, MD 21401 (approx. 29,613 square feet)**

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \times 12 = \$ & \underline{\hspace{2cm}} & \times 2 \text{ years} = \$ & \underline{\hspace{2cm}} \\ \text{Month} & & & \text{Year} & & \end{array}$$

Grand total for Base year (A +B+C+D+E) \$_____per year x2 years = \$_____

➤ **OPTION YEAR 1**

- A) **2001 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**
(approx. 30, 033 square feet.)

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

- B) **2003 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**
(approx. 20,714 square feet.)

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

- C) **2009 A, B, C, D, E, F, Judiciary Education & Training, Commerce Park Drive**
Annapolis, MD 21401 (approx. 20,375 square feet.)

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

- D) **2011 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**
(approx. 30,163 square feet.)

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

- E) **Judiciary Information System, 2661 Riva Road, Annapolis, MD 21401**
(approx. 29,613 square feet)

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

Grand total for renewal option 1 (A +B+C+D+E) = \$ _____

➤ **OPTION YEAR 2**

- A) **2001 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**
(approx. 30,033 square feet.)

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

- B) **2003 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**
(approx. 20,714 square feet.)

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

- C) **2009 A, B, C, D, E, F, Judiciary Education & Training, Commerce Park Drive**
Annapolis, MD 21401 (approx. 20,375 square feet.)

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

- D) **2011 A, B, C, D, E, F, Commerce Park Drive, Annapolis, MD 21401**
(approx. 30,163 square feet.)

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

- E) **Judiciary Information System, 2661 Riva Road, Annapolis, MD 21401**
(approx. 29,613 square feet)

$$\begin{array}{c} \$ \underline{\hspace{2cm}} \\ \text{Month} \end{array} \times 12 = \$ \begin{array}{c} \underline{\hspace{2cm}} \\ \text{Year} \end{array} \times 1 \text{ year} = \$ \underline{\hspace{2cm}}$$

Grand total for renewal option 2 (A +B+C+D+E) = \$ _____

Overall Grand Total (Base years + Renewal Options) = \$ _____

SUBMITTED BY:

COMPANY NAME

AUTHORIZED SIGNATURE DATE

COMPANY ADDRESS

PRINTED NAME AND TITLE

TELEPHONE NUMBER

FEIN NUMBER

ATTACHMENT F – NON-DISCLOSURE AGREEMENT

Project # K15-0020-25

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made as of this ___ day of _____, 2014, by and between Administrative Office of the Courts (“AOC”) and _____ (Contractor”), a corporation with its principal business office located at _____ and its principal office in Maryland located at _____.

RECITALS

WHEREAS, the Contractor and AOC have entered into Contract No. **K15-0020-25** (the “Contract”); and

WHEREAS, in order for Contractor to perform the work required under the Contract, or in the course of that work, the Contractor, the Contractor’s subcontractors, and the Contractor’s and subcontractors’ employees and agents (**collectively the “Contractor’s Personnel”**) may come into contact with information maintained or held by the Judicial branch of the Maryland government, including the AOC and all courts, units and departments (**collectively “the Judiciary”**; and

WHEREAS, the Judiciary, in order to comply with the law, fulfill its various missions, and enhance the safety of participants in the judicial process, must ensure the confidentiality of certain information, and, to that end, must act as the sole entity with the authority to determine which information held by the Judiciary may be disclosed to persons or entities outside of the Judiciary; and

WHEREAS, Contractor acknowledges that Contractor’s compliance with this Agreement is a condition of doing business with AOC,

NOW, THEREFORE, Contractor agrees as follows:

1. “Confidential Information” includes any and all information provided by or made available by the Judiciary to Contractor’s Personnel in connection with the Contract, regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such or disclosed deliberately or inadvertently. Such information is Confidential Information, whether or not its contents may also be gathered from other sources, or may subsequently be disseminated to the public. Confidential Information includes, by way of example only, information that the Contractor’s Personnel sees, views, hears, takes notes from, copies, possesses or is otherwise provided access to and use of by the Judiciary, whether the information relates to the Contract or the Contract has placed the Contractor’s Personnel in the position to receive the information. Confidential information further includes information both held by the Judiciary and derived or created from information held by the Judiciary.
2. Contractor’s Personnel shall not, without the AOC’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information, except for the sole and exclusive purpose of performing under the Contract and except for disclosures to such Judiciary employees whose knowledge of the information is necessary to the performance of the Contract. Contractor shall limit access to the Confidential Information to Contractor’s Personnel who: 1) have a demonstrable need to know such Confidential Information in order to perform Contractor’s duties under the Contract and 2) have agreed with Contractor in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of Contractor’s Personnel are attached hereto and made a part hereof as Exhibit 1.
3. Contractor shall require each employee, agent, and subcontractor whose name appears on Exhibit 1 to sign a writing acknowledging receipt of a copy of , and agreeing to comply with the terms and conditions of, this Agreement. Subcontractors shall expressly agree to all of the terms applicable to Contractor. Accordingly, subcontractors must require their employees and agents to sign such writing and must submit those individuals’ names to the Contractor for inclusion on Exhibit 1. Upon the Procurement Officer’s request, Contractor shall provide originals of all such writings to the AOC. Contractor and subcontractors

shall update Exhibit 1 by adding additional names as needed and shall ensure that no employee or agent comes into contact with Confidential Information before that person has signed this Agreement. This Agreement shall not be construed to create a employment relationship between AOC and any of Contractor's or subcontractors' personnel.

