



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
District Court Towson Key Fob Access Control System
RFP #7998

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 and install a COMPLETE "TURN KEY" CARD KEY/FOB ACCESS CONTROL SYSTEM at District Courthouse located at 120 East Chesapeake Avenue, Towson, 21286. Per attached specifications and drawings.

1. Scope of Work

- 25 Door access turn key card control from Employees State ID Card
- All 25 door locations to be secured are shown on attached drawings.
- Many of the doors presently secured by cipher lock; vendor will be responsible for removing locks and insuring that all doors have locksets.
- All new locksets need to be keyed to building master.
- Vendor to supply and install system.
- Vendor to supply all training to operate system.
- Vendor to maintain system with two-year warranty on all equipment and installation.

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.
- District Courthouse located at 120 East Chesapeake Avenue, Towson, MD 21286.

3. A **MANDATORY Walk-Through and Pre-Proposal Conference** will be held on **May 24th, 2018, beginning at 10:00AM at the District Courthouse located at 120 East Chesapeake Avenue, Towson, MD 21286**. 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 June 4th, 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 # _____		

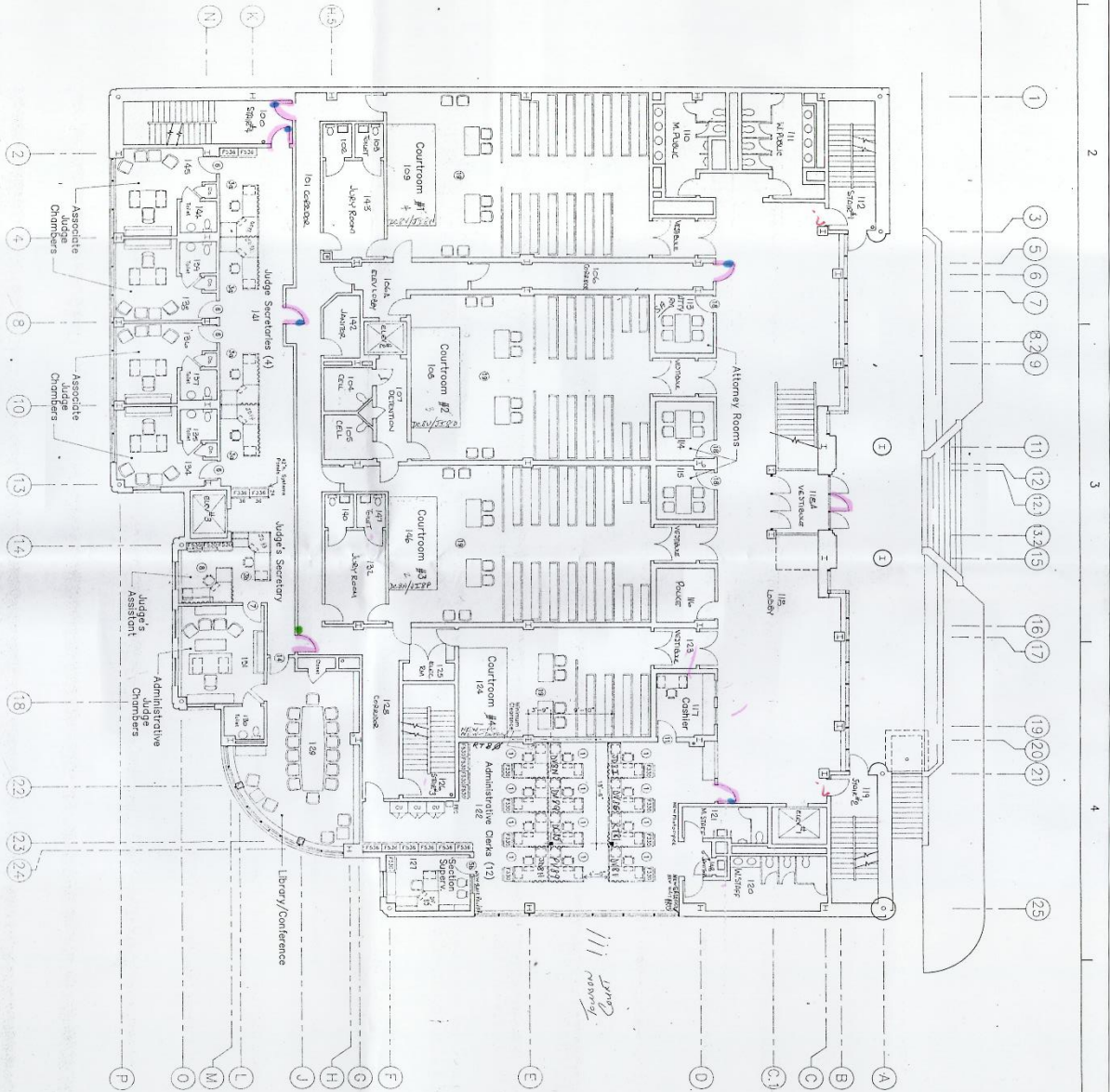
Attachment B – Floor Plans

FIRST FLOOR PLAN

0 5 10 20'
 1/8" = 1'-0"
 EL. @ 438.00
 PROJECT NORTH

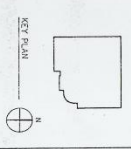
LEGEND:

