

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) #2936**

BALTIMORE CITY COURTHOUSE CLEANING PROJECT

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

1. Background

The Administrative Office of the Courts (AOC) is seeking a Contractor to provide one time janitorial services to various rooms in the Circuit Court for Baltimore city located at 111 North Calvert Street Baltimore, Maryland 21202.

1.2 Statement of Work

The contractor must:

- Clean and recoat the wood floor in the Civil Division located in room 462 of the courthouse (approximately 3,447 square feet).
- Clean carpet and runners in the Family Division located in room 100 of the courthouse (approximately 3,120 square feet of carpet and 60 square feet of runners).
- Clean carpet in the Accounting Division located in room 405-407 of the courthouse (approximately 1,011 square feet).

Contractor shall have a supervisor on location at all times during this assignment.

Contractor will provide all equipment and supplies.

Contractor is responsible for removal of all debris that is derived from their work.

All work must be scheduled at least 48 hours in advance.

All work must be performed on weekends.

1.3 Walkthrough

All interested parties must attend the walkthrough to submit a proposal. The walkthrough will be held on June 22, 2015 at 10:30AM. Please meet at 111 N. Calvert Street Baltimore, MD 21202 at 10:15AM. An RSVP to the walkthrough must be sent via e-mail to the Procurement Officer at Khrystine.Bunche@mdcourts.gov.

1.4 Contractor's Responsibility

- The Contractor shall, at all times during the term of the Contract, remain fully licensed and maintain the required policies of insurance. Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or companies furnishing such insurance. Such evidence of insurance must be submitted with the technical proposal.

Contractor is responsible for the cost of repair for any damages to equipment, furniture and

facilities caused by its actions or negligence. An AOC representative shall perform a walk through with the Contractor and assess/determine any damage or breakage

1.5 Contract Type

The contract resulting from this solicitation will be a firm fixed price contract.

1.6 Contract Term

The Contract resulting from this solicitation shall begin upon execution and will end one month thereafter.

1.7 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:

Khrystine Bunche, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1416
Email: khrystine.bunche@mdcourts.gov

1.8 Questions

All questions shall be submitted via email to the procurement officer. The Procurement Officer shall accept written questions from prospective Offerors. Questions may be submitted to the Procurement Officer by e-mail. The Procurement Officer shall, based on the availability of time to research and communicate an answer, decide whether an answer can be given before the proposal due date. Questions shall be answered and posted on the Judiciary's Procurement website, <http://www.mdcourts.gov/procurement/bids.html> and eMaryland Marketplace.

1.9 Form of Response

Technical Proposals must be in writing and shall include a response that addresses the requirements set forth in Section 1.2, Statement of Work. The technical proposal shall demonstrate the Offeror's capabilities and experience in providing the required services, and provide three client references of comparable services performed. Price proposal must include the fully loaded fixed unit prices for the services proposed using Attachment A (Price Proposal Form).

1.10 Proposal Closing Date

All proposals must be received **via Email** to the Procurement Office at the email address listed in Section 1.7, no later than 2:00 PM (local time) on June 25, 2015, in order to be considered.

1.11 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.

Attachment A - Price Proposal Form

<i>Price</i>	
Total	\$

Submitted by Authorized Signature	
Date	
Print Name and Title	
Company Name	
Company Address	
Telephone	Email address
Federal Tax Identification #	