



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**JIS Circuit Court Baltimore City West WIFI**  
**RFP# 8856**

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 for reconfiguration, and installation of 10 wireless access point (WAP) units to support the Circuit Court Baltimore City West Jury Waiting Rooms on the second and third floor.

**1. Scope of Work:**

**1 INFRASTRUCTURE:**

**1.1 Cabinets (secure lockable) or racks (open or wall mount)**

1.1.1 None Required

**1.2 Communications Closets:**

1.2.1 There are 2 IDF closets that contain switches and one (1) IDF that will be a pass through.

1.2.2 Contractor shall supply (10) POE injector devices to be installed on-to-one adjacent to existing switch.

1.2.3 Contractor shall supply and install (20) 5' green patch cords. From switch to injector, injector to patch panel, entire link shall be connected by contractor

1.2.4 Contractor shall install 1 power distribution unit, 1 per closet to support injectors.

1.2.5 Contractor to supply as applicable one 18" shelf per IDF or equivalent as needed.

1.2.6 All patch cable within IDF closets are non-plenum.

**1.2.7 HORIZONTAL COPPER CABLING:**

1.2.8 Maryland Judiciary copper horizontal cable shall adhere to the following requirements and color codes:

<u>Network</u>	<u>Shielded or UTP</u>	<u>Category</u>	<u>Bulk Cable</u>	<u>Jacks</u>	<u>Service Loop</u>
WiFi (WAP) Drops	UTP	6	Green	n/a	15'

- 1.2.9 Install Cat 6 cables for 10 WAP units in accordance with the Verizon drawings and mount the units.
- 1.2.10 JIS Shall supply and label AP units.
- 1.2.11 All WAP units shall be patched into the appropriately located switch on a State Communications rack and machine labeled.
- 1.2.12 Contractor shall provide approx. 15' service slack at each AP unit.
- 1.2.13 Contractor shall terminate and test each cat 6 cable per BICSI standard.
- 1.2.14 Contractor shall install (10) cat 6 green jacket plenum distribution cables. (supported per BICSI Best Practice.
- 1.2.15 Contractor shall move AP Location from original location as applicable.
- 1.2.16 Rm 240, contractor shall supply a shelf or short floor rack under existing desk and reposition existing switch to raise it off the floor.
- 1.2.17 Contractor shall discovery a pathway across the second-floor corridor to be used by new data distribution cables routed from the IDF closet.
- 1.2.18 All distribution cable shall always be routed in (best attempt color match) wire mold, split loom or innerduct. No distribution cable shall ever be left exposed.
- 1.2.19 Attached below is Visio sketch of AP placements on 2<sup>nd</sup> and 3<sup>rd</sup> floor.
- 1.2.20 Security Requirements: Standard, Contractor to submit one clearance documentation package per installer JIS Clearance approved prior to starting work. Entrance access through metal detector.

**2. Materials/Model Number/ Quantity:**

- a) ALL MATERIALS to be supplied, installed and tested BY contractor
- b) Qty. (10) cat 6 green jacket plenum distribution cables
- c) Qty. (20) green patch cables at IDF ,5' or sized to reach switched
- d) Contractor to supply and install
- e) (10) Cisco, air-pwrinj6, POE units.
- f) Contractor to install 2 pdu units
- g) One per closet
- h) Contractor to install 18" w shelves as applicable to support power injectors
- i) Contractor to mount each AP unit

### 3. Installation SOW

- a) (10) Cat 6 data distribution cables drop
- b) (10) Cisco POE injectors
- c) (20) Green patch cables 5' long
- d) (2) APC PDU, 10 outlets, one per IDF
- e) (2) 18" w shelves, one per IDF, as applicable
- f) Each of (10) utp CAT 6 data cables shall be tested for all CAT 6 level tests
- g) Test results shall be forwarded to JIS contact: Thomas Sasscer, Manager, Field Engineering Email: [Thomas.sasscer@mdcourts.gov](mailto:Thomas.sasscer@mdcourts.gov)

### 4. Hours, Holidays, Location:

- Working hours- regular business hours, after business hours (nights and weekends), and/or holiday hours. If regular and after business hours are available, please provide the amount of work/nature of work that will need to be completed outside of regular business hours.
- All work during Regular business hours per pre-approved schedule.
- Circuit Court Baltimore City West Jury Waiting Rooms 100 N. Calvert Street, Baltimore, Maryland 21202.

5. A **(MANDATORY Walk-Through and)** Pre-Proposal Conference will be held on **Thursday, September 20<sup>th</sup>, 2018 beginning at 10:00AM** at Circuit Court Baltimore City West Jury Waiting Rooms 100 N. Calvert Street, Baltimore, Maryland 21202. Attendance at the Conference is mandatory in order to facilitate better preparation of proposals.

### 6. Contract Type

The resulting contract shall be for Fixed Price.

### 7. Contract Term

The Contract resulting from this SPRFP 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.