- Power Panel
- Floor Mounted Reception
- Utility Fire Cabinet
- First Digit = Number of Drivers
- Next Two Digits = Width in inches
-
-



810 Light Street, Baltimore, Maryland 21202

NO.	DATE	DESCRIPTION

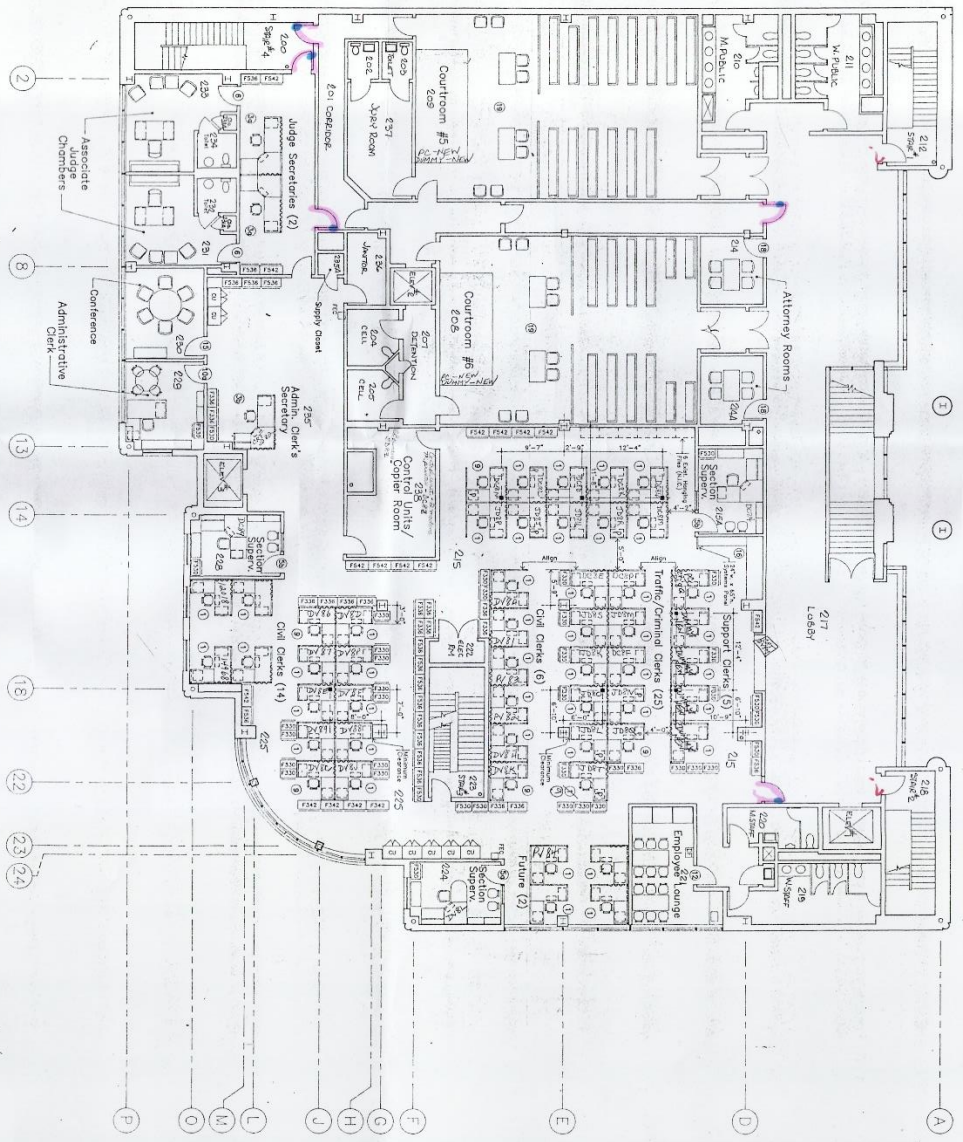


DISTRICT COURT OF MARYLAND
 DISTRICT NO. 8 - TOWSON
 BALTIMORE COUNTY REVENUE AUTHORITY

SPACE PLANNING
 for
 FIRST FLOOR
 PLAN

PROJ. NO. 9052.04
 DATE 6/10/93
 SMC NO. SP-1

1 3 7 11 12 15 16 20 21 25



SECOND FLOOR PLAN

0 5' 10' 20'
 1/8" = 1'-0"
 PROJECT NORTH

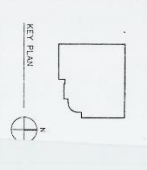
LEGEND:

- Power Panel
- Floor Mounted Reception
- Local Fire Cabinet
- Fire Alarm Control Panel
- Next Two Digits = Width in Inches
- 24" x 36" x 24" x 65" Lead Coat Storage Bin



