



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Denton District Court, Maryland Access Control Security System
RFP #9257

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, install a complete a non-proprietary Security Card Access system along with complete training and maintenance at the District Court in Denton, Maryland, 207 S. Third Street Denton, Maryland. 21629.

1. Scope of Work

Furnish and install nine (9) card access readers that work with State ID cards along with 50 spare cards to work with the system.

1. Card Readers

- 1.1. CR-1: Install Card access reader at exterior door number near mechanical room.
- 1.2. CR-2: Install Card access reader at interior door on right brick wall. Access should open right door only.
- 1.3. CR-3: Install Card access reader at interior door to access clerk area.
- 1.4. CR-4: Install Card access reader at exterior door to access clerk area.
- 1.5. CR-5: Install Card access reader at exterior door for judge access.
- 1.6. CR-6: Install Card access reader at interior door from judge's corridor to courtroom.
- 1.7. CR-7: Install Card access reader at interior door from courtroom to judge's corridor.
- 1.8. CR-8: Install Card access reader at interior door from courtroom to prisoner corridor.
- 1.9. CR-9: Install Card access reader at interior door from prisoner corridor to courtroom at 64-inch height on wall. Cabling must be in rigid conduit.

2. Card System Controller

- 2.1. The system controller and equipment needed to facilitate the card readers will be installed in the DGS office.

Tools and Supplies

Vendor will supply his / her own tools. This includes ladders, vacuum cleaners, extension cords, power tools, test equipment, etc. No "loaner" tools or supplies be will available from the building owner.

Final Walkthrough

Once work completes there will be a walkthrough with District Court representative, local staff and building owner (if available). Statement of work will be reviewed to make sure all items are complete. All trash, boxes and other items related to the installation will leave the site with the vendor. Dumpsters are not available. A walkthrough will include review of ceiling tiles, site cleanup, furniture placement and confirmation that electrical work is complete and usable. All of vendor staff will remain on site until walkthrough completes.

License, permits, etc.

While no electrical permit is required for the work at site, all work will be done in a "best practice" manner that complies with local, state and national codes.

Vendor Walkthrough

The vendor walkthrough will happen one week before the bid submissions are due. Each bidder will be provided with this document as well as all relevant drawing details for the job. Upon completion of the walkthrough bidders must submit any further questions to the procurement representative to be answered in an open forum. Vendors are not permitted to contact the District Court directly.

2. Hours, Holidays, Location:

- Work will be completed on an afterhours and weekend schedules. Contractors can begin work at 4:30pm Monday through Friday and start at 8am on Weekends and Holidays.
- Services shall NOT be provided on State Holidays, official general election holidays and any other days when AOC facilities are closed.
- (District Court of Maryland) John R. Hargraves Multi-Service Center
207 South Third Street, Denton, MD 21629

3. A Mandatory Pre-Proposal Conference will be held on February 6, 2019, beginning at 10:00 AM, at District Court in Denton, Maryland, 207 S. Third Street Denton, Maryland 21629. 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 Small Procurement (RFP) 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:

Alisha Allmond, Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone: 410-260-2557
Email: Alisha.Allmond@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 5, no later than **no later than 2:00pm (local time) on March 1, 2019** 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.

District Court, Denton, Video Surveillance System

PRICE PROPOSAL FOR RFP # K19-0060-89

Description of Proposed Video Surveillance System	Quantity	Unit Price	Total Amount
1.1.CR-1: Install Card access reader at exterior door number near mechanical room.		\$	\$
1.2.CR-2: Install Card access reader at interior door on right brick wall. Access should open right door only.			
1.3.CR-3: Install Card access reader at interior door to access clerk area.			
1.4.CR-4: Install Card access reader at exterior door to access clerk area.			
1.5.CR-5: Install Card access reader at exterior door for judge access.			
1.6.CR-6: Install Card access reader at interior door from judge's corridor to courtroom.			
1.7.CR-7: Install Card access reader at interior door from courtroom to judge's corridor.			
1.8.CR-8: Install Card access reader at interior door from courtroom to prisoner corridor.			
1.9.CR-9: Install Card access reader at interior door from prisoner corridor to courtroom at 64-inch height on wall. Cabling must be in rigid conduit.			
Card System Controller			
Warranty: System and all components fully guaranteed for two years as well as two years on installation.		\$	\$

Grand Total: \$ _____

Authorized Individual Name/Date

Company Name

Title

Company Federal Tax ID #

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

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

Submitted by _____

Authorized Signature

Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____