



**STATE OF MARYLAND
ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT, CONTRACT AND GRANT ADMINISTRATION
187 HARRY S. TRUMAN PARKWAY
ANNAPOLIS, MD 21401**

SMALL PROCUREMENT

FOR

Wicomico County Circuit Court Electrical Services RH 29

Project JIS 300

ISSUED: April 21, 2021

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 Small Procurement 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 Small Procurement.

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 Christos.Bazekis@mdcourts.gov.

Title: Wicomico County Circuit Court Electrical Services RH 29
Project No: JIS 300

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

Wicomico County Circuit Court Electrical Services RH 29

PROJECT # JIS 300

Issue Date: April 21, 2021

Issuing Office: Procurement, Contract and Grant Administration

Procurement Officer: Christos Bazekis
Maryland Judiciary, Administrative Office of the Courts
Department of Procurement, Contract and Grant Administration
187 Harry S. Truman Parkway
Annapolis, MD 21401
410-260-1583
Christos.Bazekis@mdcourts.gov

Responses must be sent to: Christos Bazekis
Via e-mail <Christos.Bazekis@mdcourts.gov>

Mandatory Walkthrough: April 28th, 2021 at 9:00 AM

Wicomico County Circuit Court
102 Court Street
Salisbury, MD 21801

Question & Response Due: April 30th, 2021 by 4:30 PM

Closing Date and Time: May 5th, 2021 by 4:30 PM

TABLE OF CONTENTS

SECTION 1 – STATEMENT OF WORK 5

1.1 BACKGROUND STATEMENT..... 5
1.2 PURPOSE & SUMMARY 5
1.2 CONTRACTOR MINIMUM REQUIREMENTS 5
1.3 STATEMENT OF WORK/DELIVERABLES 6
1.4 PANDEMIC FLU / INFECTIOUS DISEASE POLICY 6
1.5 WORK HOURS/SCHEDULING..... 6
1.6 WORKMANSHIP / TOOLS & SUPPLIES / CLEANUP 7
1.7 CHANGE ORDERS 7
1.8 FINAL WALKTHROUGH / PUNCHLIST / ACCEPTANCE OF SERVICES 8
1.9 DAMAGE TO STATE AND PERSONAL PROPERTY 8
1.10 FAILURE TO RESPOND 9
1.11 MARYLAND JUDICIARY REQUIREMENTS 9
1.12 ACCESS AND BACKGROUND CHECKS 9

SECTION 2 - GENERAL INFORMATION 10

2.1 PROCUREMENT OFFICER 10
2.2 PROJECT MANAGER..... 10
2.3 MANDATORY WALKTHROUGH 10
2.4 QUESTIONS..... 11
2.5 PROPOSAL DUE (CLOSING) DATE..... 11
2.6 CONTRACT TYPE AND CONTRACT TERM..... 11

SECTION 3 – FORM OF RESPONSE & AWARD DETERMINATION 12

3.1 FORM OF RESPONSE 12
3.2 AWARD DETERMINATION..... 12

ATTACHMENTS 13

ATTACHMENT A – PRICE PROPOSAL FORM 14
ATTACHMENT B – CONTRACTOR BACKGROUND CHECK NOTICE..... 15

SECTION 1 – STATEMENT OF WORK

1.1 Background Statement

The AOC is seeking proposals from prospective Offerors to make one for the installation of additional electrical receptacles which will support the current Remote Hearing Solution as standardized with other courthouses.

Project Location:
Wicomico County Circuit Court
102 Court Street
Salisbury, MD 21801

1.2 Purpose & Summary

Additional electrical receptacles need to be installed in order to support the Remote Hearing Solution.

1.2 Contractor Minimum Requirements

1.2.1 License and Permits

Regardless whether a Low Voltage permit is required for work at this site, all work shall be performed in a “best practice” manner that complies with local, state and national codes.

The Contractor shall keep itself informed of and comply with all Federal, State and local laws, regulations, ordinances, policies, standards and guidelines affecting projects applicable to its activities and obligations under this PORFP. As those laws, policies, standards and guidelines may be amended from time to time, the Contractor shall obtain and maintain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this PORFP.

At a Minimum, the installation shall comply with the following codes and Standards:

- Electronic Industries Alliance (EIA)
- American National Standards Institute/Telecommunications Industry Association (ANSI/TIA)
- Building Industry Consulting Service International (BICSI)
- National Electric Code (NEC) - as applicable
- OSHA standards and regulation - as applicable
- Local Codes and Standards

1.2.2 Scheduling and Work Hours

The Contractor shall complete all the necessary work during both regular-business hours, after-business hours and holiday hours (See section 1.5).

1.2.3 **Completion Date**

The Contractor shall complete all the necessary work no later than 60 calendar/business days upon receipt of the order. All Punchlist items shall be completed to the District Court of Maryland's complete satisfaction within 5-10 business days upon receipt of the Punchlist (see Section 1.8).

1.3 Statement of Work/Deliverables

1.3.1 In Courtroom 4, the Contractor shall supply and install one (1) working 110 VAC duplex receptacles supportive of a 4-amp load, at the videoconferencing location at a height of 84".

