



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator
410-260-1295

Questions/Responses No. 1 to the Request for Proposal (RFP #2416)

Television Installations for Circuit Court Locations

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.

1. Question: Can you please provide me with specifics as to what exactly your needs are? Perhaps the size, the model, what kind of television.

Response: Please view Attachment A on the Procurement website or eMaryland Marketplace for model numbers.

2. Question: In the description of products you do not have any cables listed for the television. Was that an oversight, or will you be supplying all the cables and wires needed for installation?

Response: The requested televisions are TV/DVD combos. Additional cables should not be required for this installation.

3. Question: With the courts being spread out over various locations in Maryland, would it be possible to schedule multiple installations on the same day of locations that are closer in proximity to cut down costs?

Response: The AOC will schedule installations based on the contractor's availability and the court's availability. The AOC will attempt to schedule locations close in proximity on the same day, but we cannot guarantee it.

Faye D. Matthews
Deputy State Court Administrator
410-260-1257

Mark Bittner
Assistant Administrator
Judicial Information Systems
410-260-1001

Louis G. Gieszl
Assistant Administrator
Programs
410-260-3547

Melinda K. Jensen, CPA
Assistant Administrator
Operations
410-260-1240

Julie R. Linkins, Esq.
Assistant Administrator
Education
410-260-3549

Kelley O'Connor
Assistant Administrator
Governmental Relations
410-260-1560

Kathleen E. Wherthey, Esq.
Assistant Administrator
Internal Affairs
410-260-3453

4. Question: What licenses are required as noted in the RFP? What are the insurance limits?

Response: The Contractor shall maintain Worker's Compensation insurance as required by the laws of the State of Maryland and including Employer's Liability coverage with a minimum limit of \$500,000-each accident; \$500,000 disease-each employee; and \$500,000 disease-policy limit.

Occurrence forms of comprehensive general liability insurance covering the full scope of this agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal or bodily injuries and \$1,000,000 per occurrence and aggregate for property damage. A combined single limit per occurrence of \$2,000,000 is acceptable. All policies issued shall include permission for partial or total occupancy of the premises by or for the Administrative Office of the Courts within the scope of this Contract. Such insurance shall include but shall not be limited to, the following:

Comprehensive general liability insurance including a comprehensive broad form endorsement and covering: a) all premises-operations, b) completed operations, c) independent Contractors, d) liability assumed by oral or written contract or agreement, including this contract, e) additional interests of employees, f) notice of occurrence, g) knowledge of occurrence by specified official, h) unintentional errors and omissions, i) incidental (contingent) medical malpractice, j) extended definition of bodily injury, k) personal injury coverage (hazards A and B) with no exclusions for liability assumed contractually or injury sustained by employees of Contractor, l) broad form coverage for damage to property of the Administrative Office of the Courts, as well as other third parties resulting from completion of the Contractor's services.

Comprehensive business automobile liability insurance covering use of any motor vehicle to be used in conjunction with this contract, including hired automobiles and non-owned automobiles.

Comprehensive Automobile Liability:

**Limit of Liability - \$1,000,000 Bodily Injury
\$1,000,000 Property Damage**

In addition to owned automobiles, the coverage shall include hired automobiles and non-owned automobiles with the same limits of liability.

No acceptance and/or approval of any insurance by AOC, or the Manager of Procurement, shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon it by the provisions of the Contract.

Issued by: Khrystine Bunche, Procurement Officer