



**ADMINISTRATIVE OFFICE OF THE COURTS  
2003C COMMERCE PARK DRIVE  
ANNAPOLIS, MARYLAND 21401**

**REQUEST FOR PROPOSALS**

**K14-0032-25**

**ACCESS CONTROL MANAGEMENT SYSTEM AND CCTV,  
INSTALLATION, PREVENTATIVE MAINTENANCE AND REPAIR SERVICES**

**ISSUED:**

**February 28, 2014**

Offerors are specifically directed NOT to contact any Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this RFP 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 are encouraged to respond to this Request for Proposal.**

**Procurement and Contract Administration**  
<http://www.mdcourts.gov>

**THE JUDICIARY  
NOTICE TO OFFERORS/CONTRACTORS**

In order to help us improve the quality of State proposals 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 email this completed form to Karen Hoang, karen.hoang@mdcourts.gov.

**Title: ACCESS CONTROL MANAGEMENT SYSTEM AND CCTV, INSTALLATION  
PREVENTATIVE MAINTENANCE AND REPAIR SERVICES**

**Project No: K14-0032-25**

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 The 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**

**THE JUDICIARY**

**Request for Proposals**

**PROJECT NUMBER K14-0032-25**

**ACCESS CONTROL MANAGEMENT SYSTEM  
PREVENTATIVE MAINTENANCE AND REPAIR SERVICES**

**RFP Issue Date:** February 28, 2014

**RFP Issuing Office:** Administrative Office of the Courts  
Office of Procurement and Contract Administration  
2003C Commerce Park Drive  
Annapolis, MD 21401

**Procurement Officer:** Karen Hoang, 410-260-1582  
Karen.hoang@mdcourts.gov

**Proposals are to be sent to:** Karen Hoang, Procurement Specialist  
Administrative Office of the Courts  
Office of Procurement and Contract Administration  
2003C Commerce Park Drive  
Annapolis, MD 21401

**Site Visit:** Thursday, March 17, 2014 at 10:00 am at the following location:  
Conference Room 2003 C, Commerce Park Drive, Annapolis, Maryland 21401

- |  |  |
|--|--|
| 1. Administrative Office of the Courts<br>2001/2003 Commerce Park Drive<br>Annapolis, MD 21401 | 2. Judiciary Education & Conference Center<br>2011/2009 Commerce Park Drive<br>Annapolis, MD 21401 |
| 3. District Court Traffic Processing<br>2020 Industrial Drive<br>Annapolis, MD 21401           | 4. Court of Appeal Building<br>361 Rowe Blvd<br>Annapolis, MD 21401                                |
| 5. Administrative Office of the Courts<br>580 Taylor Avenue<br>Annapolis MD, 21401             | 6. Judiciary Information System<br>900 Riva Road, Suite 900<br>Annapolis, MD 21401                 |

**Closing Date and Time:** Monday, March 31, 2014 at 2:00p.m.

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## SECTION 1 - GENERAL INFORMATION

### 1.1 Summary Statement

The Administrative Office of the Courts (AOC) is issuing this RFP to secure a contract for Access Control Management System Preventative Maintenance and Repair Services for units on an “as needed” basis for various projects throughout the Maryland Judiciary. Project locations are in Annapolis, MD and are comprised of Court of Appeals, AOC and Judiciary Education & Conference Center, Judiciary Information Systems, District Court, and Court Related Agencies.

### 1.2 Abbreviations and Definitions

For the purposes of this RFP, the following abbreviations or terms have the meanings indicated below

- a. AOC – Administrative Office of the Courts
- b. Contract – The Contract attached to this RFP as Attachment A
- c. Contractor– The selected Offeror
- d. Local Time – Time in the Eastern Time Zone
- e. MBE – MDOT certified Minority Business Enterprise
- f. Offeror – An entity that submits a proposal in response to this RFP
- g. Procurement Officer – The Judiciary representative responsible for this RFP, for the determination of contract scope issues, and the only Judiciary representative who can authorize changes to the contract. .
- h. RFP – Request for Proposals for Access Control Management System & CCTV system Preventative Maintenance and Repair Services dated February 27, 2014 including any and all amendments.
- i. Contract Manager– The Judiciary representative that serves as the technical manager for the resulting contract. The Contract Manager monitors the daily activities of the contract and provides technical guidance to the Contractor.
- j. Judiciary business hours – 8:00 am – 5:00 pm Monday – Friday (excluding State holidays and any other days on which the AOC will be closed by order of the Chief Judge).
- k. CCTV: Closed Circuit Television,
- l. DVR: Digital Video Recorder,
- m. NVR: Network Video Recorder aka Server, Megapixel Cameras
- n. Proprietary: Equipment and/or software that is exclusive, patented, trademarked, copyrighted, to prevent or preclude other capable companies in the security equipment trade from continuing service, repair, upgrades or additions into the system. While most security systems are somewhat proprietary, only systems that are common in the trade are to be used. All final approvals of potential proprietary equipment must be made by the Contract Manager.
- o. Access Control System: Schlage SMS Access Control System to control ingress into restricted access areas and report alarms. This system is currently being used in the Maryland Judiciary.
- p. Camera System: Various cameras both fixed and Pan Tilt Zoom, Pelco DX 8100 DVR’s using a Digital Sentry Control Point operating system to view images and report alarms with images.

- q. **Equipment:** Any electronic materials to include but not limited to; DVR's, NVR's, Camera's, Locking Mechanisms, Servers, Computers, Operating Software.
- r. **Records:** All documents created, received or maintained by the Contractor in connection with performance under this Agreement, including, but not limited to books, accounts, invoices, service logs, database information, contracts, construction documents, payroll information, and other documents, maintained in hard or electronic format.
- s. **PMP:** Project Management Professional
- t. **Work List:** A list that includes all items installed, definitions of settings, Internet Protocol addresses, connections to any networks, log on information and passwords including administrative/manager, master access.
- u. **Properties:** The sites listed in Section 1.7, and any other sites located on AOC acquired property interests or any other designated facilities as directed by the Contract Manager for the duration of this Contract.
- v. **Site:** Any property or facility where services are to be performed pursuant to this Contract or which may be established during the term of this Contract.

### **1.3 Contract Type**

The Contract type for installation, removal, programming and preventative maintenance shall be a fixed price and for repair and other services shall be time and material.

### **1.4 Contract Duration**

The Contract resulting from this RFP shall be for a period of one year beginning with execution by the AOC. The AOC shall have the right to exercise up to four, one-year renewal options at its sole discretion.

### **1.5 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 at the address listed below:

Karen Hoang, Procurement Specialist  
 Administration Office of the Courts  
 Procurement and Contract Administration  
 2003C Commerce Park Drive  
 Annapolis, MD 21401  
 410-260-1582, karen.hoang@mdcourts.gov

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

### **1.6 Contract Manager (CM)**

Keith Bageant  
 Executive Deputy Director of Facilities Administration

The Maryland Judiciary may change the Contract Manager at any time by written notice.

## 1.7 Mandatory Sites Visit and Pre-Proposal Conference

A short Pre-proposal Conference will be held on Thursday, March 17, 2014 at 10:00 am at the following location:

Conference Room 2003 C, Commerce Park Drive, Annapolis, Maryland 21401.  
Immediately following this conference we will conduct site visits.

Immediately followed by:

1. Administrative Office of the Courts, Annex  
2001/2003 Commerce Park Drive  
Annapolis, MD21401
2. Judiciary Education & Conference Center  
2011/2009 Commerce Park Drive  
Annapolis, MD 21401
3. District Court Traffic Processing  
2020 Industrial Drive  
Annapolis, MD 21401
4. Courts of Appeal Building  
361 Rowe Blvd.  
Annapolis, MD 21401
5. Administrative Office of the Courts  
580 Taylor Avenue,  
Annapolis, MD 21401.
6. Judiciary Information Systems  
900 Riva Road, Suite 900  
Annapolis, MD 21401

Due to the anticipated interest the site visit will be limited to two (2) attendees per company.

The Site visits are **mandatory**. All interested Offerors must attend all site visits at all locations in order to facilitate better preparation of their proposals.

Please e-mail the Site Visit Response Form (Attachment D) to the attention of karen.hoang@mdcourts.gov, no later than 2:00 pm on March 13, 2014. In addition, if there is a need for sign language interpretation and/or other special accommodations due to a disability, please call no later than 2:00 pm on March 7, 2014. The Judiciary will make reasonable efforts to provide such special accommodations.

## 1.9 Questions

The Procurement Officer shall accept timely written questions from prospective Offerors. Questions may be submitted to the Procurement Officer by e-mail. Questions shall be answered and posted on the Judiciary's Procurement website, <http://www.mdcourts.gov/procurement/bids.html> and eMaryland Marketplace.



### **1.10 Proposal Due (Closing) Date**

An original and 3 copies of each proposal (technical and financial) must be received by the Procurement Officer, no later than March 31, 2014 at 2:00 pm in order to be considered. An electronic version (CD) of the Technical Proposal must be enclosed with the original technical proposal. An electronic version (CD) of the Financial Proposal must in be enclosed with the original Financial Proposal. All CDs must be labeled with the RFP title, RFP number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Proposals received by the Procurement Officer after the due date will not be considered.

**Proposals may not be submitted by e-mail or facsimile.**

### **1.11 Duration of Offer**

Proposals submitted in response to this RFP are irrevocable for the later of: (1) 180 days following the closing date of proposals or of Best and Final Offers (BAFOs), if requested, or (2) the date any protest concerning this RFP is finally resolved. This period may be extended at the Procurement Officer's request only with the Offeror's written agreement.

### **1.12 Revisions to the RFP**

If it becomes necessary to revise this RFP before the due date for proposals, amendments will be posted on the Judiciary's Procurements web site (<http://www.mdcourts.gov/procurement/bids.html>) and eMaryland Marketplace.

Acknowledgment of the receipt of all amendments to this RFP issued before the proposal due date must accompany the Offeror's proposal in the Transmittal Letter accompanying the Technical Proposal submittal. Acknowledgement of the receipt of amendments to the RFP issued after the proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Offeror from complying with all terms of any such amendment.

### **1.13 Cancellations**

The Judiciary reserves the right to cancel this RFP, accept or reject any and all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the Judiciary. The Judiciary also reserves the right, in its sole discretion, to award a Contract based upon the written proposals received without prior discussions or negotiations.

### **1.14 Oral Presentations/Discussions**

Offerors may be asked to make oral presentations expanding on their technical proposal to Maryland Judiciary representatives. The expectation is that the oral presentation be scheduled within a month after proposal receipt.

### **1.15 Incurred Expenses**

The Judiciary will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities relative to this solicitation.

### **1.16 Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's proposals to meet the requirements of this RFP.

### **1.17 Protests/Disputes**

Any protest or dispute related respectively to this solicitation or the resulting Contract shall be subject to the provisions of the Judiciary's Procurement Policy.

### **1.18 Multiple or Alternate Proposals**

Neither multiple nor alternate proposals will be accepted.

### **1.19 Access to Public Information Act Notice**

An Offeror shall give specific attention to the clear identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the Judiciary under the Public Information Act, Title 10, Subtitle 6, Part III of the Judiciary Government Article of the Annotated Code of Maryland or Rules 16-1001 through 16-1011, the Court Access Rules.

