



## ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS  
INFORMATION TECHNOLOGY  
INTERNAL AFFAIRS  
JUDICIAL COLLEGE OF MARYLAND  
OPERATIONS  
PROGRAMS

### Addendum No. 1 RFP K17-0042-25 November 2, 2016

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 **THREE** changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. language deleted).

#### 1. Amend requirement and scope of work:

##### 2.2 Contractor Requirements A:

The Contractor shall provide all labor and materials to ~~remove-repair~~ all existing motorized ~~blinds~~ room darken shades in Training Rooms at the JECC Maryland Judicial College. The Contractor shall comply with all applicable State and Federal Environmental Regulations pertaining to the work required herein.

##### Scope of Work

- ~~Remove~~-Repair all existing motorized ~~blinds~~ room darken shades in Training Rooms UL4 and UL5.
- Provide and ~~install new motorized blinds~~ repair room darken shades to match existing in size, color and functions.
- The new ~~blinds~~ room darken shades (if needed) shall be installed in the same manner as the existing ~~blinds~~ room darken shades.
- ~~The contractor shall include all new controls and any necessary wiring to provide a fully functional system~~

#### 2. Add second mandatory walk-through:

##### 1.7 2<sup>nd</sup> MANDATORY WALK-THROUGH and Pre-Proposal Conference

Based on this Addendum #1, a second MANDATORY Walk-Through and Pre-Proposal Conference will be held on **Wednesday, November 9, 2016 beginning at 11:00 am EST, at 2011 Commerce Park Drive, Annapolis, MD 21401**. Attendance at the Conference is mandatory, in order to facilitate better preparation of their proposals.

The Conference will be summarized. As promptly as is feasible subsequent to the Conference, that record and all questions and answers known at that time will be posted to the Judiciary's Procurement web site and eMarylandMarketplace.

In order to assure adequate seating and other accommodations at the Conference, please email the Conference Response Form to the attention of the Procurement Officer such notice no later than **Monday, November 7, 2016 at 3:00pm**. The Conference Response Form is included as Attachment **D** to this RFP.

**ATTACHMENT D – PRE-PROPOSAL CONFERENCE RESPONSE FORM**

**Project No. K17-0042-25**

**Project Title: ~~Replacement of Motorized Blinds~~ Repair Room Darken Shades**

**Pre-Proposal Conference: Wednesday, November 9, 2016 at 11:00am  
Administrative Office of the Courts  
Maryland Judicial College  
2011 Commerce Park Drive  
Annapolis, MD 21401**

**Please e-mail this form to the Procurement Officer:**

**robin.smith@mdcourts.gov**

By **Monday, November 7, 2016 by 3:00pm** advising whether or not you plan to attend this Conference.

Please indicate:

\_\_\_\_\_ Yes, the following representatives will be in attendance:

1.

2.

\_\_\_\_\_ No, we will not be in attendance.

\_\_\_\_\_  
Company/Firm/Company Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact Name

**3. Change Due Date:**

**1.9 Proposal Due (Closing) Date**

One original and 3 copies of each proposal (technical and financial) must be received by the Procurement Officer **no later than 2:00pm EST on ~~November 3, 2016~~ November 16, 2016** in order to be considered. An electronic version of the Technical Proposal must be enclosed with the technical proposal. An electronic version of the Financial Proposal must be enclosed with the original Financial Proposal.

Date Issued: November 2, 2016

Issued by: Robin Smith, Procurement Officer