



**STATE OF MARYLAND  
ADMINISTRATIVE OFFICE OF THE COURTS  
PROCUREMENT, CONTRACT AND GRANT ADMINISTRATION  
187 HARRY S. TRUMAN PARKWAY  
ANNAPOLIS, MD 21401  
SMALL PROCUREMENT REQUEST FOR PROPOSALS (RFP)**

**FOR**

**Hargrove District Court Surveillance Camera Upgrade & Installation**

**Project 13194**

**ISSUED: 04/21/2021**

**This procurement is being conducted as a Category III Small Procurement, as prescribed in the Judiciary Procurement Policy.**

Sole point of contact for this solicitation is the Procurement Officer. Offerors are specifically directed NOT to contact any other Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP at any time prior to any award and execution of a contract. Unauthorized contact with any Judiciary personnel or the Judiciary's contracted consultants may be cause for rejection of the Offeror's proposal.

Minority Business Enterprises and Veteran-owned Small Business Enterprises are encouraged to respond to this Request for Proposals.

**Procurement, Contract and Grant Administration**  
<http://www.mdcourts.gov>

**THE JUDICIARY  
NOTICE TO OFFERORS/CONTRACTORS**

In order to help us improve the quality of Judiciary solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding the enclosed solicitation. Please return your comments with your proposals. If you have chosen not to propose on this Contract, please e-mail this completed form to [joeshia.brawner@mdcourts.gov](mailto:joeshia.brawner@mdcourts.gov).

**Title: Hargrove District Court Surveillance Camera Upgrade & Installation  
Project No: 13194**

1. If you have responded with a "no bid", please indicate the reason(s) below:

- Other commitments preclude our participation at this time.
- The subject of the solicitation is not something we ordinarily provide.
- We are inexperienced in the work/commodities required.
- Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
- The scope of work is beyond our present capacity.
- Doing business with Maryland Government is simply too complicated. (Explain in REMARKS section.)
- We cannot be competitive. (Explain in REMARKS section.)
- Time allotted for completion of the proposals is insufficient.
- Start-up time is insufficient.
- Insurance requirements are restrictive. (Explain in REMARKS section.)
- Proposals requirements (other than specifications) are unreasonable or too risky. (Explain in REMARKS section.)
- MBE requirements. (Explain in REMARKS section.)
- Prior Judiciary contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)
- Payment schedule too slow.

Other: \_\_\_\_\_

2. If you have submitted a proposal, but wish to offer suggestions or express concerns, please use the Remarks section below. (Use reverse side or attach additional pages as needed.)

REMARKS:

\_\_\_\_\_

Offeror Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

**KEY INFORMATION SUMMARY SHEET**

**MARYLAND JUDICIARY**

**Small Procurement Request for Proposals**

**Hargrove District Court Surveillance Camera Upgrade & Installation**

**PROJECT # 13194**

**RFP Issue Date:** April 21, 2021

**RFP Issuing Office:** Procurement, Contract and Grant Administration

**Procurement Officer:** Joeshia Brawner  
Maryland Judiciary, Administrative Office of the Courts  
Department of Procurement, Contract and Grant Administration  
187 Harry S. Truman Parkway  
Annapolis, MD 21401  
410-260-2556  
[joeshia.brawner@mdcourts.gov](mailto:joeshia.brawner@mdcourts.gov)

**Proposals must be sent to:** Joeshia Brawner  
Via e-mail <[Joeshia.brawner@mdcourts.gov](mailto:Joeshia.brawner@mdcourts.gov)>

**Mandatory Walkthrough:** April 28, 2021 at 11:00 AM

Hargrove District Court  
700 E Patapsco Ave  
Baltimore City  
Baltimore, MD 21225

**Question & Response Due:** May 5, 2021 at 2:00 PM

**Closing Date and Time:** May 12, 2021 at 4:30 PM

**TABLE OF CONTENTS**

**SECTION 1- GENRAL INFORMATION 5**

1.1 PROCUREMENT OFFICER ..... 5  
1.2 DISTRICT COURT PROJECT MANAGER ..... 5  
1.3 MANDATORY WALKTHROUGH..... 5  
1.4 QUESTIONS ..... 6  
1.5 PROPOSAL DUE (CLOSING) DATE ..... 6  
1.6 CONTRACT TYPE AND CONTRACT TERM..... 6

