



Administrative Office of the Courts

Operations Division

Amendment #4 Small Procurement RFP 13193 – Hagerstown DC Security Card Access System

This Amendment is being issued to amend and clarify certain information contained in the above-named Small Procurement RFP. All information contained herein is binding on all Offerors who respond to this Small Procurement RFP. Specific parts of the Small Procurement RFP 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~~).

1. Modify the following in Section 1.3 – Contractor Minimum Requirements

1.3.1 License and Permits

While no permits shall be required for this work site it is expected that all work shall be done in a “best practice” manner which complies with local, state and national codes. The Contractor and/or sub-contractors shall be licensed as required.

The Contractor shall adhere to OSHA and BICSI guidelines throughout the duration of the installation.

2. Modify the following in the Section 1.4 – Statement of Work/Deliverables

1.4.3 Install one (1) new security access workstation in the DGS office (including mouse, keyboard and monitor). Although there is no specific make and model determined for the access controller, the Judiciary does require that it’s open architecture and that there is room for growth of the system within the building. The new system **shall not** be tied into any building emergency equipment. Also, there **shall not** be any UPS requirements.

3. Modify the following in Section 1.4.4 – Contractor’s Duties and Responsibilities

c) The contractor shall utilize blue Cat 6 cabling when connecting the access controller to the workstation (plenum rate is not required), and the existing cabling for the HID readers. The recommended cable type for the new Readers is 18 (gauge) / 6 (copper lines).

d) ~~The Contractor will provide training to selected personnel of District Court prior to completion of the install.~~

The Contractor shall provide training for up to five (5) selected Judiciary personnel, lasting no longer than four (4) hours total, prior to completion of the install. During the required training the Contractor shall also show selected Judiciary personnel how to program the spare access cards for use at a future date. The new system shall be programmed by the Contractor with the existing users (numbers unknown).

e) The Contractor shall provide 2yr maintenance warranty for all equipment installed, workmanship and service.

f) ~~The Contractor shall reuse the existing door locking components or new door locks will be installed as needed and contractor will ensure that doors in the sally port and lockup areas have interlocking functionality.~~

The current door strikes are 24V. The Contractor shall reuse all existing door locks, "Request to Exit" units, door status contacts and lock power supplies **only** if they are compatible with the new system. If the existing locks and wiring are not compatible with the new system, then the Contractor shall provide all wiring and power supplies to make each door fully functional with the new readers.

Issued by Christos Bazekis
Procurement Officer
April 30th, 2021