Offerors are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information can be disclosed. Information which is claimed to be confidential is to be placed after the Title Page and before the Table of Contents in the Technical proposal and if applicable in the Financial proposal.

### **1.20 Offeror Responsibilities**

The selected Offeror shall be responsible for all products and services required by this RFP. All subcontractors must be identified and a complete description of their role relative to the proposals must be included in the Offeror's proposals. Additional information regarding MBE subcontractors is provided under paragraph 1.24 below. If an Offeror that seeks to perform or provide the services required by this RFP is the subsidiary of another entity, all information submitted by the Offeror, such as but not limited to, references and financial reports, shall pertain exclusively to the Offeror, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Offeror's proposal must contain an explicit statement that the parent organization consents to the terms of the RFP and will guarantee the performance of the subsidiary.

### **1.21 Mandatory Contractual Terms**

By submitting an offer in response to this RFP, an Offeror, if selected for award, shall be deemed to have accepted the terms of this RFP and the Contract, attached as Attachment A. Any exceptions to this RFP or the Contract must be clearly identified in the Executive Summary of the technical proposal. A proposal that takes exception to these terms may be rejected and, therefore determined to be not reasonably susceptible of being selected for award.

### **1.22 Proposal Affidavit**

A proposal submitted by an Offeror must be accompanied by a completed Bid/Proposal Affidavit. A copy of this Affidavit is included as Attachment B of this RFP.

### **1.23 Contract Affidavit**

All Offerors are advised that if a Contract is awarded as a result of this solicitation, the successful Offeror will be required to complete a Contract Affidavit. A copy of this Affidavit is included for informational purposes as Attachment C of this RFP. This Affidavit must be provided within five business days of notification of proposed Contract award.

### **1.24 Minority Business Enterprises**

A MBE subcontractor participation goal of 21 % been established for this solicitation. Minority Business Enterprises are encouraged to respond to this Request for Proposals. **Revised MBE forms will be provided via addendum prior to proposal due date.**

### **1.25 Arrearages**

By submitting a response to this solicitation, each Offeror represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract if selected for Contract award.

### **1.26 Procurement Method**

This Contract will be awarded in accordance with the competitive sealed proposals process.

### **1.27 Verification of Registration and Tax Payment**

Before a corporation can do business in the State it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. It is strongly recommended that any potential Offeror complete the registration prior to the due date for receipt of proposals. An Offeror's failure to complete the registration with the Department of Assessments and Taxation may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award. (<http://www.dat.state.md.us/>)

### **1.28 Payments by Electronic Funds Transfer**

By submitting a response to this solicitation, the Offeror agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Offeror shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reason for the exemption. The COT/GAC X-10 form can be downloaded at: <https://interactive.marylandtaxes.com/extranet/gad/GADLogin/login.asp>

### **1.29 Contract Extended to Include Other Non-Judiciary Maryland Governments or Agencies**

To the extent permitted by law, other Maryland government entities may purchase **from the Contractor goods or services covered by this Contract at the same prices chargeable to the Judiciary.**

### **1.30 Confidentiality Agreement**

All Offerors are advised that if a contract is awarded as a result of this RFP, the successful Offeror shall be required to complete a Confidentiality Agreement. A copy of this Agreement is included for informational purposes as ATTACHMENT E of this RFP. This Agreement must be provided within five business days of notification of proposed Contract award.

## SECTION 2 – STATEMENT OF WORK

### 2.1 Purpose & Summary

- 2.1.1 The AOC is issuing this Request for Proposals (RFP) to select one Contractor, licensed to provide all labor, materials, supplies, tools, equipment, transportation, special equipment, and supervision required in performing installation, preventive maintenance and/or repair to the Access Control Management System, to include all alarms and the Camera/DVR System/NVR and I.P. Megapixel camera system.

### 2.2 Background Check

- 2.2.1 The Contractor shall furnish to the Contract Manager a minimum of ten days prior to commencement of work for approval, a completed Maryland Department of General Services Authorization of Release of Information form (Attachment F) and a Maryland Department of General Services Police Contractors Security Clearance form (Attachment G) for each person entering a Department of General Services facility. The Judiciary may conduct an independent background investigation on any contractor for the duration of this agreement.

### 2.3 Current Environment

- 2.3.1 The Maryland Judiciary, Administrative Office of the Courts (AOC), currently utilizes Schlage SMS Enterprise 5.3.9 Access Control System. The Administrative Office of the Courts currently uses the System for proximity card door entry as well as video surveillance (CCTV). The existing system is currently installed in six (6) buildings in the Annapolis Complex with the system server located at the Judicial Information System Building. The locations consist of numerous proximity card readers, AED alarms, duress alarms, video cameras and DVRs. Locations are connected to a Cisco Router and Ethernet switch.
- 2.3.2 The current system consists of a Virtualized server on VMWare esxi 5., Windows Server 2008R2 SP1, 1 CPU, 2GB Memory, 40GB System partition, 50GB Data partition, 1 NIC, five (5) Pelco DX8100 DVRs, ninety three (93) fixed and pan tilt zoom cameras of various manufacturers, twenty three (23) Honeywell/Admeco wired duress alarms, eighteen wall mounted alarmed AED cabinets, and three (3) off-site monitored burglar alarms. All of the alarms, except the burglar alarms, are tied into the Schlage SMS system and the Pelco DVRs. There are ten (10) points, personal computers that are capable of monitoring and accessing both the Pelco and the Schlage system. The operating software for a personal computer to access the Pelco DVRs is Digital Sentry Control Point Version 7.4.320. Burglar/Intrusion alarm Ademco/Vista system.

