



Administrative Office of the Courts

Operations Division

Amendment # 2 Small Procurement IFB Movers for District Court of MD, Upper Marlboro Project # 14178

This Amendment is being issued to amend and clarify certain information contained in the above-named Small Procurement IFB. All information contained herein is binding on all Offerors who respond to this Small Procurement IFB. Specific parts of the Small Procurement IFB have been amended. The following changes/additions are listed below; new language has been underlined (ex. new language) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

Clarifications:

- C4. A second site visit has been scheduled for **9/21/21 @ 10:00 AM**. Attendees should meet in the main lobby inside the Judges Drive entrance.
- C5. **Modify the following dates**
- Question & Response Due: ~~September 20, 2021 by 4:30 PM~~
September 22, 2021 by 4:30 PM
- Closing Date and Time: ~~September 24, 2021 by 4:30 PM~~
September 27, 2021 by 4:30 PM
- C6. **Modify the following in Section 3**
- 3.1.1 Bid Proposal Price Sheet (~~Attachment D~~) signed by authorized personnel.
- 3.1.1 Bid Proposal Price Sheet (Attachment A) signed by authorized personnel.
- C7. Parking fees must be included in bid pricing.
- C8. The move from the Public Storage location must be completed in one day.
- C9. An estimated number of boxes in the Public Storage location has been attached via this amendment.

Questions:

- Q1. How much is the badging fee for the movers?
- A1. All moving personnel must display/wear their company ID badge at all times on Judiciary property.**
- Q2. If this task was done in the past, what is the ballpark quotation you are expecting?
- A2. This is the first time this task is being done.**

- Q3. Can some of the boxes that do not fit onto the shelving be left onto pallets?
A3. **Vendor is not responsible for putting boxes onto shelving.**

Issued By: Victoria Nellis
Procurement Officer
September 20, 2021

EZ STORAGE – CAPITOL HEIGHTS

UNIT # & DESCRIPTION	UNIT SIZE	NUMBER OF BOXES	AVAILABLE SPACE
#2002 CRIMINAL EXPGS 2018	10 X 10	Hy Dv 200 boxes TOTAL BOXES = 233	FULL TO CAPACITY
#2013 CONT 2016 CRIMINAL EXPGS CIVIL 2006 A & D	10 X 20	A boxes – 129 boxes D boxes – 188 boxes TOTAL BOXES = 317	FULL TO CAPACITY
#2028 CIVIL 2008 A+ D CIVIL 2011 A + D	10 X 30	2008 A boxes – 156 boxes 2008 D boxes – 184 boxes TOTAL BOXES = 340	FULL TO CAPACITY
#2029 CIVIL 2005 A & D Civil 2013 + 2014 + 2015 D's	10 X 20	A boxes – 135 boxes D boxes – 160 boxes TOTAL BOXES = 295 D boxes-31 boxes	FULL TO CAPACITY
#2205 TRAFFIC DOCKETS 2000, 2001, 2002, 2010, 2011	10 X 20	2000 – 46 boxes 2001 – 33 boxes 2002 – 28 boxes 2010/2011 – 48 boxes TOTAL BOXES = 155	FULL TO CAPACITY

<p>#2303</p> <p><u>DOM. VIOLENCE</u> 2009, 2010 & 2011</p>	<p>10 X 20</p>	<p>2009 – 99 boxes 2010 – 102 boxes 2011 – 99 boxes</p> <p>TOTAL BOXES = 300</p>	<p>FULL TO CAPACITY</p>
<p>#2321</p> <p>DOM. VIOL 2016</p> <p><u>CIVIL-2008 Higher #'s</u> ** CONT'D D85-D164</p> <p><u>CIVIL-2010</u> ** D1 – D49</p> <p><u>DOM. VIOL. 2012</u></p> <p><u>DOM VIOL 2016</u></p> <p><u>Civil 2015 A's- Top Shelf</u></p>	<p>10 X 30</p>	<p>CV 2008 – 80 boxes CV 2010 – 49 boxes</p> <p>DV 2012 – 111 boxes</p> <p>DV 2016-106 BOXES</p> <p>TOTAL BOXES = 506</p>	<p>FULL TO CAPACITY</p>
<p>#2634</p> <p>FINISHED TRAFFIC DOCKETS 2012,2013,2014</p> <p><u>CRIMINAL-STRIPPED</u> ** 2004</p> <p>2017 Expungements</p>	<p>10 X 20</p>	<p>CR 2004 – 66</p> <p>TOTAL BOXES = 66</p>	<p>FULL TO CAPACITY</p>
<p>#2722</p> <p><u>CIVIL</u> 2007 A & D</p> <p><u>CIVIL</u> 2010 A & D **A1-A161; D50-D154</p>	<p>10 X 30</p>	<p>2007 A boxes – 138 boxes D boxes – 174 boxes</p> <p>2010 A boxes – 161 boxes D boxes – 105 boxes</p> <p>TOTAL BOXES = 578</p>	<p>FULL TO CAPACITY</p>

** 2005 & 2006 J Boxes – Annapolis; 2007 J Boxes – Rm 252B; 2009 A, D & J Boxes – Annapolis

EZ STORAGE – CAPITOL HEIGHTS

UNIT # & DESCRIPTION	UNIT SIZE	NUMBER OF BOXES	AVAILABLE SPACE
#3221 2007 Civil J 2012 Civil A 2014 Civil A 2013 Civil A	10 X 20		Full to Capacity
#3400 Only Criminal Stripped Cases starting with the year 2006 to current End of 2012 Civil D's	10 X 30		
#3608 Dv and Po for Um the years 2013, 2014 and 2015	10 X 20		FULL TO CAPACITY