



**STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)**

**Project Name: Security Camera for District Court in Essex, Maryland
Project #: 9121**

This procurement is being conducted as a Small Procurement as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) for the Essex District Court of Maryland who is seeking a contractor to furnish and install security cameras compatible with the existing DVR security camera system, Nuvico ED-C1600, and perform any necessary configuration of the new system.

1. Scope of Work

Contractor shall furnish and install security cameras compatible with the existing DVR security camera system, Nuvico ED-C1600, and perform any necessary configuration of the new system. Contractor shall provide training and maintenance at the District Court in Essex, 8914 Kelso Drive, Essex Maryland 21221. All existing cameras will remain in place and will function in conjunction with this upgrade.

- The requirements are as follows:
 - 1.1 Furnish and install four (4) of HD 1080 3.0 MP vandal resistant day/ night resolution security camera:
 - IR Distance – minimum 33 ~ 65ft,
 - Auto White Balance - Yes
 - Edge Brightness Compensation - Yes
 - Defogging - Yes
 - Language - English
 - Angle Adjustment - Any angle

- Working Environment - -4°F ~ 122°F

1.2 All work must adhere to BICSI, NEC and local wiring standards.

1.3 All proposed camera, related parts and components furnished by Contractor must be fully integrate with existing system.

1.4 Install in the following areas: Holding Corridor and adjacent areas (four (4) cameras- See Floorplan)

- a) In the holding corridor (CORRID.) install a camera on ceiling in the corner looking towards the interview room.
- b) In the interview room (INTV.) install a camera looking toward the holding corridor.
- c) In the public waiting area install a camera that has full view of the entry door to the interview room.
- d) In the sally port install a camera on the wall that will have vison of the passenger side of a backed in vehicle, the back of the vehicle, and the entry door to the Holding area.

1.4 Contractor shall provide training and maintenance at the District Court in Essex, Maryland, 8914 Kelso Drive, Essex Maryland 21221. All existing cameras will remain in place and will function in conjunction with this upgrade.

1.5 Warranty: System and all components must be fully guaranteed for two years as well as two years on installation.

1.6 Contractor must 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.

1.6 **Final Walkthrough:** Once work completes there will be a walkthrough with District Court representative, local staff and building owner (if available). Statement of work will be reviewed to make sure all items are complete. All trash, boxes and other items related to the installation will leave the site with the vendor. Dumpsters are not available. A walkthrough will include review of ceiling tiles, site cleanup, furniture placement and confirmation that electrical work is complete and usable. All of vendor staff will remain on site until walkthrough completes.

1.7 **License, permits, etc.:** While no permit is required for the work at site, all work will be done in a “best practice” manner that complies with local, state and national codes.

1.8 **Security Requirements** : 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.

1.9 All work shall be done after work hours, nights and weekends.

2. Delivery Requirements

Inside Delivery:

District Court in Essex
8914 Kelso Drive, Essex Maryland 21221

3. Site Visit- Mandatory

A Mandatory Walk-Through Conference will be held on **November 08, 2018 beginning at 10:00 am**, at District Court in Essex, 8914 Kelso Drive, Essex Maryland 21221

4. Contract Type:

The resulting contract shall be for Fixed Price.

5. Contract Term:

The Contract resulting from this RFP shall begin upon execution and period of 6 months with two (2) years warranty on all system components and labor.

6. Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Karen Hoang, Procurement Officer
Administrative Office of the Courts
Procurement, Contract & Grant Administration
2003 C Commerce Park Drive
Annapolis, Maryland 21401
Telephone: 410-260-1582
Email: Karen.hoang@mdcourts.gov

7. Project Manager

The Project Manager monitors the daily activities of the contract and provides technical guidance to the Contractor.

The Project Manager is: Joe White, Facility Manager

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

8. 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 labor, materials, and services proposed to provide a fully functional system. See Appendix A for price proposal.

9. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00 PM (local time) on November 15, 2018** in order to be considered.

10. Award Determination

The Contract resulting from this 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.

- Technical Solution
- Experience
- Availability
- Work Plan for this engagement
- Price

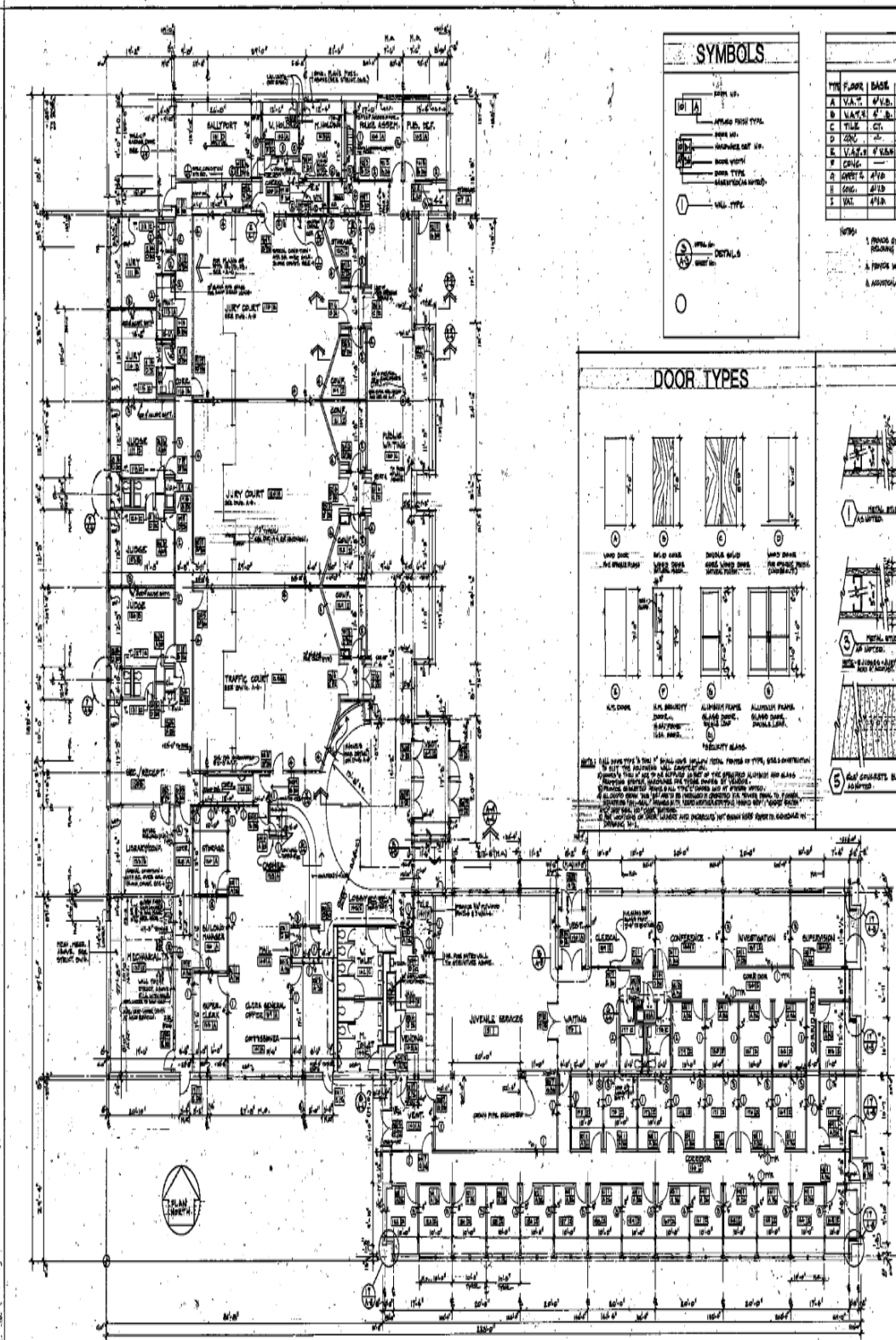
Attachment A - Price Proposal Worksheet

Offeror shall submit a complete quote for this project. AOC will not pay for any charges not included in the quote.

