



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Photo/Video Studio Equipment
RFP # 10479

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 provide photo/video equipment to the Maryland Judiciary Government Relations and Public Affairs Office.

1. Scope of Work

Equipment needed to set up photographers/videographer's studio in Maryland Judiciary new building.

Parts needed: samples attached.

- 4 each Dracast LED1000 Pro Daylight LED Light with V-Mount Battery
- 2 each Alzo 8-inch wall mount plate straight pin
- 1 each Alzo suspended drop ceiling photo video light mount kit
- 1 each Alzo 10 feet wide wall mount background support kit with 4 poles to prevent paper sag
- 1 each Seamless background paper roll chroma key green, 96 inches wide X 36 feet long
- 1 each 2rolls seamless photo background paper (1) black and (1) white, 96 inches wide X 36 feet long
- 1 each Photo background granite seamless print paper rolls
- 10 each Acoustic panel in sonic suede fabric 4'x2'x1"
- Miscellaneous parts
- Installation

2. Contractor Minimum Requirements

- Show ability to do professional installation. (previous jobs or similar)

3. Contract Type

The resulting contract shall be for Fixed Price.

4. Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin with execution of Purchase Order.

5. 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:

Robin Smith

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1421

Email: robin.smith@mdcourts.gov

6. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposals 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).

7. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **no later than 2:00pm (local time) on August 9, 2019** in order to be considered.

8. 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,

4 each Dracast LED1000 Pro Daylight LED Light with V-Mount Battery

2 each Alzo 8-inch wall mount plate straight pin

1 each Alzo suspended drop ceiling photo video light mount kit

1 each Alzo 10 feet wide wall mount background support kit with 4 poles to prevent paper sag

1 each Seamless background paper roll chroma key green, 96 inches wide X 36 feet long

1 each 2rolls seamless photo background paper (1) black and (1) white, 96 inches wide X 36 feet long

1 each Photo background granite seamless print paper rolls

10 each Acoustic panel in sonic suede fabric 4'x2'x1"

Miscellaneous parts

Installation

TOTAL PRICE _____ \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____

Email address _____