

Addendum No. 1 MJUD Master Contract – Printing Services K23-0045-25Q

01/05/2023

The purpose of this addendum is to amend and clarify certain portions of the above-referenced solicitation with all prospective bidders/offerors.

Clarifications:

C1. Please see pre-proposal sign-in sheet included with this addendum.

Questions:

- **Q1.** Can we see examples of the snap out forms?
- A1. Please see Attachment 5 Snap Out Form Samples, included with this addendum.
- Q2. Since we don't own any printing equipment can we subcontract the printing function (posters, brochures, pocket cards) to our local printing company? In that case, should the prime contractor possess certifications from the Sustainable Forestry Initiative (SFI) and/or Forest Stewardship Council (FSC)? Or either the prime or subcontractor can have the certificate?
- A2. Offerors may subcontract but shall adhere to the requirements in Section II.K.(1)-(2), and Section IV.B.2.b.(4) of the RFP. The AOC will evaluate any certifications relative to the role the prime or subcontractor is performing.
- **Q3.** Does Functional Area II only require pricing for printing and delivering the Business forms based on the Historical data from attachment 1, and does it require any equipment information?
- A3. The RFP does not request pricing from Offerors. Offeror's proposals shall adhere to the requirements of Section IV.B. of the RFP.
- Q4. Is the SFI and FSC certification is mandatory for offering this/both functional areas?
- A4. The certifications listed in Section III.C. are preferred, not mandatory.
- **Q5.** Is this a new requirement or an existing requirement?
- A5. This is a new RFP/Contract.
- Q6. How many incumbents are there performing this work?
- A6. See A5.
- Q7. What are the incumbent names, contract #s, and revenues received under the incumbent contract?A7. See A5.
- **Q8.** How many FTEs were on the previous contract? Has the PWS Changed?
- A8. See A5.
- **Q9.** What did you like about the previous contract? Dislikes?
- A9. See A5.
- **Q10.** If we have a teaming agreement with a subcontractor, does the subcontractor's experience count as experience for the prime?
- A10. No. See Section III.C.1.

- Q11. Can you provide an estimated amount spent on printing in 2022?
- A11. During fiscal year 2022 approximately \$310,000 was spent on printing services, but the AOC is unable to provide an exact spend due to system reporting limitations.
- **Q12.** What are your KPIs?
- A12. See Section V.B.

All addenda will be incorporated into the final contract documents and will be binding on all Bidders/Offerors responding to this solicitation. Each Bidder/Offeror submitting a bid/proposal must acknowledge receipt of all addenda on the Procurement Portal; failure to acknowledge addenda may result in the rejection of the bid/proposal.

If you have any questions regarding this addendum, please contact me at (410) 260-1263 or email me at Victoria.Nellis@mdcourts.gov

Victoria Nellis Procurement Officer





Bail Review Rights District Court of Maryland

MARYLAND BUSINESS FORMS, INC

Your bail review is not your trial. It is a hearing to determine whether the bail that has been set in your case ought to be changed, raised, or lowered, or whether you should be released on your own recognizance under conditions set by the Court.

In determining your release conditions, the judge will take into account various factors, including: the nature and circumstances of the offenses; your previous erminal history record; your finances, employment history, and ties to the community; any recommendations provided by an agency, the State's Attorney, your lawyer or yourself; and any safety concerns related to yourself or others.

This is not your opportunity to tell the Court whether you are guilty or not guilty, and you must not say anything about the facts of the case. Everything you say here is being recorded and may be used against you in the prosecution of your case.

You have a right to have a public defender represent you at the bail review. If you have not talked to a public defender and would like to postpone your bail review, please tell the bail review judge. You may waive your right to representation by a public defender at the bail review. If you waive your right to representation by a public defender at the bail review hearing, your bail review will proceed today. If you want to waive your right to a public defender, please inform the judge. The judge will ask you questions to make sure you understand the rights you are waiving.