818 Umi Street, Baltimore, Maryland 21201

NO.	DATE	DESCRIPTION



KEY PLAN

DISTRICT COURT C
 MARYLAND
 DISTRICT NO. 6 - TOWSON
 BALTIMORE COUNTY REVENUE AUTHORITY

SPACE PLANNING
 for
 SECOND FLOOR
 PLAN

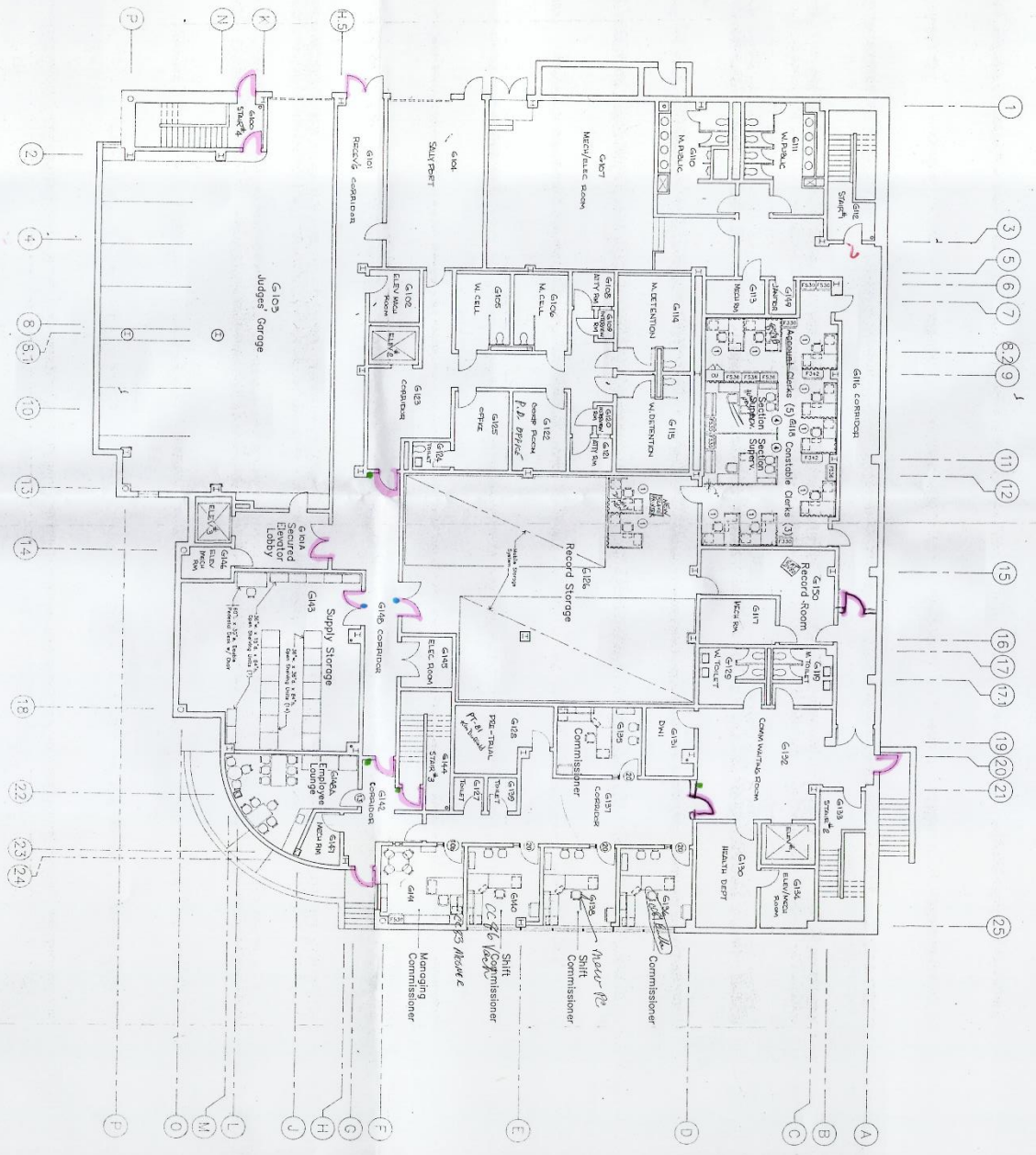
PROJ. NO.	DWG. NO.
9052.04	SP-
DATE	6/10/93

GROUND FLOOR PLAN
 EL. @ 42.00'
 PROJECT NORTH

0 5' 10' 20'
 1/8" = 1'-0"

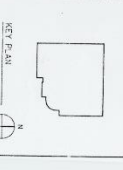
LEGEND:
 [Symbol] Power Panel
 [Symbol] Floor Mounted Restrooms
 [Symbol] Floor Mounted Restrooms
 [Symbol] First Floor Restrooms
 [Symbol] Next Two Digits = Width in Inches

[Symbol] 36" x 24" x 68" H. Metal Coat Storage Unit



1011 Light Street, Baltimore, Maryland 21202

NO.	DATE	DESCRIPTION



DISTRICT COURT OF
 MARYLAND
 DISTRICT NO. 8 - TOWSON
 BALTIMORE COUNTY RESOLVE
 AUTHORITY

SPACE PLANNING
 for
 GROUND FLOOR
 PLAN

PROJ. NO. 9052.04
 DATE 6/10/93
 DMC, INC.
SP-G