### 2.4 Contractor's Qualifications

- 2.4.1 The contractor must document either certification on the Schlage, SMS Access Control System or documented evidence of prior successful work. In the absence of certification or documented evidence of prior successful work, the contractor may submit certification of access control systems that are similar. Upon the award of the contract the contractor must become certified in the Schlage SMS end user training and advanced installation and programming training within 30 days of being awarded the contract. An extension may be granted if a certified course is not being held in that time frame.
- 2.4.2 The contractor must document prior experience with the PELCO DX 8100 and the installation of cameras and programming of alarms.
- 2.4.3 The contractor must also document experience with the Digital Sentry Control Point software.

2.4.4 The contractor must document being be able to install client software, add devices, delete devices, make necessary changes, troubleshoot, and add Card readers, interface modules and experience on installing access control hardware.

2.4.5 The contractor must document the ability to install an IP camera system to include NVR's and all software to program, view, review, from the dedicated workstations.

## **2.5 Contractor's Responsibility – Statement of Work**

2.5.1 The Contractor must provide all labor, materials, supplies, tools, equipment, transportation, special equipment, and supervision required in performing preventive maintenance, installation and/or repair to the Access Control Management System and the CCTV system. The AOC reserves the right to purchase parts from other suppliers, when deemed to be in the best interest of the Judiciary.

2.5.2 The Contractor must furnish and install all parts for preventive maintenance, minor repair, emergency repairs and general/routine requests for service. The Contractor is responsible for the provision of replacement parts from the original manufacturers or substitute parts approved by the original manufacturers, unless otherwise directed by the AOC CM.

2.5.3 During the performance of any assignment, Contractor is responsible for keeping secure and securing the affected area/building.

2.5.4 All equipment provided by the Contractor must be of a non-proprietary origin and able to interface or adapt to a system that supports with any/all existing equipment.

2.5.5 The Contractor must complete all installations/modifications/replacements in a neat, professional, and timely manner to the satisfaction of the AOC CM. The Contractor must securely affix all connections and equipment. The Contractor must repair any damage incurred during any installation, modification, and/or replacement to the satisfaction of the AOC CM. Contractors may subcontract portions of the work, however, all programming software and hardware set up and installation and final connections shall be made by the primary contractor. The contractor will perform testing on any work, that was directed in the scope of work and must be functioning properly before being presented to the CM for approval.

2.5.6 The Contractor will work with the Maryland Judiciary Information Systems group to insure the security and access restrictions necessary to restrict unauthorized access. All systems installed/modified/replaced. This will include setting up an IP camera system and server/NVR camera system, any software upgrades or replacement to the existing access control system.

2.5.7 The Contractor must submit to the AOC CM an itemized cost proposal of all work prior to performing work. Proposals must include; costs of labor parts/equipment and installation accessories installed//fixed/updated/modified/replaced/removed such as wiring, connectors, licenses, and any other miscellaneous expenses and must be approved by the AOC CM prior to work initiation. This includes any permits needed for the scope of work. A complete list of the parts must include the technical information and design of the item/product. Aesthetic consideration is a component in approving the product due to formal nature of business of the Judiciary. If subcontractors are to be used, a written proposal will be provided listing the scope of work and the company/companies that will be used.

2.5.8 The Contractor must schedule a start date with an estimated completion date. The PMP must schedule a walk through before any project is to begin. After beginning any work, the PMP must update the contract manager every week with the status of the work and anticipated completion date.

2.5.9 The Contractor shall designate a PMP primary technician. The primary technician shall be responsible for the AOC facility throughout the term of the Contract. This requires the Contractor to exercise discretion

on the type of work being performed, the rate charged for the specific technician, and the number of technicians required to perform the services. The AOC reserves the right to request written justification from the Contractor if the AOC questions the total cost to perform the services. Upon request by the AOC, the Contractor shall be required to provide a current materials price sheet from the Contractor's supplier if the cost of materials is in question.

All technicians employed by the Contractor or Subcontractor shall be required to wear a Department of General Services identification. The Contractor will be responsible to ensure that all persons working on site have a DGS Identification card.

Helpers/Non technicians shall not be allowed to perform any services unsupervised.

2.5.10 The Contractor will be required to keep legible and detailed documentation on all work performed under this contract. **Detailed** documentation (Work Book) includes but is not limited to the following items:

- name of building representative that placed the service call
- date of service
- time in and time out
- building serviced
- specific area and equipment being serviced (location of equipment, make and model, serial number)
- detailed diagnosis of the problem/repair
- services performed
- number of service hours
- material(s) used
- name of the technician
- job title of the technician
- warranty of any new material/equipment installed
- Listing of all IP addresses
- Listing of all sign-on's and passwords including administrative/master sign-on's and passwords
- signature of Contract Manager

All documentation must be submitted to the Contract Manager within seven (7) calendar days after the services are provided.

2.5.11 The Contractor will be responsible for the removal of all their debris and trash before leaving the work area. Clean-up of the work area shall be at no additional cost to the AOC.

2.5.12 If at any time the AOC is dissatisfied with the service and/or the labor performed under this contract, AOC may request and receive a new technician(s) to service its buildings within 48 hours.

## **2.6 Service Calls and Response Time**

2.6.1 The Contractor shall complete work during the service call in order to prevent follow up work. If follow up work is required, including improper repairs, installation, or substandard parts, the AOC shall not be charged. If the services cannot be completed during regular business hours, the Contractor shall make a temporary repair. The Contractor shall be allowed to finish the repair during regular business hours.