1.3.2 In Courtroom 5, the Contractor shall supply and install one (1) working 110 VAC duplex receptacles supportive of a 4-amp load, at the videoconferencing location at a height of 84".

1.3.3 In Courtroom 6, the Contractor shall supply and install two (2) working 110 VAC duplex receptacles. One (1) at the videoconferencing location at a height of 84" and supportive of a 4-amp load, and one (1) at the Witness box supportive of a 1-amp load.

1.3.2 Contractor's Duties and Responsibilities:

- a) The Contractor shall utilize GPR to check concrete slabs prior to core drilling.
- b) The Contractor shall be responsible for testing results and generating As-Built drawings.
- c) The Contractor shall arrange for the Electrical Inspection which shall be included.

1.3.3 Travel Expenses – The Contractor will not be reimbursed for any travel expenses including but not limited to transportation, meals, and hotel accommodations, except as approved in advance by the Project Manager.

1.4 Pandemic Flu / Infectious Disease Policy

1.4.1 **Policy on Pandemic Flu and Other Infectious Diseases Protocol:**

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.

1.5 Work Hours/Scheduling

1.5.1 Business hours are defined as Regular Business Hours (weekdays), After Business Hours (nights and weekends), and Holiday Hours.

1. Regular Business Hours range from 8:30 AM to 4:30 PM, Monday to Friday. For work that is scheduled during Regular Business Hours the Master Contractor is expected to arrive between 7:00 AM to 8:00 AM, and to finish between 4:30 PM to 5:00 PM.
 2. After Business Hours range from 5:00 PM to 6:00 AM, Monday to Friday, and from 8:00 AM to 12:00 AM, Saturday to Sunday.
 3. A soft cutover shall take place after hours per the Project Manager's determination.
- 1.5.2 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.
- 1.5.3 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.

1.6 Workmanship / Tools & Supplies / Cleanup

1.6.1 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.

1.6.2 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.

1.6.3 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.
- b)

1.7 Change Orders

- 1.7.1 Work on Change Order items shall only begin upon the issue of an approved and dispatched Purchase Order. The change order shall be reported, coordinated and approved

by the Project Manager, and a Purchase Order shall be issued by the Procurement Specialist. Additionally, prior to starting work, a Notice to Proceed document must also be issued to the awarded Master Contractor.

- 1.7.2 In order for a Change Order to be approved, the work itself would need to uncover any unforeseen obstacles to the Project's completion. Any additional work which is not essential to the completion of the Project, shall be issued a separate solicitation.

1.8 Final Walkthrough / Punchlist / Acceptance of Services

1.8.2 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).

1.8.3 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.

1.8.1 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.

1.9 Damage to State and Personal Property

- 1.9.1 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.

- 1.9.2 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.

1.10 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.

1.11 Maryland Judiciary Requirements

The District Court shall 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.

1.12 Access and Background Checks

- a) 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 because of the background check.
- b) One Badge may be issued to the Contractor's Lead person. Only one badge will be issued under this PORFP. The badge will be displayed at all times while on Judiciary premises. To verify identity the contractor personnel will be prepared to provide photo identification upon request by a Judiciary official.
- c) The contractor is responsible for any fees that may be incurred for the initial issuance of the badge and for any replacement.
- a) Contractor will submit a Record Check for each of the employees that will be on-site. Contractor will submit Record Check form to the relevant Maryland Judiciary personnel up to ten (10) working days in advance of the work schedule.

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SECTION 2 - GENERAL INFORMATION

2.1 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:

Christos Bazekis
187 Harry S. Truman Parkway
Annapolis, MD 21401
410.260.1583
Christos.Bazekis@mdcourts.gov

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

2.2 Project Manager

Robert Martin
JIS Technology Management

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

2.3 Mandatory Walkthrough

A MANDATORY Walkthrough shall be held for this solicitation.

Date/Time: April 28th, 2021 at 9:00 AM – Meet in front lobby area

Location: Wicomico County Circuit Court
102 Court Street
Salisbury, MD 21801

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

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.

2.4 Questions

- 2.4.1 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).
- 2.4.2 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.
- 2.4.3 All questions are due to the Procurement Officer no later than 4:30 pm (local time) on April 30th, 2021.

2.5 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 5th, 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.

2.6 Contract Type and Contract Term

2.6.1 Contract Type

The resulting contract shall be for Fixed Price.

2.6.2 Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin with execution of Purchase Order and extend for a base period of one year. The Judiciary shall have the sole right to exercise up to one, one-year renewal option at its discretion.

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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 2.1.

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 1. 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

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ATTACHMENTS

Attachment A
Attachment B

Price Proposal Form
Contractor Background Check Notice

ATTACHMENT A – PRICE PROPOSAL FORM

Wicomico County Circuit Court Electrical Services RH 29

PRICE PROPOSAL FOR RFP # JIS 300

<u>Job Categories</u>	Price*
Materials	\$
Labor	\$
	\$
	\$
Grand Total	\$

*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.

To be filled out and approved only by an authorized representative of the prospective Offeror.

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



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: _____