

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS # RFP-3851**

Transportation: Shuttle Service for Judiciary Conference June 15-17, 2016

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

1. Background

The Administrative Office of the Courts (AOC) is issuing this Request for Proposal (RFP) to select a contractor who will provide transportation services for approximately 350 judges between the Princess Royale Hotel at 9100 Coastal Hwy. and Clarion Hotel 10100 Coastal Hwy in Ocean City, MD, during the Judicial Conference 2016.

2. Statement of Work

The requirements are as follows:

- **4-5 large shuttles or school buses to circulate continuously between the Princess Royale and the Clarion**
 - **Wednesday, June 15, 2016 5pm to 1pm**
 - **Thursday, June 16, 2016 7am to 9:30am**
 - **Thursday, June 16, 2016 1:30pm to 4:30pm**
 - **Thursday, June 16, 2016 6pm to 10pm**
 - **Friday, June 17, 2016 7am to 9:30am**
 - **Friday, June 17, 2016 1pm to 2:30pm**

- **The buses should wait for 10-15 minutes between each circuit, or less if the bus fills up.**

- **Cellphone contacts for the drivers will be required.**

3. Delivery Requirements – Not applicable

4. Site Visit – Not applicable

5. Contract Type

The resulting Contract (Purchase Order) shall be based on Fixed Price.

6. Contract Term

The term of the Contract that results from this RFP is 1 month from Purchase Order issue.

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:

Robin Smith, Procurement Officer
Administrative Office of the Courts
2003C Commerce Park Drive, Annapolis, MD 21401
Telephone: 410-260-1421
Email: robin.smith@mdcourts.gov

8. Project Manager

The Project Manager monitors the daily activities of the contract and provides technical guidance to the Contractor. The Project Manager is:

Carol Braswell

The AOC may change the Project Manager at any time by written notice to the Contractor.

9. Form of Response

Proposals must be in writing.

Section I – Technical proposal, a written response to the Scope of Work, should provide a work plan for this engagement and demonstrate the Offeror’s capabilities and experience in providing the required services. Proposal is to include what type of transportation using buses, shuttle and etc.

Include in technical proposal three (3) examples of work assignments that vendor has completed that were similar in job scope as defined in this RFP. Please provide three (3) current customers/client references which include the name of Client Organization, Name, Title and telephone number of a Point of Contact for that organization.

Section II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

10. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the address listed in Section 7 no later than November 16, 2015 by 2:00pm (local time) on, in order to be considered.

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

- **Total price of project**
(please list type transportation,
which will use to include 4 or 5
buses, shuttle or etc.)

\$ _____

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