



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Somerset County Circuit Court- Upgrade Wireless Bridge Network
RFP #9238

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 provide installation of a new, wireless, Network Bridge connecting the JIS network at the Somerset County Circuit Court with the MDF located at the Circuit Court Annex.

The Contractor will install, configure, and test, a secure, wireless, network bridge of at least between the two sites. The Contractor shall permanently mount the bridge hardware at an elevation that minimizes interference. The Contractor shall also provide the cabling connection from the external antennae to the MDF/IDF on both sides of the bridge.

1. Scope of Work

This work will include the following requirements:

1. DESIGN

- 1.1. The Contractor shall design, install, configure, and test, a secure, wireless, network Bridge between the two sites. (See Appendix)
 - 1.1.1 Install wireless equipment and peripherals to withstand wind gusts of 75 mph
 - 1.1.2 Complete wireless bridging configuration in 5 GHz spectrum
 - 1.1.3 Wireless bridge design will include Cisco Aironet 1562s operating in point-point bridge mode
 - 1.1.4 All cables will be installed and terminated to BICSI specifications
 - 1.1.5 All cabling used will be to Cisco recommended standard specifications
 - 1.1.6 Lightning arrestors shall be installed per NFPA standards
 - 1.1.7 The antennae shall NOT be mounted on the roof of either building.
- 1.2. Enable additional TKIP encryption levels for this wireless point-to-point link.
- 1.3. All cables will be labeled designating IDF closet location destinations.
- 1.4. Alternative solutions will be accepted. The solution must meet requirements and allow the network monitoring tool to logically see and monitor equipment on both sides of the bridge.

2. INSTALLATION

- 2.1. Contractor shall supply and install all materials required to complete installation with a craftsman like appearance. It is anticipated that the unit at the Somerset County Circuit location will be mounted on the outside wall facing the new Annex. Line of sight will determine unit's location at the new Annex.
- 2.2. Two (2) Blue, Cat6, cables shall be run from the Aironet device to the patch panel in the closet.
- 2.3. Any part of the Cat6 cable that is exposed to the elements must be properly protected.
- 2.4. Any building surface penetration completed will meet the building owner's requirements.
- 2.5. All work shall be done in a craftsman like manner.
- 2.6. All labeling shall be machine type.
- 2.5. Equipment/cabling must be weather-proof as appropriate.
- 2.6. Vendor will document and test the network and path between sites per BICSI standards.
- 2.7. Cable path(s) shall be determined as a part of the Site Survey process.
- 2.8. Vendor will be responsible for obtaining all permits/permissions to install equipment between sites.
- 2.9. Appropriate cabling/terminations to be provided on both ends to connect to JIS equipment. This includes main components, mounting hardware, electrical connections, etc. as required to provide a complete installation.

3. TESTING

- 3.1 All cables installed will have a cable test completed and noted in a final report. (Note: This is not a cable continuity test).
- 3.2 Completed network must be tested as per BICSI standards.
- 3.3 Final report will list the peak dB signal strength.
- 3.4 Final complete report will include any concerns regarding installation or Fresnel zone obstructions.
- 3.5 Final report will include all parts and testing equipment used during the installation and peaking, including laptop operating system and software.

4. SECURITY REQUIREMENTS

- 4.1 Proposals shall include completed Security forms for all of the employees expected to be on-site for any part of or all of the work. The security forms are in Appendix E and may be reproduced as required. (See Security Requirements section below)
- 4.2. Failure of the Master Contractor to complete, sign, and submit all required security documentation (or evidence that clearance has already been obtained) at the time it submits its response to the PORFP may result in the rejection of the Contractor's proposal.
- 4.3. One badge may be issued to the Contractor's Lead person. Only one badge shall be issued under this PORFP. The badge shall be displayed at all times while on Judiciary premises. To verify identity, the contractor personnel shall be prepared to provide photo identification upon request by a Judiciary official.
- 4.4. The contractor is responsible for any fees that may be incurred for initial issuance of the badge and for any replacement.
- 4.5. All contractor personnel working at Judiciary locations must have a Judiciary approved criminal background check prior to beginning work with the Judiciary, and may be subject to rejection as a result of the background check.

5. OTHER REQUIREMENTS

- 5.1 Contractor will also provide a brief spectrum analysis output capture for the frequency range used at the time of installation.
- 5.2 Contractor must include a Bill of Materials with the offer particularly identifying make and model of any electronics not specified in this SOW.
- 5.3 Vendor will warranty solution for parts and labor for one year.
- 5.4 Working hours- The work is expected to take place during regular business hours.
- 5.5 After business hours (nights and weekends) may be required for cutover purposes.
- 5.6 At a minimum, the installation shall comply with the following standards:
 - Electronic Industries Alliance (EIA)
 - Telecommunications Industry Association (TIA)
 - Building Industry Consulting Service International (BICSI)

2. Hours, Holidays, Location:

- Normal working hours for the courthouse are 8:30 am to 4:30 pm.
Arrive 7:00- 8:00am, finish 4:30-5:00 pm.
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
- Services shall NOT be provided on State Holidays, official general election holidays and any other days when AOC facilities are closed.
- Site Locations:
Somerset County Circuit Court,
30512 Prince William Street
Princess Anne, Maryland 21853

Somerset County Circuit Court Annex
30513 Prince William Street
Princess Anne, Maryland 21853

3. A **(MANDATORY Walk-Through and)** Pre-Proposal Conference will be held on **April 5, 2019 beginning at (10:30 a.m.)**, at **(Somerset County Circuit Court, 30512 Prince William Street, Princess Anne, Maryland 21853)**. 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 of Purchase Order**, and extend for a base period of 1 (one year).

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 (2pm) (local time) on (April 19, 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.

- You may email detailed pricing in any format.

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