	Unit Price	Extended Price
1. (4) ea. Cameras (Make /Model) (Includes shipping, delivery and standard Manufacturer's warranty)	\$ _____	\$ _____
2. Cost of installation	\$ _____	\$ _____
3. Maintenance agreement costs for two-years.	\$ _____	\$ _____
Totals Bid Price:		\$ _____

*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

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Telephone:
Federal Tax Identification #:



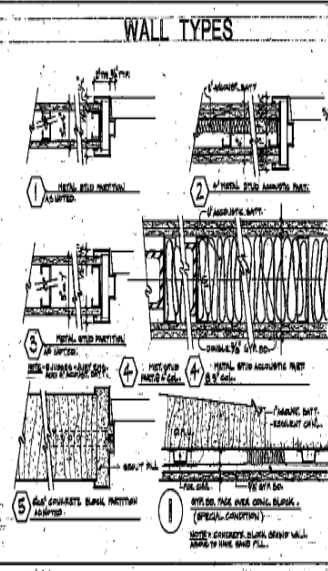
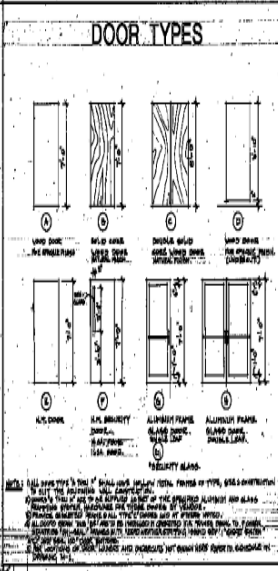
SYMBOLS

- ① FINISH TYPE
- ② WALL TYPE
- ③ WALL TYPE
- ④ WALL TYPE
- ⑤ WALL TYPE
- ⑥ WALL TYPE
- ⑦ WALL TYPE
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FINISH TYPES

FLOOR	BASE	WALL	CEILING	REMARKS
A	V.A.T.	M.S.	PAINT	SEE NOTE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
B	V.A.T.	M.S.	PAINT	SEE NOTE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
C	TILE	CL.	SPRUE	SEE NOTE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
D	ZRC	CL.	PAINT	SEE NOTE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
E	V.A.T.	M.S.	PAINT	SEE NOTE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
F	CL.	CL.	PAINT	SEE NOTE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
G	V.A.T.	M.S.	PAINT	SEE NOTE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
H	CL.	CL.	PAINT	SEE NOTE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
I	CL.	CL.	PAINT	SEE NOTE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
J	V.A.T.	M.S.	PAINT	SEE NOTE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

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FLOOR PLAN

DAFTMAN-WALKER INC. 1400 Rockville Pike Rockville, Md. 20854	W.H. ENGINEERS INC. 125 West 10th St. Towson, Md. 21286	MATTHEWS, FLOOR & MORGAN 2500 West Lakes Rd. S. Ste 311 Littleton, CO 80120	A JOINT VENTURE MARK BECK ASSOC. INC. 758 Belmont Ave., Towson, Md. 21284 (301) 959-9000 THE CURTIS AND DAVIS CORP. 375 East 48th Street, New York, N.Y. 10017 (212) 758-8015	UNDER REVIEW APPROVAL 	DEPT. OF GENERAL SERVICES APPROVAL 	REVISIONS <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DATE	DESCRIPTION										MARYLAND DISTRICT COURT AND MULTI-SERVICE CENTER Meritt Blvd. and Kales Drive Essex, Maryland DRAWN BY A-1
NO.	DATE	DESCRIPTION																	

File No. 84-D-1117