### **2.6.1.1 Emergency**

The Contractor shall be available for emergency calls on a twenty-four (24) hour basis, seven days a week. The Contractor must provide emergency repair services on a twenty-four (24) hour, seven (7) day per week basis. The contractor must respond within six (6) hours after receiving a request for emergency repairs by providing a qualified service technician at the job site to accomplish the emergency repair job. The Contractor must provide one local or toll free telephone number to contact a designated representative in the case of an emergency. The aforementioned emergency contact phone number must be included in the technical proposal. The Contractor must respond to general and routine requests for service within 72 hours of receiving request. The Contractor must also provide an ability to submit service request via e-mail or a web based program.

Emergency service calls are outside normal business hours, Monday-Friday 8:00am-4:30pm. Emergency service times also include weekends and holidays. Service level agreement for emergency services must include the following:

1. When an emergency call is placed by AOC, Contractor personnel must report to site within 6 hours of notification.
2. In the event of an emergency service call the AOC will not accept any hourly rates reflecting overtime billing.
3. Contractor must resolve any operating issues to the satisfaction of the AOC CM and return the units to standard operational status as soon as possible.
4. Contractor must provide a detailed service report to the AOC CM after the work is completed.
5. Any shutdown of service and/or utilities must be approved and scheduled with the Contract Manager.

#### **2.6.1.2 Non-Emergency Services**

1. Any non-emergency work performed beyond the standard preventive maintenance must be pre-authorized and approved via written work order by the Contract Manager following receipt of a written estimate or quote.

## **2.7 Preventative Maintenance**

The Contractor shall schedule all Preventative Maintenance and Inspections in advance with the Contract Manager. The Contractor shall adhere to the equipment manufacturer's maintenance schedule and procedures for preventative maintenance and repair services.

2.7.1 Preventative Maintenance shall include at a minimum:

1. Check general condition of unit and advise all findings affecting the unit.
2. Check all electrical components and connects and ensure proper operations.
3. Inspect electrical components and wiring for damage and deterioration.

## **2.8 Repair Services**

2.8.1 Contractor shall submit a written proposal to the Contract Manager for the cost of time and materials for all repairs. The Contractor must receive authorization and approval from the Contract Manager before commencing work. If the repair is deemed an emergency by the AOC, this requirement may

be waived. The AOC shall not be responsible for payment for unauthorized work performed under this Contract or for any work performed by the Contractor that is not initially authorized.

## **2.9 Invoicing**

- 2.9.1 Verification and approval of invoices shall be authorized by Keith Bageant and submitted to AOC, 2001 E/F Commerce Park Drive Annapolis MD 21401 Attn: Keith Bageant. Annual preventative maintenance invoices and invoices requiring pre-authorization shall be submitted within 30 calendar days after acceptance and include the following: name and address of the Judiciary, Contractor name, remittance address, federal taxpayer identification or (if owned by an individual) his/her social security number, invoice period, invoice date, invoice number, amount due, and the PO number(s) being billed.

## **3.0 Insurance**

- 3.1 The Contractor shall at all times during the term of the Contract maintain in full force and effect, the policies of insurance required by this Section. Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or companies furnishing such insurance. Such evidence of insurance must be delivered to the AOC Office of Procurement before the actual implementation of the Agreement.
- 3.2 All insurance policies shall be endorsed to provide that the insurance carrier will be responsible for providing immediate and positive notice to the AOC in the event of cancellation or restriction of the insurance policy by either the insurance carrier or the Contractor, at least 60 days prior to any such cancellation or restriction. All insurance policies shall name as an additional insured the Administrative Office of the Courts and the Maryland Judiciary.
- 3.3 The limits required below may be satisfied by either individual policies or a combination of individual policies and an umbrella policy. The requiring of any and all insurance as set forth in this RFP, or elsewhere, shall be in addition to and not in any way in substitution for all the other protection provided under the Contract.

No acceptance and/or approval of any insurance by AOC, or the Manager of Procurement, shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon it by the provisions of the Contract.

A. The Contractor shall maintain Worker's Compensation insurance as required by the laws of the State of Maryland and including Employer's Liability coverage with a minimum limit of \$500,000-each accident; \$500,000 disease-each employee; and \$500,000 disease-policy limit.

B. Occurrence forms of comprehensive general liability insurance covering the full scope of this agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for personal or bodily injuries and \$1,000,000 per occurrence and aggregate for property damage. A combined single limit per occurrence of \$2,000,000 is acceptable. All policies issued shall include permission for partial or total occupancy of the premises by or for the Administrative Office of the Courts within the scope of this Contract. Such insurance shall include but shall not be limited to, the following:



C. Comprehensive general liability insurance including a comprehensive broad form endorsement and covering: a) all premises-operations, b) completed operations, c) independent Contractors, d) liability assumed by oral or written contract or agreement, including this contract, e) additional interests of employees, f) notice of occurrence, g) knowledge of occurrence by specified official, h) unintentional errors and omissions, i) incidental (contingent) medical malpractice, j) extended definition of bodily injury, k) personal injury coverage (hazards A and B) with no exclusions for liability assumed contractually or injury sustained by employees of Contractor, l) broad form coverage for damage to property of the Administrative Office of the Courts, as well as other third parties resulting from completion of the Contractor's services.

D. Comprehensive business automobile liability insurance covering use of any motor vehicle to be used in conjunction with this contract, including hired automobiles and non-owned automobiles.

E. Comprehensive Automobile Liability:

Limit of Liability - \$1,000,000 Bodily Injury  
\$1,000,000 Property Damage

In addition to owned automobiles, the coverage shall include hired automobiles and non-owned automobiles with the same limits of liability.