Each of you should have received a copy of your statement of charges. If you have not received your charging documents, please tell the pretrial representative, your public defender, and the bail review judge and a copy will be provided to you. If you are represented by the public defender, he or she should have reviewed your charges with you.

have reviewed your charges with you. You have certain very important rights. Please listen carefully. If you are charged with a felony that cannot be heard in District Court, you have the right to a preliminary hearing. Before there can be a preliminary hearing, you or your attorney must request the hearing within 10 days after you first appeared before the commissioner. If you fail to ask for a preliminary hearing within those 10 days, you will have given up that right. In some jurisdictions, the date of your hearing will be given today. If you choose to have a preliminary hearing, the State must show that there is probable cause to believe that a felony was committed and show probable cause that you committed the felony. You will not be able to testify or call witnesses to testify for you, but you or your attorney will be able to ask limited questions of the State's witnesses to learn what evidence the State has against you, and challenge the existence of probable cause. probable cause

If probable cause is found, your case will be moved to the city or county circuit court. If probable cause is not found, the felony charge will be dismissed.

If you are charged with a crime that carries more than 90 days incarceration, you have a right to a judge trial in the District Court or a jury trial in the county circuit court where the trial is held. A jury is composed of twelve (12) persons, chosen at random from the motor vehicle and voter rolls of the city or county where the trial is held. In order to find you guilty in a jury trial, all twelve (12) jurors would have to find beyond a reasonable doubt, that you are guilty. All twelve could also decide you are not guilty. If they couldn't agree, it is a hung jury, and the State has to decide whether to try you again. You also have a right to a judge trial where the burden of proof is also beyond a reasonable doubt. Perhans your most important right is the right to have

of proof is also beyond a reasonable doubt. Perhaps your most important right is the right to have legal representation. You may hire any private lawyer you choose. If you cannot afford to hire any private lawyer you choose. If you cannot afford to hire any private lawyer, the public defender may provide a lawyer to represent you at no cost, or at a nominal cost, if you qualify for their services. To apply for Public Defender representation, contact a District Court commissioner. The State's Attorney who will be prosecuting your case is a lawyer. The rules of evidence will apply at your trial. If you are not trained in the law and you do not know the rules of evidence, you will find that you are at a disadvantage in aitempting to represent yourself. A lawyer can help you in many ways. A lawyer can help you investigate your case and determine if there is a legal defense that you might not know exists. A lawyer can help you: explain any potential collateral consequences of a conviction, including immigration consequences, question the State's witnesses, challenge any evidence; call any witnesses; and question any witnesses on your behalf. If you don't know the rules of evidence, the Court may

If you don't know the rules of evidence, the Court may not allow you to present evidence that you may have. A lawyer may help you decide whether you should testify or whether you should exercise your right to remain silent. Even if you are found guilty, a lawyer can still help you by presenting facts in your favor, so that you receive the best possible sentence. The lawyer can also explain your rights concerning any appeal, modification, or new trial. These are the advantages of having a lawyer. If you remain in juil you may apply to the Office of the

are the advantages of having a lawyer. If you remain in jail, you may apply to the Office of the Public Defender for representation. If you make bail or you are released on your own recognizance, you must go in person to the Public Defender's Office immediately upon release or as soon as possible thereafter. When you arrive, you will be given an income verification form. The verification form must be returned to the Public Defender's Office before your trial date so that a determination can be made whether you qualify for representation and allow time for the attorney to prepare your defense. Certain jurisdictions require 10 working days, meaning not including weekends or holidays.

If you appear for your trial without a lawyer, without good cause, the judge could find that you have waived your right to a lawyer and you may have to represent

Finally, if you are not a citizen of the United States, a conviction of a crime may result in immigration consequences, including: detention, denial of citizenship, or deportation to your country of origin. If you have any questions, please ask the bail review judge when your name is called.

I Acknowledge By My Signature That I Have Heard And Understand These Rights And That I Have Received A Copy Of This Document.

Case # Date: Defendant: DC-CR-100 (Rev. 10/2017) Print Date (08/2022)

Bail Review Rights District Court of Maryland

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This is not your opportunity to tell the Court whether you are guilty or not guilty, and you must not say anything about the facts of the case. Everything you say here is being recorded and may be used against you in the prosecution of your case.

