

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

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.00.

1.0 Background

The Administrative Office of the Courts (AOC) oversees and implements court policies established by the Chief Judge, the Court of Appeals, and the General Assembly. Its responsibilities include personnel administration, preparation and administration of the Judiciary budget, planning, research, and court support personnel.

1.1 Scope of Work

The Maryland Judiciary's Administrative Office of the Courts (AOC) Judicial Information Systems (JIS) is soliciting competitive proposals for UPS battery replacements to include 2 strings of tests.

1.1.1 The VRLA batteries for replacement are as follows:

Tag #	Battery Model	Part #	Jars	Cabinet Qty
1121776	HX330	UPS12-350MR	39	1
1291689	HX330	UPS12-350MR	39	1

1.1.2 The battery must be Liebert approved, of the same fit, form and function as the battery being replaced.

1.1.3 The Contractor shall be responsible for replacing existing batteries.

1.1.4 The Contractor shall be responsible for installation of new batteries.

1.1.5 The Contractor shall conduct 2 strings of testing of the new batteries and provide report that the batteries are operational.

1.1.6 The Contractor shall be responsible for recycling/disposal of old batteries.

1.2 Contract Type

This is a time & material contract with fixed unit labor prices which are all inclusive and shall encompass all requirements in the RFP.

1.3 Contract Term

The term of the Contract that results from this RFP shall be for upon award of the Contract and issuance of notice-to-proceed through June 30, 2013.

1.4 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:

Colleen Cantler, Procurement Specialist
Maryland Judiciary, Administrative Office of the Courts
Telephone: 410-260-1581
Email: colleen.cantler@mdcourts.gov

1.5 Contract Manger

Eric Brown
Judicial Information Systems (JIS)
Annapolis, MD 21401
Email: eric.brown@mdcourts.gov

1.6 Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted.

- Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Scope of Work that demonstrates the Offeror’s capabilities and experience in providing the required services and meets the required Minimum Qualification as follows:
 - The replacement and testing must be performed by a Liebert certified and factory trained Battery Specialist or Customer Engineer(s) during normal AOC business hours Monday – Friday 8am –5p.m. (excluding holidays). The Contractor must provide proof of Liebert certification with their submission of the technical proposal.
- Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

Form of Response for Volume I and Volume II shall be sent to the Procurement Officer via email per Section 1.5.

1.7 Proposal Closing Date

All proposals must be received by the Procurement Officer at the email address listed in Section 1.5, no later than 2:00 PM (local time) on June 12, 2012 in order to be considered.

1.8 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

Description	Total
2 VRLA UPS Liebert approved batteries	\$
Installation of new UPS batteries	\$
2 strings of battery testing with operational report	\$
Removal and disposal of old UPS batteries	\$
*Total Evaluated Price	\$

*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

Submitted by (signature required):

Date:

Printed Name and Title:

Telephone Number:

Company Name:

Company Address:

FEIN Number: