



# Administrative Office of the Courts

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## Operations Division

### Questions/Responses No. 1 to the Request for Proposals (RFP) K21-0020-40 MJUD Master Contract-Emergency Cleaning Services for District Courts

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. The statements and interpretations contained in the following responses to questions are not binding on 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.

**Question 1:** Contract on page 26, 1.4 states that there may be cause for price escalation over the 4 optional years of this contract for COVID19 Emergency Cleaning IF approved. Please confirm that pricing could be adjusted over the course of the 4 optional years due primarily to wage increases.

**Response:** Yes, as per the Contract terms stated. All contract modifications must be first approved by the AOC.

**Question 2:** Please confirm that MD Judiciary is not subject to Comar regulations of a required living wage under this contract.

**Response:** Confirmed. The Maryland Judiciary is not subject to COMAR.

**Question 3:** How are the judiciary security ID badges acquired by the approved vendor?

**Response:** If applicable, the Contractor will work with the AOC to obtain background checks and subsequently ID badges.

**Question 4:** If by chance a vendor is unable to provide service within the given 2 hours in districts, they committed to serving, will a back-up vendor be contacted?

Response: The AOC will review all PORFP responses and contact Master Contractors providing responses on a rolling basis as it deems necessary and appropriate. The factors to be evaluated will include price and the ability to fulfill the AOC's needs at the time of the emergency.

The Master Contractor may not be considered if unable to respond within 2 hours.

**Question 5:** Please confirm that NON MBE subcontractors working with a Prime do not have to be identified within this RFP.

Response: As per Section 1.18 of the RFP, ALL subcontractors must be identified and complete a description of their role relative to the proposal must be included in the Offeror's proposal.

**Question 6:** Is the proposal for all courthouse/office locations?

Response: As per the RFP, the subsequent contract would be applicable for 33 District Court locations and 19 commissioner office locations throughout the entire State of Maryland.

**Question 7:** In regard to the Financial Proposal, are the profit and loss statements mandatory with our submittal?

Response: Yes, please refer 3.4.5, D page 21 of the RFP.

Question 8: Please advise if we are allowed to provide a square footage rate with a minimum required?

Response: This is allowed.

Issued by: Sejal Lakhawala  
Procurement Officer  
September 10, 2020