



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Upper Marlboro, Surveillance System Upgrade
RFP #11142

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 replace existing surveillance system with the addition of an intercom with door release system located in the Upper Marlboro District Court Commissioners' office.

1. Scope of Work

- The Contractor shall replace existing surveillance system and the installation of a one camera standalone surveillance system, an intercom system with door release for all Commissioners desks and (7) 24-inch monitors (wall mounted).
- The surveillance cameras will capture video at 1080p resolution.
- The surveillance monitors will display at 1080 resolution.
- The Contractor must provide a 2-yr. warranty for all products installed. Warranty coverage will go into effect when the District Court Project Manager and Admin Commissioner has signed off on the installation.
- The surveillance system will support 1080p resolution.
- New surveillance system training is required before sign-off.
- Typical access areas for this surveillance system upgrade include:
 - Commissioners' Office
 - Commissioners Lobby
 - All work must adhere to BICSI, NEC and local wiring standards.

- All cabling and monitors for the existing surveillance system will be removed
 - All NVR related cabling will be Cat6 Only
 - All cables will be labeled on both sides of every cable installed
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- In the Commissioner's Lobby, (1) existing camera will be removed and replaced. (1) intercom system with door release will be installed next to the commissioners' entrance door 5 feet from the floor
 - In the Commissioner's Office front desk, (2) door releases will be installed at the two-front desk
 - In the Commissioner's Office 1, (2) existing monitors will be removed and (1) 24-inch wall mounted monitor will be installed. (2) intercom systems with door release will be installed at the two desks in a location conveniently accessible.
 - In the Commissioner's Office 2, (1) existing monitor will be removed and replaced with a wall mounted 24-inch monitor. (1) intercom system with door release installed at the desk in a location conveniently accessible.
 - In the Commissioner's Office Breakroom, (1) NVR system will be installed. (1) existing monitor will be removed and replaced with a wall mounted 24-inch monitor. (1) intercom system with door release installed in a location conveniently accessible.
 - In the Commissioner's Office Hearing Window 1, (1) existing monitor will be removed and replaced with a wall mounted 24-inch monitor. (1) intercom system with door release installed at the desk in a location conveniently accessible.
 - In the Commissioner's Office Hearing Window 2, (1) existing monitor will be removed and replaced with a wall mounted 24-inch monitor. (1) intercom system with door release installed at the desk in a location conveniently accessible.
 - In the Commissioner's Office Hearing Window 3, (1) existing monitor will be removed and replaced with a wall mounted 24-inch monitor. (1) intercom system with door release installed at the desk in a location conveniently accessible.
 - In the Commissioner's Office Hearing Window 4, (1) existing monitor will be removed and replaced with a wall mounted 24-inch monitor. (1) intercom system with door release installed at the desk in a location conveniently accessible.
 - **Drawing of Upper Marlboro Detention Center Commissioners Office included separately as Attachment B.**

2. Contractor Minimum Requirements

- 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

- **Work Scheduling and staffing**
Contractor needs to create and submit a work schedule. All work will be done after hours or weekends

- **Infrastructure**
Contractor is responsible for maintaining the integrity of all existing conduits, cabling, and infrastructure in the building over the duration of the install.

- **Tools and Supplies**
Contractor will supply his / her own tools. This includes ladders, vacuum cleaners, extension cords, power tools, test equipment, etc. No “loaner” tools or supplies be will available from the building owner. All trash, boxes and other items related to the installation will leave the site with the Contractor. Dumpsters are not available.

- **Final Walkthrough**
Once work completes there will be a walkthrough with District Court representative, local staff and DGS. Statement of work will be reviewed to make sure all items are complete. Camera and Monitor equipment will be checked and verified to be in working order. A walkthrough will include review of ceiling tiles, site cleanup.

- **License, permits, etc.**
Contractor will be required to supply a permit for all work on site.

- **Security**
Contractor will submit a District Court Records Check for each of the employees that will be onsite.
Contractor will submit District Court Records Check form to District Court ten (10) working days in advance of the work schedule.

3. A **MANDATORY** Pre-Proposal Conference will be held on **February 21, 2020 beginning at 11:00AM at 14735 Main Street, Upper Marlboro, MD 20774**. 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 **after execution of the Purchase Order** and extend for a base period of two (2) months.

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

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-2557

Email: Alisha.Allmond@Mdcourts.gov

7. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the Offeror’s work plan, **including proposed work schedule**, capabilities and experience in providing the required services.
- 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 proposals must be received via email to the Procurement Office at the email address listed in Section Number 6, **no later than 2:00PM (local time) on March 9, 2020** 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.

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____