4. If Contractor intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in Contractor's performance of the Contract or who will otherwise have a role in performing any aspect of the Contract, Contractor shall first obtain AOC Contract Manager's written consent to any such dissemination. AOC's Contract Manager may grant, deny, or condition any such consent, as it may deem appropriate in the Contract Manager's sole and absolute subjective discretion.

5. Contractor shall hold the Confidential Information in trust and in strictest confidence, adopt or establish operating procedures and physical security measures, take all other measures necessary to protect the Confidential Information from inadvertent release or disclosure to, or theft by, unauthorized third parties, and prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.

6. Contractor shall promptly advise the AOC Contract Manager in writing if Contractor learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of Contractor's Personnel or the Contractor's former Personnel. Contractor shall, at its own expense, cooperate with AOC in seeking damages and/or injunctive or other equitable relief against any such person(s).

7. Upon the earlier of AOC's request or termination of the Contract, Contractor shall, at its own expense, return to the Contract Manager, all copies of the Confidential Information, no matter how formatted or stored, in Contractor's and/or Contractor's Personnel's care, custody, control or possession.

8. A breach of this Agreement by the Contractor or noncompliance by Contractor's Personnel with the terms of this Agreement shall also constitute a breach of the Contract. The termination of the Contract does not terminate Contractor's obligations under this Agreement.

9. Contractor acknowledges that any failure by the Contractor or Contractor's Personnel to abide by the terms of this Agreement may cause irreparable harm to the Judiciary and that monetary damages may be inadequate to compensate the Judiciary for such breach. Accordingly, the Contractor agrees that the AOC may, in addition to any other remedy available to AOC under Maryland and any applicable federal law, seek injunctive relief and/or liquidated damages of \$1,000 for each unauthorized disclosure. Contractor consents to personal jurisdiction in the Maryland State Courts and to the application of Maryland law, if AOC so elects in its sole discretion, irrespective of Maryland's conflict-of-law rules. If the Judiciary suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part, to any failure by the Contractor or any of the Contractor's Personnel to comply with the requirements of this Agreement, the Contractor shall hold harmless and indemnify the Judiciary from and against any such losses, damages, liabilities, expenses, and/or costs.

10. The parties further agree that 1) Contractor's rights and obligations under this Agreement may not be assigned or delegated, by operation of law or otherwise, without AOC's prior written consent; 2) the invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall be construed to provide the broadest possible protection against the disclosure of Judiciary information; 3) signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures; and 4) the Recitals are not merely prefatory but are an integral part hereof.

Contractor:
By: _____ Date: _____

Administrative Office of the Courts
Received by: _____

Name: _____

Date: _____

ATTACHMENT G – Authorization of Release of Information

STATE OF MARYLAND
GENERAL SERVICES MARYLAND CAPITOL POLICE
AUTHORIZATION OF RELEASE OF INFORMATION

I, _____
LAST FIRST MIDDLE RACE SEX

D.O.B. ADDRESS SOC. SEC. NO.

hereby authorize a review and full disclosure of all criminal records, or any part thereof, concerning myself by/to any duly authorized agent of the Department of General Services Police, whether the said records are public or private, and including those which may be deemed to be of privilege or confidential nature. The intention of this authorization is to provide information which will be utilized for investigative resource material.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Witness

Applicant

Address

Date

ATTACHMENT H – Contractors Security Clearance

Martin O'Malley
Governor
Anthony G. Brown
Lt. Governor



Alvin C. Collins
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES POLICE
OFFICE OF THE CHIEF
CONTRACTORS SECURITY CLEARANCE

Date: _____
PCO: _____

Application / Employee Information

1. FULL NAME _____
(First) (Full Middle Name) (Last)

2. ADDRESS: _____

3. GENDER: _____ RACE: _____ HEIGHT: _____ WEIGHT: _____

4. DATE OF BIRTH: ___/___/___ 5. SS#: _____

6. DRIVER'S LICENSE #: _____ STATE: _____

7. HOME TELEPHONE #: _____

8. APPLICANT / EMPLOYEE TRADE: _____

9. ATTACH COPY OF APPLICANT'S DRIVER'S LICENSE - **(Make sure photo is clear and light enough to identify the individual)** Contractor (\$15.00 – Pay By Check /Money Order Only)

Company Information

1. NAME OF COMPANY: _____

2. ADDRESS OF COMPANY: _____

3. COMPANY TELEPHONE #: _____ FAX #: _____

4. Project #: _____ Building _____ Task _____

For Office Use Only NEW _____ RENEWAL _____ ADMIN SPECIALIST INT. _____

APPROVED _____ or DISAPPROVED _____

Reviewing Officer: _____ Date: _____

ID Card # Front _____ ID Card # Back _____ Payment _____

301 W. Preston Street ♦ Suite L-100 ♦ Baltimore, Maryland 21201