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I Acknowledge By Mr Signa

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NOTE: Any part of a	Social Security Number is Res	stricted Information per	Md. Rule 16-91	5(e).
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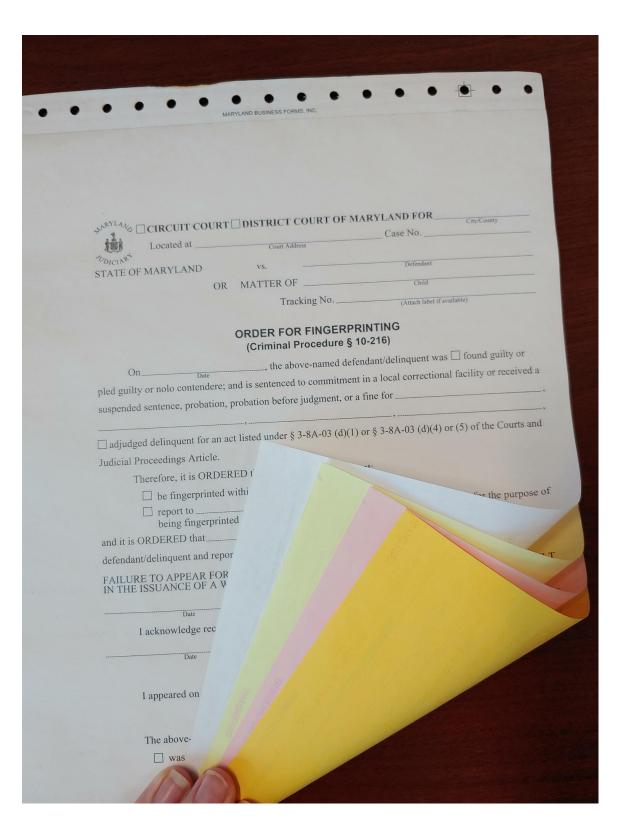


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Case No
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STATE OF MARYLAND vs
OR MATTER OF
Tracking No
On
(Criminal Procedure § 10-216) On
On
pled guilty or nolo contendere; and is sentenced to commitment in a local correctional facility or received a suspended sentence, probation, probation before judgment, or a fine for
suspended sentence, probation, probation before judgment, or a fine for,,,
adjudged delinquent for an act listed under § 3-8A-03 (d)(1) or § 3-8A-03 (d)(4) or (5) of the Courts and Judicial Proceedings Article. Therefore, it is ORDERED that the defendant/delinquent: be fingerprinted within three (3) days report to being fingerprinted and it is ORDERED that defendant/delinquent and report to the court on the Return shown below.
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defendant/delinquent and report to the court on the Return shown below.
FAILURE TO APPEAR FOR FINGERPRINTING IS CONTEMPT OF COURT WHICH WILL RESULT IN THE ISSUANCE OF A WARRANT FOR THE DEFENDANTS/DFI INQUENT'S ARREST
IN THE ISSUANCE OF A WARRANT FOR THE DEFENDANT'S/DELINOUENT'S ARREST
Date Judge ID Number
I acknowledge receipt of this order and promise to appear for fingerprinting as ordered.
Date Defendants/Delinquent's Signature on Receipt of Order
RETURN
I appeared on and was fingerprinted as ordered.
Date and was imgerprinted as ordered.
Defendant's/Delinquent's Signature at Law Enforcement Agency/Public Safety
The above-named defendant/delinquent:
was fingerprinted on, signed this form in my
presence, and was issued SID number:
☐ did not appear for fingerprinting as ordered.
Date Law Enforcement Officer/Public Safety
CC-DC-CR-019 (Rev. 08/2018) Print Date (08/2019)
(1111 Date (00/2015)

