

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) # 804**

Purchase and Install additional security video surveillance cameras and monitors.

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.

1. Background

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals (RFP) for selected contractor shall furnish, install additional security video surveillance system cameras and monitor at the District Court in Ellicott City, Maryland.

2. Statement of Work

The requirements are as follows:

- **Furnish and install fourteen (14) vandal resistant day/night resolution security cameras in the following areas.**

Court Lock-up Area – six(6); one(1) wall mounted camera in each of the detention cells

Detention Center Area – three(3) in the main area hallways of the Detention space

Exterior of building – two(2) weather/vandal resistant wall mounted PTZ cameras- Outside of SallyPort entrance.

SallyPort – one(1) vandal resistant camera located in the SallyPort area.

Install two(2) vandal resistant cameras in the common are of the second floor.

Vendor shall dispose of existing monitors.

- 2.1 Furnish and install a new sixteen(16) port multiplexer/DVR. DVR must have minimum thirty day capability to record, store images as well as download/record to CD. Install one wall or ceiling mounted 32” color monitor in Sheriff’s station located in the District Court lock-up area.
- 2.2 All equipment must work within the framework of and in conjunction with the existing security system. Pelco Video Surveillance System by Schneder Electric.
- 2.3 The Contractor shall warranty on system and all components fully guaranteed for two(2) years as well as two(2) years on installation

- 2.4 The requested equipment shall be as specified, no substitutions shall be accepted.
- 2.5 The Contractor shall contact the Project Manager after receipt of the goods to schedule installation.
- 2.6 Equipment shall be installing at District Court of Maryland, 3451 Courthouse Drive, Ellicott City, Maryland 21043

3. Delivery Requirements

Inside Delivery:

Mr. Joseph White and Mr. Jim Harmon
District Court of Maryland
3451 Courthouse Drive, Ellicott City, Maryland 21043
Joseph.white@mdcourts.gov; jim.harmon@mdcourts.gov

Delivery shall be during normal business hours: 8:00 a.m. to 4:30 p.m., Monday through Friday.

4. Site Visit - Mandatory

A site visit has been scheduled for **April 24, 2014 at 1:00pm**. Please meet at the District Court of Maryland, 3451 Courthouse Drive, Ellicott City, MD 21043

5. Contract Type

The resulting Contract (Purchase Order) shall be based on Fixed Price.

6. Contract Term

The term of the Contract that results from this RFP is 6 months from Purchase Order issue.

7. Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Robin Smith, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1421
Email: robin.smith@mdcourts.gov

8. Project Manager

The Project Manager monitors the daily activities of the contract and provides technical guidance to the Contractor. The Project Manager is:

Joseph White and Jim Harmon
3451 Courthouse Drive
Ellicott City, MD 21043

The AOC may change the Project Manager at any time by written notice to the Contractor.

9. Form of Response

Proposals must be in writing.

- a. Section I – Technical proposal, a written response to the Scope of Work, and provide a work plan for this engagement. Demonstrates the Offeror’s capabilities and experience in providing the required services.
- b. Section II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

10. Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 7. no later than **May 1, 2014 at 2:00pm** (local time) on, in order to be considered.

11. Award Determination

The Contract resulting from this 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.

Attachment A – Price Proposal Form

- Equipment (make/model)
Including warranty

\$ _____

- Installation
Including warranty

\$ _____

- **Total price of project**

\$ _____

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Telephone:
Federal Tax Identification #: