



**STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)**

**Project Name: District Court Construction of Commissioner's Office
Project # 6554**

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose:

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to seek a contractor to remove one existing half wall, cubicle walls and construct interior ceiling height walls and door at the District Court Commissioner's Office located at 500 North Calvert Street in Baltimore, Maryland. Work shall be performed in accordance with the attached architectural plans, building code data, general notes, ceiling plan drawing, and electrical plans.

Plans were produced by a Professional Architectural firm and are attached as detailed **on Attachment B, Architectural Plans**. Contractor shall direct all communications to the District Court Project Manager and may not communicate directly with the Architect unless otherwise directed in writing by the District Court Project Manager.

1. Scope of Work - Contractor's Responsibilities:

- All labor, materials and supervision to remove and reconstruct walls.
- Building of walls and finish work
- Changing/modifying ceiling tiles and lights to be determined during MANDATORY walk-through
- Electrical work that includes separating light switch and installation of electric outlets.
- Painting, installation of cove base. Painting shall be a minimum of two coats of

name brand zero VOC latex paint to match existing.

- Protect the existing carpet
- All work shall be scheduled in advance by the District Court.
- Work Hours – work will be done during the normal workday.
- Work shall be performed expeditiously.

2. District Court's Responsibilities:

District Court shall provide access to the site, schedule work, answer questions and assist in identifying punch list items.

3. Contractor Mandatory Qualifications:

Contractor assigned to this project must be licensed and have at least three years of experience in construction, renovation and similar jobs working in commercial offices. Any subcontractors must be licensed. Electrical work must be performed by a licensed electrician.

4. Background Checks:

Selected contractor shall furnish to DC's Project Manager, a minimum of ten days prior to commencement of work, a completed Maryland Department of General Services/District Court Authorization of Release of Information Form for each person entering the facility for this project. Background checks will be performed.

5. Acceptance/Punch List/Completion Requirements:

The District Court Project Manager reserves the sole right to determine acceptable/unacceptable work. A pre-acceptance walkthrough shall be conducted with the District Court's Project Manager and the Contractor. Contractor must complete repair of punch list items within 20 days of walkthrough at no additional cost to the AOC. Final acceptance shall occur upon satisfactory completion of all repairs.

6. District Court's Rights and Responsibilities:

- District Court reserves the sole right to approve, reject or revise any proposed materials and shall approve all colors and finishes.
- District Court shall approve all work plans, schedules and work hours.

- The installation plan and times must be approved, in advance, by the District Court's Project Manager.

7. Location

District Court Commissioner's Office
500 North Calvert Street
Baltimore, Maryland

8. A **MANDATORY** Walk-Through and Pre-Proposal Conference will be held on **June 1, 2017 beginning at 11:00am, at** District Court Commissioner's Office – 500 North Calvert Street, Baltimore, Maryland. Attendance at the Conference is mandatory, in order to facilitate better preparation of proposals.

9. Contract Type

The resulting contract shall be for Fixed Price.

10. Contract Term

The Contract resulting from this RFP shall begin **upon execution and continue until the final acceptance of the walk-through is completed.**

11. Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Yashica Forrester, Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone: 410-260-3591
Email: Yashica.forrester@mdcourts.gov

12. Form of Response

Proposals must be in writing.

- Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror's work plan, capabilities and experience in providing the required services, and
- Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

13. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 11, no later than **no later than 2:00pm (local time) on June 9, 2017** in order to be considered.

14. Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Email Address _____

Telephone _____

Federal Tax Identification # _____

