



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Circuit Court Baltimore City Ceiling Tiles
RFP# 8885

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) to secure a Contractor to furnish, all labor for the manufacturer installation of 2x4 fire rated ceiling tiles and the removal/disposal of existing ceiling tile at the Circuit Court for Baltimore City, 100 N. Calvert Street, Baltimore, MD 21202 Criminal Division Room 244M. Per attached specifications.

1. Scope of Work

- Removal/disposal of existing ceiling tile.
- Clean, adjust and replace the ceiling grid (where needed).
- Installation of 2x4 fire rated ceiling tiles.

2. Hours, Holidays, Location:

- Hours of Operation - 5:00 p.m. – 6:30 a.m. Weeknights or Weekends except legal holidays.
- Services shall NOT be provided on State Holidays, official general election holidays and any other days when AOC facilities are closed.
- Circuit Court for Baltimore City, 100 N. Calvert Street, Baltimore, MD 21202 / Criminal Division / Room 244M

3. A **MANDATORY Walk-Through and Pre-Proposal Conference** will be held on **Wednesday, September 5th, 2018 beginning at 10:00AM at Circuit Court for Baltimore City, 100 N. Calvert Street, Baltimore, MD 21202 / Room 244M.** Attendance at the Conference is mandatory in order to facilitate better preparation of proposals.

4. **Contract Type**

The resulting contract shall be for Fixed Price.

5. **Contract Term**

The Contract resulting from this SPRFP shall begin at the execution date of the contract and extend for a base period of 6 (six) months until work is complete. In addition, a tentative time frame has been set for, equipment purchases within 30 days, installation to start within 60 days, and final completion of procurement within 3 to 6 months. Audit, confidentiality, document retention, and indemnification obligations under this Contract shall survive the expiration or termination of the Contract.

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:

April Molley Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone: 410-260-1583
Email: april.molley@mdcourts.gov

7. **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 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).

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 2:00PM (local time) on Wednesday, September 12th, 2018** in order to be considered.

9. 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
- Availability
- Work Plan for this engagement
- 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, \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____