



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Project Name: Plexiglass Enclosure
Project # 6637

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) 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) for a contractor to provide and install plexiglass enclosure in the Cashier/Counter.

1. Scope of Work

- Provide and Install plexiglass enclosure in Cashier/Counter area in Civil Division. Presently an open counter area.
- Vendor to measure area
- Job to be performed on weekend with 48 hours advance to schedule.

2. Location

Courthouse East – 111 N. Calvert Street, 21202, Room 462

3. Site Visit – MANDATORY-Attachment B

A site visit has been scheduled for Wednesday, **June 14, 2017 at 9:00am.** - Please meet at the Circuit Court for Baltimore City (at Security Desk) 111 N. Calvert Street, Baltimore, MD 21401 All vendors interested in submitting a proposal **MUST** attend site visit for exact measurements.

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

The term of the Contract that results from this RFP is 6 months beginning with date of Purchase Order issue.

6. Procurement Officer

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

Robin Smith, Procurement Officer
Maryland Judiciary
Procurement, Contract and Grant Administration
Telephone: 410-260-1421
Email: robin.smith@mdcourts.gov

7. Form of Response

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

8. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00 pm (local time) on June 20, 2017** in order to be considered.

9. Award Determination

This Contract resulting from this Small Procurement (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
- Work Plan
- 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,

TOTAL PRICE \$ _____

Submitted by _____

Authorized Signature

Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____

ATTACHMENT B – PRE-PROPOSAL CONFERENCE RESPONSE FORM

Project No. RFP #6637

Project Title: Plexiglass Enclosure

A mandatory site visit will be held on Wednesday, **June 14, 2017 at 9:00am** starting at 111 N. Calvert Street, Annapolis, MD 21202 – Security Desk.

**Please e-mail or fax this form to the Procurement Officer:
Robin Smith Fax: 410-260-2520 Email: robin.smith@mdcourts.gov**

By **Tuesday, June 13, 2017** 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