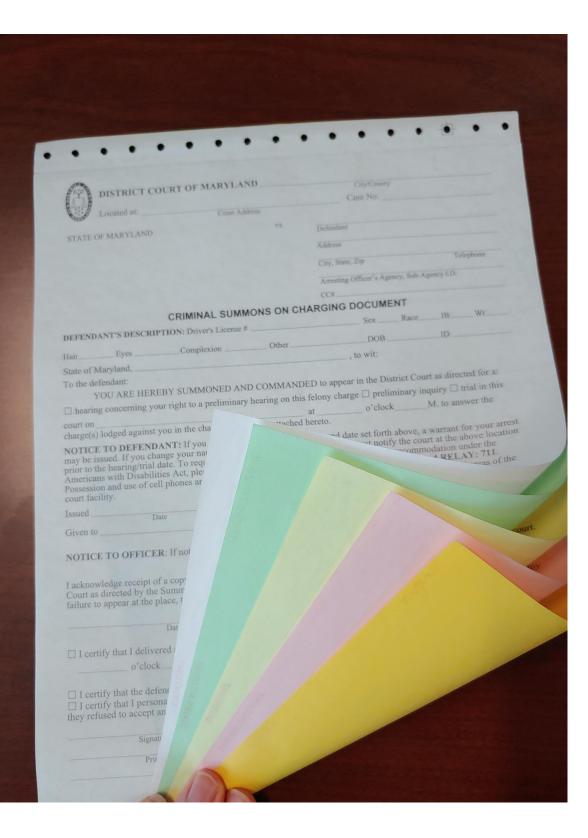






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Located at:			Case No	
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STATE OF MARYLAND		vs.	Defendant	
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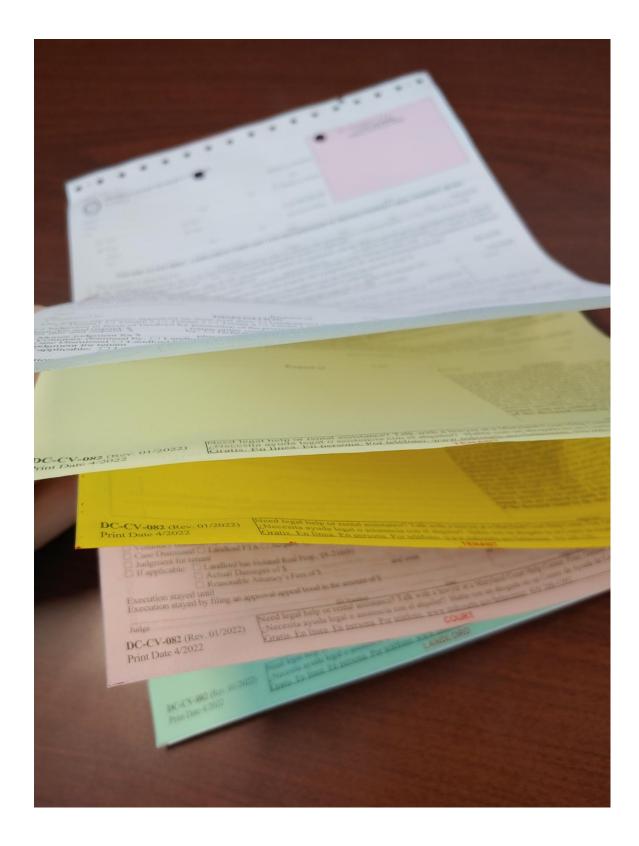






