



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator
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Addendum No. 1 to the RFP K15-0035-82 WORKSTATIONS AND OFFICE FURNITURE FOR GARRETT COUNTY IN WESTERN MARYLAND

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

~~2.4.1 The successful offeror shall furnish, deliver and install the following:~~

- ~~➤ 5 Workstations~~
Workstation Detail
- ~~➤ . Counters should be facing the center "aisle."~~
PRICE WORK SHEET

Workstations \$ _____ ~~*5 each~~ \$ _____

- Section 2.4.1, first bullet - Number of Workstations – quantity of workstations shall be changed from five (5) to four (4). Contractor shall furnish, deliver and install a total of FOUR workstations. All workstations shall be located so that staff has clear line of sight of (and facing) the public counter.
- Layout/design: must detail proposed wiring plan (i.e., how/where workstations shall be wired and indicate how existing electrical/telephone/data terminations will be used. Contractor’s layout and proposal shall also indicate whether new (additional) electrical/telephone/data terminations are required.
- Addition – Desk for Administrative Clerk’s office: Contractor shall furnish, deliver and install one (1) “L” shaped desk in the Administrative Clerk’s office. Desk shall have overhead storage units on both surfaces (of the “L”). This new desk shall be the same size and maintain the same footprint of the existing “L” shaped desk. (We referred to this office as the “Executive’s office” during the walkthrough.) Contractor shall remove/dispose of the existing desk.

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**ATTACHMENT D- PRICE PROPOSAL
PRICE WORK SHEET
SOLICITATION NO. K15-0035-82**

WORKSTATIONS & OFFICE FURNITURE FOR OAKLAND, MARYLAND

Workstations	\$ _____ x 4 each	\$ _____
“ L ” Shaped Desk (for Administrative Clerk’s office)	\$ _____ x 1 each	\$ _____
Desks w>Returns	\$ _____ x 2 each	\$ _____
Bookcases	\$ _____ x 4 each	\$ _____
Lateral File (30”W)	\$ _____ x 2 each	\$ _____
Lateral File (42”W)	\$ _____ x 1 each	\$ _____
Guest Chairs	\$ _____ x 2 each	\$ _____
Layout/Design Services		\$ _____
Installation		\$ _____
Removal/Disposal of Existing Workstations and Furniture:		\$ _____
Delivery Charges:		\$ _____

Total Price \$ _____

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

SUBMITTED BY:

COMPANY NAME

Date Issued: April 14, 2015
Karen Hoang, Procurement Officer
Procurement, Contract and Grant Administration