



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Project Name: Courier Service for Traffic Processing Center
Project # 6296

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 pick up mail from Post Office and deliver to Traffic Processing Center..

1. Scope of Work

- Mail is to be picked up at 9:30am from the Post Office at 2510 Legion Avenue, Annapolis, MD 21401 and brought directly to the Traffic Processing Center at 905 Commerce Road, Annapolis, MD 21401 where inside delivery is required.
- Service is required Monday through Friday excluding State Holidays, as posted on the Judiciary website <http://mdcourts.gov/administration/holidays.html>
- Vendor must guarantee daily service with back-up personnel in case the assigned drive and/or vehicle is unable to provide service on any given day.
- Courier must be bonded and insured for up to \$250,000 per day to carry mail containing payments consisting mainly of checks with a small percentage of cash.
- Uniformed drivers are required, marked vehicles are preferred.
- The vendor must pass a criminal/traffic background investigation and must maintain a current, valid driver's license and all appropriate insurance. Vehicle is to be provided by the vendor.

2. Contract Type

The resulting contract shall be for Fixed Price.

3. Contract Term

Contract shall be in force for period of three (3) years, July 1, 2017 to June 30, 2020. The Judiciary shall have the sole right to exercise up to two (2) year one (1) year renewal options at its discretion.

4. 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 and Contract Management
Telephone: 410-260-1421
Email: robin.smith@mdcourts.gov

5. Form of Response

Proposals must be in writing.

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

6. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **no later than 2:00pm (local time) on May 31, 2017** in order to be considered.

7. Award Determination

The 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,

	DAILY RATE	TOTAL
YEAR 1 - DAILY RATE	\$ _____	X 260 DAYS = \$ _____
YEAR 2 - DAILY RATE	\$ _____	X 260 DAYS = \$ _____
YEAR 3- DAILY RATE	\$ _____	X 260 DAYS = \$ _____
RENEWAL OPTION 1	\$ _____	X 260 DAYS = \$ _____
RENEWAL OPTION 2	\$ _____	X 260 DAYS = \$ _____
GRAND TOTAL FOR 5 YEARS \$ _____		

Submitted by _____
Authorized Signature
Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____