APPA DISTRICT COLR	COE MARVLAN			No. of tenants 1 2 3 4 CASE NUMBER
Located at	r of Marylan			TRIAL DATE & TIME
			Affixed on Premises	
andlord			Date	
ddress		Zip	Mailed to Tenant	
Tity	State	24		
(1) Tenant	(2) Tenant			
 Tenant 	(4) Tenant		Constable/Sheriff	
Address			Served on Party:	
	State	Zip		Date
		MPLAINT FOR	Date	ENTED PROPERTY (REAL PROPERTY §8-401) , Maryland.
FAILURE TO PAY	RENT - LANDLORD'S CC			, Maryland.
i- described	las:		Number Stre	et a rental property? Yes No. If so, is the
. The property is described	r law to be licensed/regi	stered in order t	to operate this premises	as a remai property · =
. Is the landlord required b landlord currently licensed.	/registered I Yes I No. I	License/Registrat	tion number if applicable	et $as a rental property? \square Yes \square No. If so, is the e MDE is current and its registration has been renewed$
The property: \Box is affected	d property under §6-801, E	nvironment Artic	cle, its registration with u	MDE is current and its registration has been renewed is valid for the current tenancy; or □ owner is unable to te during remedial work. □ The property is not affected.
as required, and its MDE in	nspection certificate number	ered	access or to relocate/vaca	te during remedial work. 🗆 The property is not affected.
state Certificate No. becaus	se 🗆 property is exempt 🗆	I tenant refused a	perty and a judgment for	he MDE is current and its registration has been renewed is valid for the current tenancy; or \Box owner is unable to te during remedial work. \Box The property is not affected, the amount determined to be due. og amount of rent: \$ due on the
The tenant rents from the l	andlord who asks for posse	ession of the prop	"I have a party the followin	amount of rent: \$ due on the
. The tenant rents from the l	mment subsidized tenancy	. Tenant is respon	nsible to pay the following	ent. less tenan
	the weeks in monus of	Foos and security	deposits under PU §7-30	19. Net Kent
payments of \$ (· · · · · · · · · · · · · · · · · · ·	ich the complaint	t was filed for the \Box wee	ks 🗆 months
Late charges accruing in e	are	e due in the amou		in the amount of
<u> </u>		1 f filing b	ut due by the date of trial	in the amount of\$
7 The landlord requests 1	rent becoming due after the	e date of filling, o	ut due of the house	TOTAL \$
			· · · · · · · · · · · · · · · · · · ·	The area numbers and judgment dates within the pas
3			ane to phot judgmenter	List the case numbers and judgette
3 9. The landlord requests the	tenant's rights of redempti	Ion be forcefosed	Case Numbers & Judgment Da	List the case numbers and jung-
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1 OR		No. of tenants 1 2 3 4 CASE NUMBER
DISTRICT COURT OF MARY LAND		CASE NUMBER TRIAL DATE & TIME
Located at	Affixed on Premises	
andlord	Date	
Address State Zip	Mailed to Tenant	
City		
① Tenant ② Tenant	Constable/Sheriff	
(1) Tenant	Served on Party:	
a Adress		
City State Zap	Date	Date Dep PROPERTY (REAL PROPERTY §8-40
ANDLORD'S COMPLAINT FO	R REPOSSESSION OF REN	Mar
FAILURE TO PAY RENT - LANDLOKE S COME	Street	Apt. City No. If so, is th
The property is described as: Property Name	to operate this premises as	a rental property.
 In the project of the	ation mber if applicable:	ADE is current and its registration has been r bid for the current tenancy; or \Box owner is u
2. Is the landlord required by an istered I Yes I No. License/Regist	ation with the N	IDE is current and its regioner or owner is u
Tandor S6-801 Environment in	tic', is vi	ADE is current and its registration has been a alid for the current tenancy; or \Box owner is u turing remedial work. \Box The property is not
andlord currently licensed/registered □ Fes □ 100. Environment Ar 3. The property: □ is affected property under §6-801, Environment Ar as required, and its MDE inspection certificate numbered	ate d	wing remedial work The P
as required, and its MDE inspection certificate interface that the tenant refuse state Certificate No. because the lead ord who asks for possession of the	11 1 34	mount determined to be due.
state Certificate No. because \Box property is exciting \Box 4. The tenant rents from the landlord who asks for possession of the	11 / 3 100/	Crent: \$u
4. The tenant rents from the handled "which define the state of the s		
5. This is is is not a government substitute time, which has no of the week month, which has no		3 Net
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Late charges accruing and 1 are du		1.
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6 7. □ The landlord requests rent becoming due after the		
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9. The landlord requests the terms of 12 months:		~
□ All the tenants on the lease are listed above.		10.
Supporting this statement are:		The tout
I am unable to determine whether or p I am unable to determine whether or p IO. The tenant is deceased, intestate (no		and and and and and and and
10. The tenant is declared, information in the second seco		HOLING REAL PORT
by □ first-class mail – mail service		110 18150 0510 -511 1180 57
I do solemnly affirm under the penalt		1112 - 101 - 378 Not 15: 5111 51
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Print Name of Signer (Landlord/Attorney/Agent)	19	21. 010th 01th mestion 18 Saturdan 18 Para
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The following parties ar	. 34004 501910 10 10 1544	20 51 11 12 12 12 12 12 12 12 12 12 12 12 12
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	1091113012012101100100	
□ Judgment in favor		
□ Judgment in favor Rent due and unpai	all	
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