## 8. 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:

April Molley Procurement Officer  
Maryland Judiciary  
Procurement and Contract Management  
Telephone: 410-260-1583  
Email: april.molley@mdcourts.gov

## 9. 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).

## 10. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 8, no later than **no later than 2:00PM (local time) on Thursday, September 27<sup>th</sup>, 2018** in order to be considered.

## 11. 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



Data Closet



Data Closet

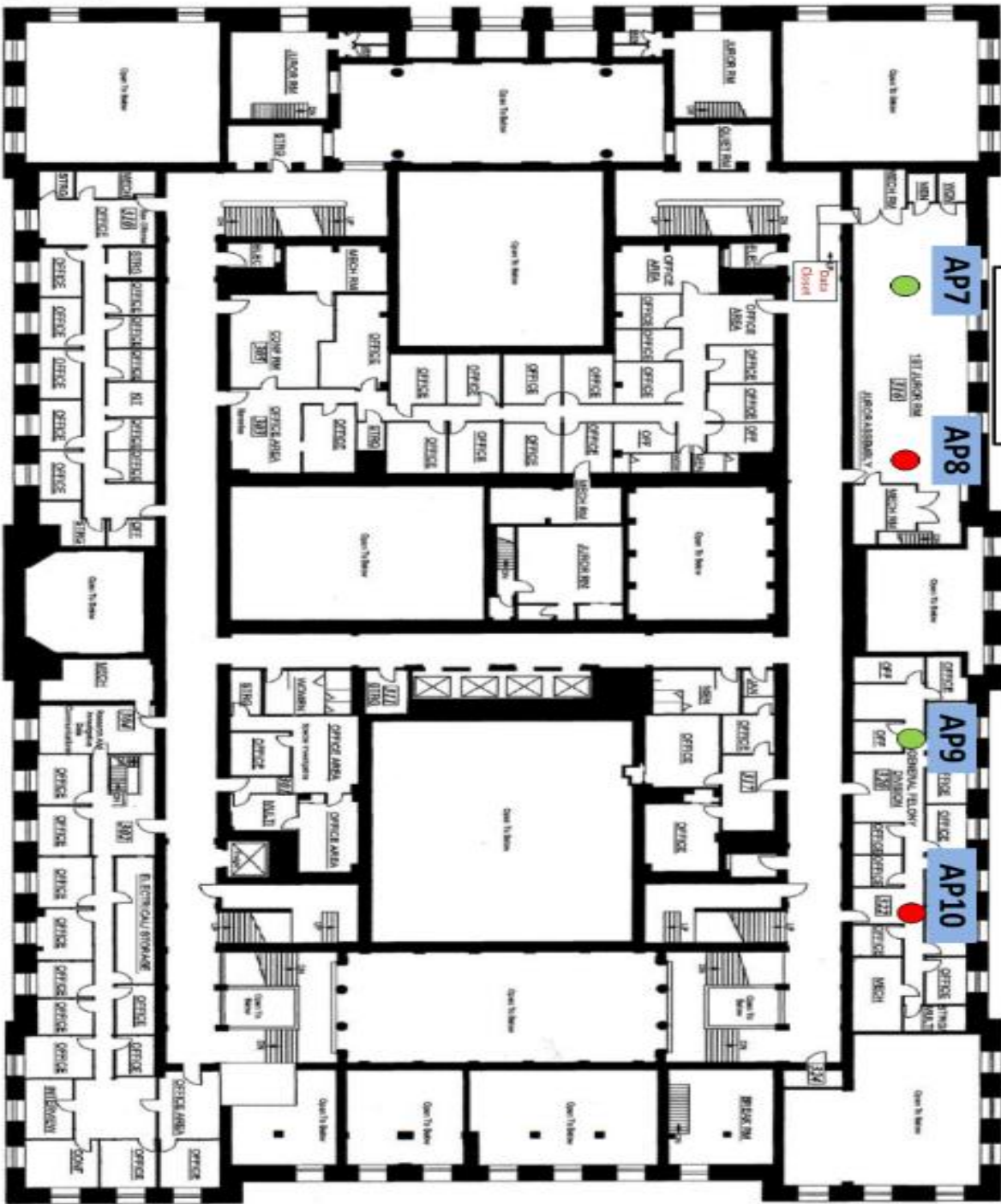




Data Closet



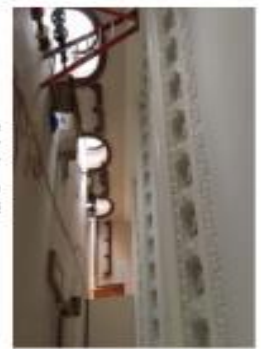
Data Closet



Ceiling in room 316 is the same as where AP 9 and AP 10 will be located.



Existing Ceiling



Existing Ceiling

## 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.

<b>FOR SERVICES AS REQUIRED AND PROPOSED,      \$ _____</b>		
Submitted by _____		
Authorized Signature		Date
Print Name and Title _____		
Company Name _____		
Company Address _____		
Telephone _____		
Federal Tax Identification # _____		