**SECTION 2- STATEMENT OF WORK 7**

2.1 BACKGROUND STATEMENT PURPOSE ..... 7  
2.2 CONTRACTOR MINIMUM REQUIREMENTS ..... 7  
2.3 STATEMENT OF WORK/DELIVERABLES ..... 7  
2.4 PANDEMIC FLU / INFECTIOUS DISEASE POLICY ..... 8  
2.5 WORK HOURS/SCHEDULING ..... 8  
2.6 WORKMANSHIP / TOOLS & SUPPLIES / CLEANUP ..... 8  
2.7 Final Walkthrough/Punchlist/Acceptance of Services.....9  
2.8 MARYLAND JUDICIARY REQUIREMENTS/PERIOD OF PERFORMANCE ..... 10  
2.9 DAMAGE TO STATE AND PERSONAL PROPERTY ..... 10  
2.10 FAILURE TO RESPOND ..... 10  
2.12 ACCESS AND BACKGROUND CHECKS (DISTRICT COURT) ..... 10

**SECTION 3 – FORM OF RESPONSE & AWARD DETERMINATION 13**

3.1 FORM OF RESPONSE ..... 13  
3.2 AWARD DETERMINATION ..... 13

**ATTACHMENTS 14**

ATTACHMENT A – TECHNICAL DRAWINGS..... 15  
ATTACHMENT B – PRICE PROPOSAL FORM..... 17  
ATTACHMENT C – CONTRACTOR BACKGROUND CHECK NOTICE ..... 19  
ATTACHMENT D – SITE VISIT RESPONSE FORM.....20

## SECTION 1 - GENERAL INFORMATION

### 1.1 Procurement Officer

The sole point of contact in the Judiciary for purposes of this RFP prior to the award of any Contract is the Procurement Officer identified below:

**Joeshia Brawner**  
**187 Harry S. Truman Parkway**  
**Annapolis, MD 21401**  
**410.260.2556**  
[joeshia.brawner@mdcourts.gov](mailto:joeshia.brawner@mdcourts.gov)

The Maryland Judiciary may change the Procurement Officer at any time by written notice to the Contractor.

### 1.2 District Court Project Manager

**Douglas Credle**  
**District Court Engineering & Central Services**

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

### 1.3 Mandatory Walkthrough

A MANDATORY Walkthrough shall be held for this solicitation.

**Date/Time:** April 28, 2021 at 11:00 AM – Meet in front lobby area

**Location:** Hargrove District Court  
700 E Patapsco Ave  
Baltimore City  
Baltimore, MD 21225

Attendance at the Walkthrough is **mandatory** in order to facilitate better preparation of proposals.

In order to assure adequate accommodations at the Site Visit, please email the Site Visit Response Form to the attention of the Procurement Officer no later than **April 27th, 2021 at 2:00 p.m.** The Conference Response Form is included as Attachment D to this solicitation.

As promptly as feasible subsequent to the Conference, all questions and answers known at that time will be posted to the Judiciary's Procurement website and eMaryland Marketplace Advantage.

## 1.4 Questions

- 1.4.1 The Procurement Officer shall accept written questions from prospective Offerors. Please submit all questions to the Procurement Officer by e-mail (See section 1.4).
- 1.4.2 Based on the availability of time to research, the Procurement Officer shall communicate a timely answer during the pre-proposal conference. Answers to all substantive questions that are not clearly specific only to the requestor will be posted on the Judiciary's procurement website and eMaryland Marketplace Advantage.
- 1.4.3 All questions are due to the Procurement Officer no later than 2: 00 pm (local time) on May 5, 2021.

## 1.5 Proposal Due (Closing) Date

The Offeror's proposal (Technical and Financial) must be received by the Procurement Officer **no later than 4:30 p.m. (local time) on May 12, 2021** in order to be considered.

