



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Movers for Towson/Catonsville District Court**  
**RFP# 10840**

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 an office moving company to move all I.T. related equipment from the Towson District Court, 120 East Chesapeake Avenue, Towson, MD 21286 to the new Catonsville District Court, 1 Rolling Crossroads, Catonsville, MD 21228. The Offeror shall be responsible for supplying wrapping and boxes, and for providing their own dollies, labels and manpower.

**1. Scope of Work**

- 1) The Offeror shall, no later than two weeks prior to the move, supply all the boxes, bubble wrap, and packing tape the AOC will need for packing.
- 2) The Offeror shall be responsible for the loading and safe transport of the following items to the aforementioned location:
  - a) 150 personal computers
  - b) 275 monitors
  - c) 125 printers
  - d) 150 scanners
  - e) 125 telephones
  - f) 2 shredders
  - g) 1 postage machine
  - h) 1 large safe
  - i) 5 fax machines
  - j) Other selected items
- 3) The District Court staff will be responsible for labeling each item. Drop off location for each item will be pre-set, planned and indicated accordingly.

- 4) Moving shall begin no earlier than the **close of business at 4:00 PM on Friday, January 3<sup>rd</sup>, 2020, and shall be completed no later than Sunday, January 5<sup>th</sup>, 2020.**
- 5) The Offeror shall unload and deliver every item to a pre-set location (exact locations will be shared with Offeror once the locations are finalized).

## 2. Purchase Order

The resulting purchase order shall be for Fixed Price.

## 3. 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:

**Christos Bazekis**

Maryland Judiciary, Administrative Office of the Courts  
Department of Procurement, Contract and Grant Administration  
Telephone: 410-260-1583  
Email: Christos.Bazekis@mdcourts.gov

## 4. MANDATORY Site Walkthrough

In order to be considered for award, interested Offerors must attend the site visit. If you will be attending please e-mail Christos Bazekis, [Christos.Bazekis@mdcourts.gov](mailto:Christos.Bazekis@mdcourts.gov).

**Location:** Towson District Court, 120 East Chesapeake Avenue, Towson, MD 21286.  
**Date/Time:** November 15<sup>th</sup>, 10:00 AM.

## 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 and experience in providing the required services.
- 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 4, no later than **no later than 2:00pm (local time) on November 26, 2019** 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
- Availability
- Work Plan for this engagement
- Price

## Attachment A - Price Proposal Form

Offeror's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

Supplies			
Item	Qty	Price	Line Total
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total:</b>			\$

Labor Categories	A
	Hourly Labor Rate*
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**\* The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents.**

Other Services/Deliverables			
Item	Qty	Price	Line Total
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total:</b>			\$

**FOR SERVICES AS REQUIRED AND PROPOSED, \$ \_\_\_\_\_**

Submitted by \_\_\_\_\_  
Authorized Signature Date

Print Name and Title \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone \_\_\_\_\_

Federal Tax Identification # \_\_\_\_\_