



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator  
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## Questions/Responses #1

### JANITORIAL SERVICES FOR MARYLAND JUDICIARY AT VARIOUS LOCATIONS IN ANNAPOLIS RFP # K15-0020-25

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Judiciary unless the RFP is expressly amended. Nothing in the Judiciary's response to these questions is to be construed as agreement to or acceptance by the Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: Please provide floor plans of the facilities.  
**Responses:** See Floor Plans items posted on the Maryland Judiciary website, <http://mdcourts.gov/procurement/bids.html>
2. Question: Are there any major differences between the services currently being performed and those in this solicitation? If so, please identify.  
**Response:** This is a new solicitation.
3. Question: How are the current services being performed? (i.e.; contractor or government employees).
  - a. If by government employees why is it being procured? How many current full time equivalent employees (FTE) are there?
  - b. If by contractor please provide the name of the contractor, contract number, number of years they have provided services at this location and the current annual dollar amount.**Response:** The question is not relevant. This is a new solicitation. The Maryland Judiciary is seeking the best contractor to provide the services.
4. Question: "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)." Please identify any historical information , specifically days closed by order of the Chief Judge"  
**Response:** No historical information available. Closings by order of the Chief Judge could be inclement weather, or other such emergency occurrence.

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5. Question: "Work hours shall be between 8:00 a.m. to 5:00 p.m. for all locations other than locations 2 and 3 below"

a. Please provide the square footage of locations 2 and 3.

b. Please confirm that full cleaning of restrooms, floor scrubbing, spray buff floors and carpet cleaning?

**Response:** a. & b.) See RFP Section 2 – Statement of Work – part E); C) & D)

6. Question: "The Maryland Judiciary will supply large trash receptacles (dumpster) for the final disposal of trash...". Please provide the quantity and specific dimensions of these receptacles.

**Response:** Large dumpsters are available at each location. Dimensions of the dumpsters are not available.

7. Question: How do we obtain a list of active contracts for these and similar services currently being contracted by the Office of Procurement and Contract Administration?

**Response:** This information is not available.

8. Question: Was the prior procurement unrestricted or MBE set aside?

**Responses:** Unrestricted procurement. No MBE goal applied.

9. Question: a) Who is the incumbent firm? b) How many persons are currently utilized to perform the day to day cleaning?

**Responses:** a) FMC & Abacus

b) This information is not available.

TO BE CONTINUED WITH Q & A DOCUMENT # 2 TO BE ISSUED  
SHORTLY

Date Issued: October 23, 2014  
Karen Hoang, Procurement Officer  
Procurement and Contract Administration