Requests for an extension of this date or time will not be granted. **Proposals received by the Procurement Officer after the due date and time will not be considered.**

**Proposals shall be submitted by e-mail to the Procurement Officer.**

## 1.6 Contract Type and Contract Term

### 1.6.1 Contract Type

The resulting contract shall be Fixed Price.

### 1.6.2 Contract Term

The Contract resulting from this Small Procurement shall begin with execution of Purchase Order and be completed within the timeframe described in Section 2.8.2.

**THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK**

## SECTION 2 – STATEMENT OF WORK

### 2.1 Background Statement/Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to solicit proposals from prospective Contractors to provide software upgrade and installation services of workstations and surveillance cameras at the Hargrove District Court located in Baltimore, MD.

**Project Location:  
Hargrove District Court  
700 E Patapsco Ave  
Baltimore City  
Baltimore, MD 21225**

The AOC is seeking proposals from prospective Offerors to award one Purchase Order for the software upgrade of four (4) existing workstations and the installation two (2) workstations and seven (7) surveillance cameras that will utilize Windows 10 for the Hargrove District Court of Maryland located in Baltimore, MD.

### 2.2 Contractor Minimum Requirements

2.2.1 The Contractor must have at least three (3) years of experience in updating and installing workstations and surveillance cameras.

### 2.3 Statement of Work/Deliverables

**The Contractor is responsible for the following:**

2.3.1 The Contractor shall upgrade the existing LTS NVMS 7000 NVR system software from Windows 7 to Windows 10 on four (4) workstations.

2.3.2 The Contractor shall install seven (7) new surveillance cameras.

- A. The Contractor shall install one (1) security camera inside the Judge’s parking garage that shows footage of the garage door.
- B. The Contractor shall install one (1) security camera inside the employee entrance stairwell that shows footage of the employee entrance door.
- C. The Contractor shall install five (5) security camera that shows footage of the extensive hallway connecting the front entrance to the Commissioner’s front entrance.

2.3.3 The Contractor shall install two (2) new workstations equipped with a monitor, keyboard and mouse. The Contractor shall provide a 27” inch monitor with a resolution of 1920x1080p.

- A. One (1) workstation in the Bailiff’s office
- B. One (1) workstation at the after-hours security desk

2.3.4 The Contractor shall solely use Category 6 cabling for installations.

2.3.5 The Contractor shall ensure that all cameras are vandal resistant, support 16:9 video, a minimum of 30 frames per second and a minimum of three (3) megapixel resolution.

2.3.6 The Contractor shall provide training to selected District Court personnel prior to completion of the installs.

2.3.7 The Contractor shall provide licenses for each camera connected to the newly upgraded NVR system.

2.3.8 The Contractor shall provide a 2-year maintenance warranty for all equipment being upgraded and installed.

## **2.4 Pandemic Flu / Infectious Disease Policy**

2.4.1 All contractors will be required to follow all current Judiciary protocols reference pandemic flu or other infectious diseases. This could include, completing/passing an initial screening questionnaire, noncontact temperature taking, the wearing of personal protective equipment (i.e. face mask) and when appropriate practice social distancing. Failure to comply to any of the Judiciary's protocol could result in being denied entry into Judiciary workspace.

## **2.5 Work Hours/Scheduling**

2.5.1 The Contractor shall perform work during the business hours of Monday through Friday from 7:00 a.m. to 4:00 p.m.

2.5.2 The Contractor is responsible for avoiding and/or minimizing any disruption of day-to-day functions of the Court. Under no circumstances shall Judicial Proceedings be interrupted by the effects of any scheduled work. The Contractor may be instructed to stop work at any time by an Officer of the Court. In such an event the work shall either be rescheduled or recommence upon instruction by the Officer of the Court.

2.5.3 The Contractor shall forward the schedule on a bi-weekly basis to the Project Manager. Work schedules shall be approved by the Court Administrator no less than 24 in advance.

## **2.6 Workmanship / Tools & Supplies / Cleanup**

### **2.6.1 Workmanship**

All work shall be performed with good workmanship utilizing the best standards of the industry. The work shall be completed correctly, and the finished job shall be aesthetically pleasing.