- 3.4 The insurance required under sub-paragraphs (A),(B), (C) and (D) above shall provide adequate protection for the Contractor against claims which may arise from the Contract, whether such claims arise from operations performed by the Contractor or by anyone directly or indirectly employed by him, and also against any special hazards which may be encountered in the performance of the Contract. In addition, all policies required must not exclude coverage for equipment while rented to other.
- 3.5 Any of the work under the Contract is subcontracted, the Contractor shall require subcontractors, or anyone directly or indirectly employed by any of them to procure and maintain the same coverage's in the same amounts specified above.

## SECTION 3 – PROPOSAL FORMAT

### 3.1 Two Part Submission

- 3.1 Offerors must submit proposals in two separate volumes:
- Volume I - TECHNICAL PROPOSAL
  - Volume II - FINANCIAL PROPOSAL

### 3.2 Proposals

- 3.2.1 Volume I-Technical Proposal, must be sealed separately from Volume II-Financial Proposal, but submitted simultaneously to the Procurement Officer (address listed in Section 1.5 of this RFP).
- 3.2.2 An unbound original, so identified, and 3 copies of each volume are to be submitted. An electronic version of both the Volume I- Technical Proposal and the Volume II- Financial Proposal Attachment E must also be submitted with the unbound originals technical or financial volumes, as appropriate.
- 3.2.3 Electronic media shall be a CD and bear a label with the RFP title and number, name of the Offeror, and the volume number (I or II).

### 3.3 Submission

- 3.3.1 Each Offeror is required to submit a separate sealed package for each "Volume", which is to be labeled Volume I-Technical Proposal and Volume II-Financial Proposal, respectively. Each sealed package must bear the RFP title and number, name and address of the Offeror, the volume number (I or II), and the closing date and time for receipt of the proposals on the outside of the package.
- 3.3.2 All pages of both proposal volumes must be consecutively numbered from beginning (Page 1) to end (Page "x").

### 3.4 Volume I – Technical Proposal

- 3.4.1 Transmittal Letter: A transmittal letter must accompany the technical proposal. The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. The transmittal letter shall be brief and signed by an individual who is authorized to commit the Offeror to the services and requirements as stated in this RFP. Only one transmittal letter is needed and it does not need to be bound with the technical proposal.
- 3.4.2 Format of Technical Proposal: Inside the sealed package described in Section 3.3, above, an unbound original, to be so labeled, Section 2 of this RFP provides requirements and Section 3 provides reply instructions. The paragraphs in these RFP sections are numbered for ease of reference. In addition to the instructions below, the Offeror's technical proposals shall be organized and numbered in the same order as this RFP. This proposal organization shall allow Judiciary officials and the Evaluation Committee to "map" Offeror responses directly to RFP requirements by paragraph number. The technical proposal shall include the following sections in the stated order:
- 3.4.3 Title and Table of Contents: The technical proposal shall begin with a title page bearing the name and address of the Offeror and the name and number of this RFP. A table of contents for the technical proposal should follow the title page. **Note: Information that is claimed to be confidential under RFP Section 1.19 is to be printed on yellow paper and placed after the Title Page and before the Table of Contents in the Offeror's Technical Proposal, and if applicable, also in its Financial Proposal. Unless there is a compelling case, an entire proposal should not be labeled confidential but just those portions that can reasonably be shown to be proprietary or confidential.**

3.4.4 Executive Summary: The Offeror shall condense and highlight the contents of the technical proposal in a separate section titled “Executive Summary.” The summary shall also identify any exceptions the Offeror has taken to the requirements of this RFP, the Contract (Attachment A), or any other attachments. Exceptions to terms and conditions may result deemed not reasonably susceptible of being selected for award. If an Offeror takes no exception to the Judiciary’s terms and conditions, the Executive Summary should so state.

3.4.5 Offeror Technical Response to RFP Requirements:

3.4.5.1 General.

3.4.5.1.1 The Offeror shall address the RFP requirements stated in Section 2, in the Technical Proposal, and submit documentation as evidence the requirements are met.

3.4.5.1.2 The Offeror shall address **each** RFP requirement stated in Section 2, in the Technical Proposal, and describe how its proposed services and technicians will meet each of the requirements. If the Judiciary is seeking Offeror agreement to a requirement, the Offeror shall state agreement or disagreement. Any paragraph that responds to a work requirement shall not merely rely on a stated agreement to perform the requested work; but rather, the Offeror should outline how the Offeror can fulfill the requested tasks in a manner that best meets the Judiciary’s needs, such as, for example, providing a maintenance plan etc.

3.4.6 Offeror Experience and Capabilities: Offerors shall include information on past experience with similar engagements. Offerors shall describe their experience and capabilities through a response addressing the requirements in RFP Section 2, Statement of Work.

3.4.6.1 An overview of the Offeror’s experience providing the services, as applicable, to that included in this RFP, including certifications and other documentation, where indicated.

3.4.7 References. Provide three (3) current customer references where the customer is similar to this project. Provide the following information for each client reference:

- Name of Client Organization
- Name, title, and telephone number of Point-of-Contact for client organization
- Value, type, and duration of contract(s) supporting client organization
- The services provided, scope of the contract, geographic area being supported, and performance objectives satisfied, and number of employees serviced.

3.4.8 Financial Capability and Insurance: The Offeror shall include the following, for itself, and, as applicable, for any parent organization or subsidiary as referenced under RFP Section 1.20:

3.4.8.1 Evidence that the Offeror has the financial capacity to provide the goods and/or services, as described in its proposal, via profit and loss statements and balance sheets for the last two years.

3.4.8.2 A copy of the Offeror’s current certificates of insurance (property, casualty and liability), which, at a minimum, shall contain the following:

- Carrier (name and address)
- Type of insurance
- Amount of coverage

- Period covered by insurance
- Exclusions

3.4.9 Subcontractors: Offerors must identify non-MBE subcontractors, if any, and the role these subcontractors shall have in the performance of the Contract.

