



ADMINISTRATIVE OFFICE OF THE COURTS

EDUCATION
GOVERNMENT RELATIONS
INTERNAL AFFAIRS
JUDICIAL INFORMATION SYSTEMS
OPERATIONS
PROGRAMS

Addendum No. 2 Baltimore City Court Cleaning Services K16-0050-24 February 24, 2016

This Addendum is being issued to amend and clarify certain information contained in the above named small procurement RFP. All information contained herein is binding on all Offerors who respond to this small procurement 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 ~~strikeout~~ (ex. language deleted).

Scope of Work

- 1.1 Dust inside window sills
 - Dusting AC Units in Windows
 - Air Vents
 - Ceiling Fans
 - ~~Pictures Frames~~
 - Lamps
 - Mini Blinds
 - Furniture
 - Shelves
 - Basic Light Fixtures
 - Counters
 - Workstations
 - Desks
 - Remove Cobwebs
 - Wipe down base boards
 - Doors / Doorknobs
 - Light Switches
 - Chairs
 - Sweep and damp mop hard wood and tile floors
 - Clean the inside windows (approximately 125 windows)

1.2 Floors to be Stripped and Waxed on Weekends

Wood Floors 10,661 sq. ft. (see sq. form)

Tile Floors 17,709 sq. ft. (see sq. form)

1.3 Carpets to be Vacuumed and Deep Cleaning Shampoo on Weekends

Carpet Floors 24,212 sq. ft. (see sq. form)

Location

Location #1

Baltimore Circuit Clerk's Office

111 N. Calvert St

Courthouse East

Baltimore, MD 21202

Department: Family, Paternity, Trust

Room Numbers: 109, 113

~~Department: Mail/Purchasing~~

~~Room Numbers: 421~~

Location #2

Baltimore Circuit Clerk's Office

100 N. Calvert St

Courthouse West

Baltimore, MD 21202

Department: Courtroom Clerks

Room Numbers: 118, 146

Department: Criminal File Room

Room Numbers: 250, 252

Department: Marriage Ceremony

Room Numbers: 621

Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **2:00 PM (local time) on ~~January 29th, 2016~~, on February 29th, 2016**, on **March 9th, 2016** in order to be considered.

Offerors who have already respond and submitted their proposal to this small procurement, do have the option of re-submit your proposal again using the new proposal closing date.

Purpose

The Administrative Office of the Courts (AOC) seeks to retain a temporary onetime only professional cleaning services for the office of the Clerk of the Circuit Court for Baltimore City Judiciary Facilities. Approximately 11 divisions in the East and West buildings will be covered under this solicitation, **starting as early as ~~February 01, 2016~~, on April 01, 2016**

Contract Terms

The Contract resulting from this RFP shall begin **~~February 1st, 2016~~, on April 1st, 2016** and extend for a base period of **one** month.

Date Issued: February 24, 2016

Issued by: April Molley, Procurement Officer