### **2.6.2 License and Permits**



While no permits will be required for this work site, all work will be done in “best practice” manner that complies with local, state and national codes. Vendor or subcontractors must be licensed as required.

### **2.6.3 Tools & Supplies**

The Contractor shall supply their own tools. This includes dollies, hand trucks, ladders, vacuum cleaners, extension cords, power tools, wrenches, scrapers, test equipment, etc. No “loaner” tools or supplies be will available from the building owner.

### **2.6.4 Cleanup**

The Master Contractor is responsible for the daily removal of all debris, materials, supplies, and all packaging and delivery materials from the site. There will not be any dumpsters on site available for the Master Contractor’s use. The Master Contractor shall leave the area free of debris after each work shift. Each evening the Master Contractor shall move all of their equipment either off site, or to an area approved by Project Manager.

- a) The Master Contractor is responsible for moving any furniture or other items and restoring any moved items to their original location. The Master Contractor shall not move PC’s, monitors and printers, unless directed by the Project Manager.

## **2.7 Final Walkthrough / Punchlist / Acceptance of Services**

### **2.7.1 Walkthrough**

A walk-through shall be conducted with representatives from the Place of Performance, the Project Manager and the Master Contractor.

1. The Project Manager reserves the right to perform tests prior to final acceptance of services in order to ensure compliance with the requirements and specifications of the RFP.
2. The Project Manager shall review the state of the Place of Performance to check the site has been returned to its working order, has been cleaned-up, and that there are no damages to State and Personal Property (see sections 2.12 and 2.13).

### **2.7.2 Punchlist**

The Project Manager shall create a Punchlist of items that need to be addressed within two (2) business of substantial completion and given to the Contractor.

1. The Contractor shall service the issues within five (5) to ten (10) business days of receipt of the Punchlist.
2. Final acceptance of the Service shall occur upon satisfactory completion of all punch list items.

### **2.7.3 Acceptance of Services**

The Project Manager has sole authority to determine the acceptable level of service. In the event that the Project Manager determines that the Contractor’s service is unsatisfactory,

the Contractor shall return to the site and resolve the issue at no additional cost to the Judiciary.

## **2.8 Maryland Judiciary Requirements/ Period of Performance**

### **2.8.1 Maryland Judiciary Requirements**

The District Court will provide the following: Access to facilities, building information needed to complete the job, review and approval of layouts/designs, equipment lists, schedule and assistance in identifying punch list items.

### **2.8.2 Period of Performance for Goods and Services**

All work shall be completed in no later than 60 business days after receipt of purchase order.

## **2.9 Damage to State and Personal Property**

2.9.1 The Contractor, their employees, subcontractors and agents shall be held directly responsible to repair, replace or restore to its original condition, to the satisfaction of the Maryland Judiciary, curbs, roadway surfaces, wheel stops, shrubbery, trees, buildings, bollards, gates, light pole, sign poles or any other State-owned property which is damaged by the actions of the above-mentioned representatives.

2.9.2 The Contractor, their employees, subcontractors and agents shall be held directly responsible for any damage caused by their action or inaction to privately-owned property and shall hold the State harmless for such damages.

## **2.10 Failure to Respond**

Should the Contractor fail to respond to the request for service as specified herein, the Judiciary may, at its option, directly or by contract, take whatever measures are necessary to provide the necessary services at the expense of the Contractor.

## **2.11 Access and Background Checks (District Court)**

- A.** Site visits to any **District Court** location by contractor personnel must be coordinated by Judiciary staff with the designated site personnel in advance of any visit.
- B.** Any contractor personnel working at **District Court** locations, or on District Court systems or projects, or who have access to Judiciary or State criminal data or systems, must be approved in writing by the Administrative Judge of the District prior to beginning work.
- C.** All contractor personnel working at **District Court** locations, or on Judiciary systems or projects, or who have access to Judiciary or State criminal data or systems, must have a