3.4.10 Required Affidavits, Schedules and Documents to be submitted by Offeror in the Technical Proposal:

- Detailed technical proposal encompassing all requirements set forth in Section 2.
- Completed Bid/Proposal Affidavit (Attachment B – with original of Technical Proposal)
- Copy of applicable policies of insurance to AOC. By submitting a proposal in response to this solicitation, the offeror warrants that it is able to provide evidence of insurance required by this RFP, Section 2.

### **3.5 Volume II - Financial Proposal**

3.5.1 Under separate sealed cover from the Technical Proposal and clearly identified with the same information noted on the Technical Proposal, the Offeror must submit an original unbound copy, 3 bound copies, and one electronic copy of the Financial Proposal in a separate envelope labeled as described in Section 3.3, of the Financial Proposal. The Financial Proposal must contain all price information in the format specified in Attachment E. Information which is claimed to be confidential is to be clearly identified in the Offeror's Financial Proposal. An explanation for each claim of confidentiality shall be included as part of the Financial Proposal. This is a fixed price time and materials Contract; prices are all inclusive and shall encompass all requirements in the RFP.

## SECTION 4 – EVALUATION CRITERIA AND SELECTION PROCEDURE

### 4.1 Evaluation Criteria

- 4.1.1 Evaluation of the proposals shall be performed by a committee organized for the purpose of analyzing the technical proposals. Evaluations shall be based on the criteria set forth below. The Contract resulting from this RFP shall be awarded to the Offeror that is most advantageous to the Judiciary, considering price and the evaluation factors set forth herein. In making this determination, technical factors shall receive greater weight than price factors.
- 4.1.2 The Offeror shall be evaluated on the proposed services according to the specifications outlined in this RFP.

### 4.2 Technical Criteria

- 4.2.1 The criteria to be applied to each technical proposal are listed in descending order of importance:
- Offeror Experience and Capabilities
    - Experience, capability and certifications for the Offeror and proposed technicians.
  - Offeror Technical Response to RFP Requirements
    - The Offeror's overall understanding of the SOW (Section 2) of this RFP.
  - References

### 4.3 Financial Criteria

All qualified Offerors will be ranked from the lowest to the highest price based on their total price proposed in Attachment E.

### 4.5 Selection Process and Procedures

#### 4.5.1 General Selection Process:

4.5.1.1 The Contract shall be awarded in accordance with the competitive sealed proposals process under Article IV of the Judiciary's Procurement Policy. The competitive sealed proposals method is based on discussions and potential revision of proposals during these discussions.

4.5.1.2 Accordingly, the Judiciary may hold discussions with all Offerors judged reasonably susceptible of being selected for award, or potentially so. However, the Judiciary also reserves the right to make an award without holding discussions. In either case of holding discussions or not doing so, the Judiciary may determine an Offeror to be not responsible and/or not reasonably susceptible of being selected for award, at any time after the initial closing date for receipt of proposals and the review of those proposals.

#### 4.5.2 Selection Process Sequence:

4.5.2.1 The first step in the process shall be to assess compliance with the Offeror Minimum Qualifications set forth in Section 1.29 of the RFP. Offerors who fail to meet these basic requirements i.e, are qualified or potentially qualified shall be disqualified and their proposals eliminated from further consideration.

4.5.2.2 The next step in the process shall be an evaluation for technical merit by the selection committee. During this review, oral presentations and discussions may be held. The purpose of such discussions shall be to assure a full understanding of the Judiciary's requirements and

the Offeror's ability to perform, and to facilitate understanding of the Contract that shall be most advantageous to the Judiciary. For scheduling purposes, Offerors should be prepared to make an oral presentation and participate in discussions within two weeks of the delivery of proposals to the AOC. The Procurement Officer will contact Offerors if and when the schedule is set by the AOC.

- 4.5.2.3 Offerors must confirm in writing any substantive oral clarifications of, or changes in, their proposals made in the course of discussions. Any such written clarification or change then becomes part of the Offeror's proposal.
- 4.5.2.4 The financial proposal of each Offeror shall be evaluated separately from the technical evaluation. After a review of the financial proposals of Offerors, the Procurement Officer may again conduct discussions.
- 4.5.2.5 When in the best interest of the Judiciary, the Procurement Officer may permit Offerors who have submitted acceptable proposals to revise their initial proposals and submit, in writing, best and final offers (BAFOs).
- 4.5.2.6 Upon completion of all discussions and negotiations, reference checks, and site visits, if any, the Procurement Officer shall recommend award of the Contract to the responsible Offeror whose proposal is determined to be the most advantageous to the Judiciary considering evaluation and price factors as set forth in this RFP. In making the most advantageous Offeror determination, technical shall be given greater weight than price factors.

## ATTACHMENTS

Attachment A	Standard Contract
Attachment B	Bid/Proposal Affidavit
Attachment C	Contract Affidavit
Attachment D	Pre-Proposal Conference Response Form
Attachment E	Price Proposal Form
Attachment F	CONFIDENTIALITY AGREEMENT
Attachment G	Maryland Department of General Services Authorization of Release of Information form
Attachment H	MARYLAND DEPARTMENT OF GENERAL SERVICES POLICE CONTRACTORS SECURITY CLEARANCE FORM

**Contract number: K14-0032-25**

**MARYLAND ADMINISTRATIVE OFFICE OF THE COURTS  
ACCESS CONTROL MANAGEMENT SYSTEM  
PREVENTATIVE MAINTENANCE AND REPAIR SERVICES**

**STANDARD TERMS AND CONDITIONS**

This Contract is made this \_\_\_\_\_ day of \_\_\_\_\_ 2014, by and between the Administrative Office of the Courts (the "AOC") in the State of Maryland and **corporate name plus address** (the "Contractor") with Federal Taxpayer Identification Number **XX-XXXXXXX**.

