



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

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State Court Administrator
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Questions/Responses No. 1 to the

Request for Proposal (RFP) K16-0027-49 Workstations - Salisbury Bailiffs

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 who received the RFP. The statements and interpretations contained in the following responses to questions are not binding to the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

- Question:** Please clarify what is meant by "double locks". Do you need each drawer to lock separately? Or do you need the wardrobe part of the unit to lock separately from the drawers?

Response: Each workstation (drawers) plus its corresponding locker/wardrobe unit should have the same key. (In other words one key for each workstation plus locker.) However each (person's) workstation/locker must be keyed separately. Two keys are required for each workstation.
- Question:** Can (electric) power be added to different locations (where it does not currently exist) to facilitate a design?

Response: No, existing service should be used.
- Question:** Does the District Court care about blocking the light from the windows?

Response: It is the bidder's responsibility to submit their "best" layout.
- Question:** We do not have electric on the wall and the stations have to come off the column. How are wires getting to the line-up of stations if we don't provide a raceway? The spec says $\frac{3}{4}$ height panels to allow access to electric but if there is no electric on the wall and they need to be run off the column don't these need panels with raceways? I am confused by the spec given these have to run off a column and not up against a wall. Let me know because the way it is written and spec'd now there would be wires all over the floor.

Response: Workstations with proposed raceways are acceptable. Please submit your best design.
- Question:** Do we need to supply data face plates or jacks? If so, do you use cat 5 or

cat 6 cabling?

Response: The 16 workstations in the bailiff's main area will not have telephone or data. Therefore, telephone and data jacks are not required for the (16) workstations in the bailiff's main area. However each workstation (in the bailiff's main area) must be equipped with two (2) electrical outlets per workstation. Any proposed raceways must have enough room to accommodate data and telephone lines (for any future requirements). (Non-shielded CAT 5 or CAT 6 cable would be used if ever needed

6. **Question:** Will be carpeting the large bailiff room with carpet tiles or if it will be staying tile?

Response: No carpeting or carpet tiles. The tile floor will remain.

Date Issued: October 22, 2015

Karen Hoang, Procurement Officer

Procurement, Contract and Grant Administration