- District Court** approved criminal background check prior to beginning work with the Judiciary, and may be subject to rejection as a result of the background check.
- D.** All contractor personnel assigned to work at **District Court** locations shall be required to obtain a Judiciary security identification badge prior to beginning work, and annually thereafter. The contractor is responsible for any fees that may be incurred for initial issuance of the badge and for any replacement.
- E. Background Checks - Background checks are required for each person that will enter the courthouse. District Court will perform all background checks.**
- F. Contractor shall furnish to the District Court a minimum of ten (10) days prior to commencement of work a completed *Authorization for Access to Records form* for each person entering the Courthouse for this project.**
- G. E.** The contractor personnel must notify the Director of **District Court Engineering and Central Services Department**, within one (1) business day, if any personnel have been arrested, indicted, served with a criminal summons, named in a peace or protective order, or named as a defendant in any civil case. The contractor personnel are also required to provide regular updated information regarding the status of any of these actions.
- H.** The **Director of District Court Engineering and Central Services Department** in conjunction with the Procurement Officer, may impose restrictive conditions in response to prior criminal convictions, pending criminal charges, or a violation of Judiciary procedures, including removal from the contract, and/or restricted access to Judiciary locations or systems.
- I.** In the event of a security incident or suspected security incident, the contractor personnel shall immediately notify the Judiciary personnel as follows: **Director of District Court Engineering and Central Services Department.**
- J.** The contractor personnel shall cooperate fully in all security incident investigations.
- K.** During the course of the contract, if necessary, for the delivery of goods and services, the Contractor may be provided a Judiciary asset in the form of a cell phone, laptop, or other electronic device. Any and all Judiciary devices are the property of the Judiciary and must be returned in working, acceptable condition at the contract's conclusion. If said devices are not in working acceptable conditions, Contractor may be responsible for the cost of said device(s). Any and all devices must be regularly updated as specified by the manufacturer and JIS and must adhere to all confidentiality guidelines as provided by JIS, the AOC, and the JIS Project Manager.
- L.** If the **District Court** determines that there is cause for the Contractor's work to be suspended, the Contractor shall take the following steps:

- a. Immediately cease to represent itself as providing services to the **District Court**; and
- b. Deliver to the **District Court**: (a) a report describing the current state of the Deliverables provided by the Contractor under this Agreement and any applicable Statements of Work outstanding as of the date of termination; (b) all **District Court** Confidential information in its possession, or at **District Court's** option, destroy all such **District Court** Confidential information; and (c) all work product to the **District Court** within seven (7) business days as of the date of termination. Work product includes, but is not limited to, works for hire and materials as described in §29.3.
- c. Contractor is responsible for all **District Court** assets (including but not limited to, laptops, tablets, computers, cell phones, other portable electronic devices, accessories, and peripherals, etc.), that have been provided to the Contractor at the **District Court's** cost. All **District Court** issued assets are required to be surrendered to the **District Court** within five (5) business days of the termination of services. Assets will be subject to evaluation and can include normal and expected wear and tear but must be functional and operable. Assets that do not meet this condition may be subject to additional charge to the Contractor. Contractor shall be liable to the **District Court** for any and all assets not surrendered.

**THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK**

## SECTION 3 – FORM OF RESPONSE & AWARD DETERMINATION

### 3.1 Form of Response

#### 3.1.1 Two-Part Electronic Submission

The Proposal shall consist of two parts, Part One - Technical Response & Part Two – Financial Response.

Both parts of the proposal shall be submitted simultaneously and electronically, via e-mail, to the Procurement Officer listed in Section 1.1.

#### 3.1.2 Part One – Technical Response

Offeror’s Technical Response shall include a written response to the Scope of Work that demonstrates the following:

- A. Response to the SOW: The Offeror shall include written responses, detailing how they plan to meet the Requirements in the SOW as outlined in Section 2. A timeline/work schedule for completion of the project shall be included also.
- B. Offerors Experience/References: The Offeror shall provide a list of 2-3 customer references, which highlight their experience servicing projects of similar size and scope to this RFP.

#### 3.1.3 Part Two – Financial Response

The Financial Proposal shall contain all price information in the format specified in Attachment B (fully loaded fixed price).

### 3.2 Award Determination

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror(s) whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of price and services proposed.

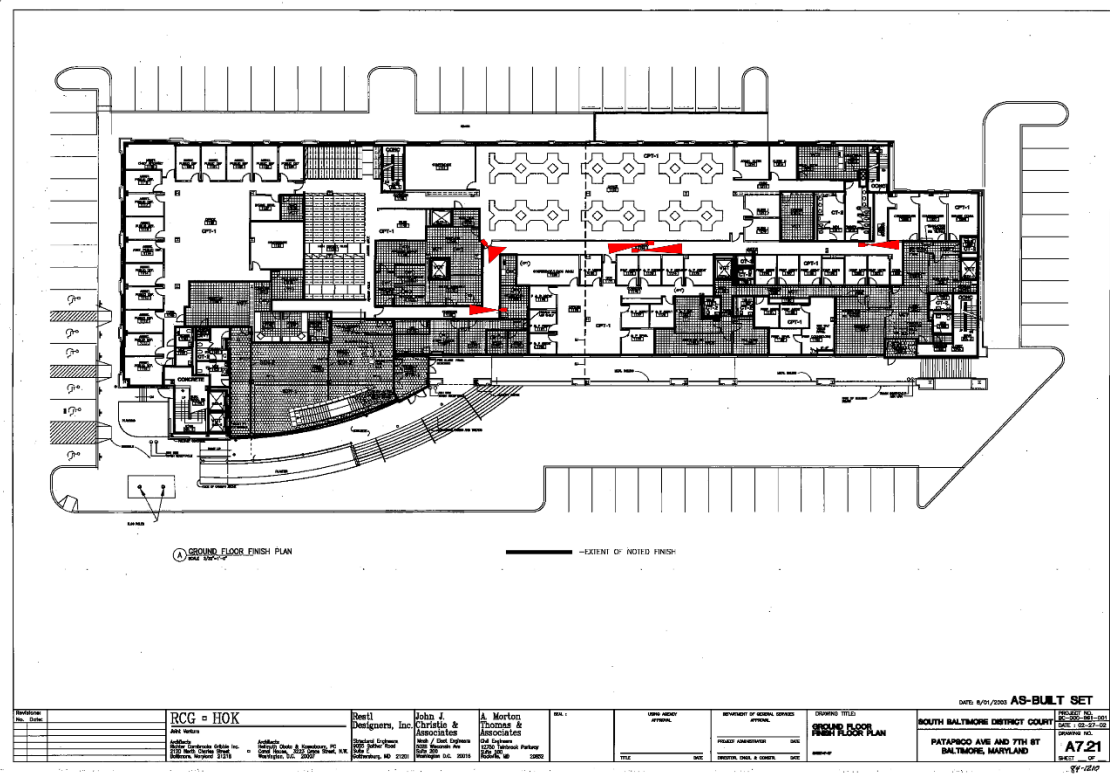
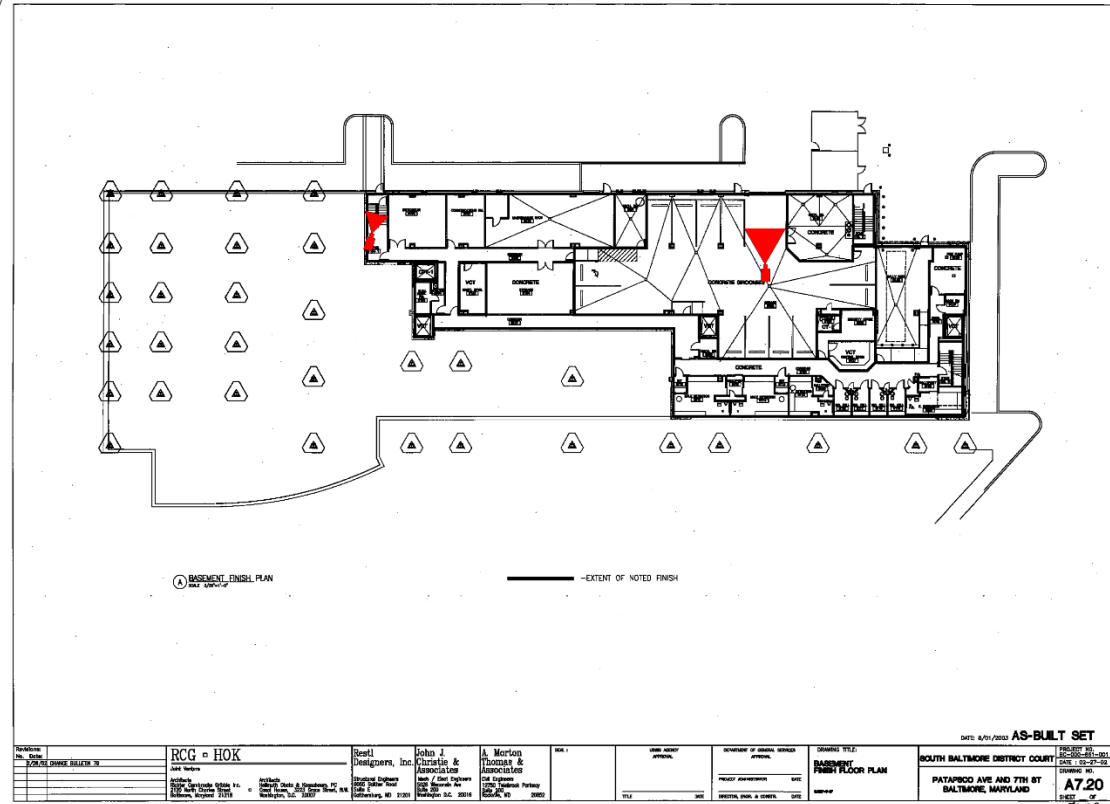
- a) Price
- b) Response to the SOW
- c) Offeror’s Experience/References

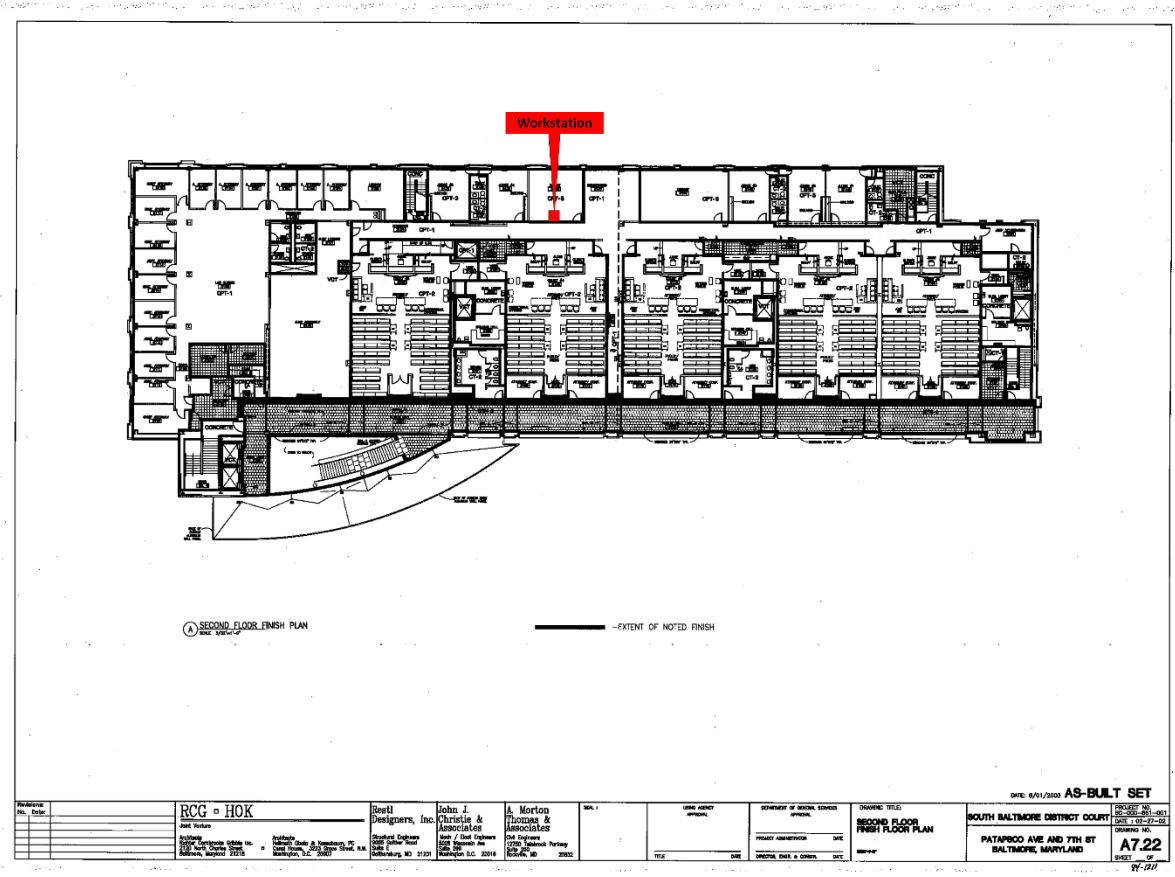
**THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK**

## **ATTACHMENTS**

Attachment A	Technical Drawings
Attachment B	Price Proposal Form
Attachment C	Contractor Background Check Notice
Attachment D	Site Visit Response Form

# ATTACHMENT A – TECHNICAL DRAWINGS







**ATTACHMENT B – PRICE PROPOSAL FORM**

**Hargrove District Court Surveillance Camera Upgrade & Installation  
PRICE PROPOSAL FOR RFP # 13194**

<u>Job Categories</u>	Price*
<b>Camera Costs</b>	\$
<b>Labor</b>	\$
<b>Workstation (Monitor, Keyboard, Mouse)</b>	\$
	\$
	\$
<b>Training</b>	\$
<b>Software Upgrade</b>	\$
<b>Installation (Cameras)</b>	\$
<b>Installation (Workstation)</b>	\$
<b>Licenses</b>	\$
<b>2-Year Maintenance Warranty</b>	\$
<b>Grand Total</b>	\$

**(To be filled out and approved only by an authorized representative of the prospective Offeror)**

\*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. There is no provision for additional travel reimbursement.

<b>Print Name and Title</b>
<b>Signature</b>
<b>Company Name and Address:</b>
<b>Contact (Telephone/E-Mail)</b>
<b>Federal Tax Identification No.</b>



**Administrative Office of the Courts**  

---

**Operations Division**

Effective Immediately

Any Offeror submitting proposals to bid on Maryland Judiciary Engagements for Contractors, Third Party Resources, Temporary Employees, or Training Resources agree that each candidate will supply the following:

- 1. Full Name**
- 2. Phone Number**
- 3. Personal/Private e-mail that has no connection to the employer**

This request will be included within all RFP's effective immediately so prospective employers understand their RFP obligation should they be successful in the sourcing process.

**Candidate Information**

*(Feel free to list multiple candidates if applicable)*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**ATTACHMENT D – SITE VISIT RESPONSE FORM**

**Project Title: Hargrove District Court Surveillance Camera Upgrade & Installation**

**Site Visit: Wednesday April 28, 2021 @ 11:00 a.m.**

Hargrove District Court  
700 E Patapsco Ave  
Baltimore City  
Baltimore, MD 21225

**Please e-mail this form to the Procurement Officer:**

Joeshia.brawner@mdcourts.gov

By **Tuesday April 27, 2021 at 2:00 p.m.** advising whether or not you plan to attend this Conference. Please indicate:

\_\_\_\_\_ Yes, the following representatives will be attending:

- 1.
- 2.

\_\_\_\_\_ No, we will not be in attendance.

\_\_\_\_\_  
Company/Firm/Company Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact Name

If applicable, please circle your company's status:

<b>MDOT Certified MBE</b>	<b>YES</b>	<b>NO</b>	<b>eMMA Certified VSBE</b>	<b>YES</b>	<b>NO</b>
<b>MBE firm</b>	<b>YES</b>	<b>NO</b>	<b>Veteran-Owned Small Business</b>	<b>YES</b>	<b>NO</b>