In consideration of the mutual covenants and promises herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the AOC and the Contractor agree as follows:

**1. Scope of Contract**

1.1 The Contractor shall provide ACCESS CONTROL MANAGEMENT SYSTEM PREVENTATIVE MAINTENANCE AND REPAIR SERVICES (hereinafter "Services"), and other deliverables in accordance with the terms and conditions of this Contract and the following Exhibits, which are attached to this Contract and incorporated as part of this Contract:

Exhibit A: Contract Affidavit

Exhibit B: Request for Proposal dated February xx, 2014 and all amendments and exhibits thereto (collectively referred to as the "RFP")

Exhibit C: Contractor's Proposal dated **date of response** and subsequent BAFO dated \_\_\_\_\_ 2014 (collectively referred to as "the Proposal")

- 1.2 If there are any inconsistencies between the contract and any of the Exhibits, the terms of this Contract shall prevail.
- 1.3 The Procurement Officer may, at any time, by written order make changes in the work within the general scope of the Contract. No other order, statement, or conduct of the Procurement Officer or of any other person shall be treated as a change or entitle the Contractor to an equitable adjustment under this section.
- 1.4 Except as otherwise provided in this Contract, if any order causes an increase or decrease in the Contractor's cost of, or the time required for, the performance of any part of the work, an equitable adjustment in the Contract price shall be made and the Contract modified in writing accordingly. The Contractor must assert in writing its right to an adjustment under this section within thirty days (30) of receipt of a written change order and include a written statement setting forth the nature and cost of such claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract.



- 1.5 Failure to agree to an adjustment under this section shall be a dispute under the Disputes clause. Nothing in this section shall excuse the Contractor from proceeding with the Contract as changed.

## **2. Term of the Contract**

Unless the Contract is terminated earlier as provided herein, the term of the Contract is the period beginning with contract execution for a period of ~~one year~~one year. The Judiciary shall have the sole right to exercise up to four, one-year renewal options at its discretion

## **3. Consideration and Payment**

- 3.1 In consideration of the satisfactory performance of the services, the AOC shall pay the Contractor in accordance with the terms of this Contract and at the rate specified in the Price Proposal. Except with the express written consent of the Procurement Officer, total payments to the Contractor pursuant to the original form of this Contract may not exceed \$..... (the "NTE Amount") as follows:

### Access Control Management System Camera System Preventative Maintenance Services

Base Year:	\$
Renewal Option #1 (Year 2)	\$
Renewal Option #2 (Year 3)	\$
Renewal Option #3 (Year 4)	\$
Renewal Option #4 (Year 5)	\$

### Fully Loaded Hourly Rates for Repair Services:

Base Year:	\$
Renewal Option #1 (Year 2)	\$
Renewal Option #2 (Year 3)	\$
Renewal Option #3 (Year 4)	\$
Renewal Option #4 (Year 5)	\$

- 3.2 Verification and approval of invoices shall be authorized by Keith Bageant and submitted to AOC 580 Taylor Ave., Annapolis, Maryland 21401, Attn: Keith Bageant.
- 3.3 Annual preventative maintenance invoices and invoices requiring pre-authorization shall be submitted within 30 calendar days after acceptance and include the following: name and address of the Judiciary, Contractor name, remittance address, federal taxpayer identification or (if owned by an individual) his/her social security number, invoice period, invoice date, invoice number, amount due, and the PO number(s) being billed.
- 3.4 Payments to the Contractor for the services shall be made no later than thirty days after the acceptance and receipt of a proper invoice from the Contractor. Charges for late payment of invoices are prohibited.
- 3.5 In addition to any other available remedies, if, in the opinion of the Procurement Officer, the Contractor fails to perform in a satisfactory and timely manner, the Procurement Officer may refuse or limit approval of any invoice for payment and may cause payments to the Contractor to be reduced or withheld until such time as the Contractor meets performance standards as established by the Procurement Officer in accordance with this Contract. The final Contract payment will not be made until after certification is received from the Comptroller of the State that all taxes have been paid. Final payment shall not be construed as a waiver or termination of any rights and remedies

available to AOC for any failure of Contractor to perform the Contract in a satisfactory and timely manner.

#### **4. Warranties**

The Contractor hereby represents and warrants that:

- 4.1 It is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified;
- 4.2 It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
- 4.3 It shall comply with all federal, State and local laws applicable to its activities and obligations under this Contract;
- 4.4 It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

#### **5. Non-hiring of Employees**

No employee of the State of Maryland or any unit hereof whose duties as such employee include matters relating to or affecting the subject matter of this Contract shall, while so employed, become or be an employee of the Contractor.

#### **6. Non-employment of Contractor's employees**

Nothing in this contract shall be construed to create an employment relationship between AOC and any employee of either the Contractor or Contractor's subcontractors. Contractor is responsible for the acts and omissions of its agents, employees, and subcontractors.

#### **7. Disputes**

Any claim regarding the proper interpretation of this Contract shall be submitted, in writing, to the Procurement Officer, together with a statement of grounds supporting the Contractor's interpretation. Pending resolution of a claim by the Procurement Officer, the Contractor shall proceed diligently with the performance of the Contract in accordance with the Procurement Officer's decision. An adverse decision to the Contractor may be appealed by the Contractor to the Appeals Board within 15 days of the Procurement Officer's decision.

#### **8. Maryland Law**

The place of performance of this Contract shall be the State of Maryland. This Contract shall be performed, construed, interpreted, and enforced according to the laws of the State of Maryland, including State Government Article § 12-204. No action relating to this contract shall be brought in any forum other than Maryland, whether or not the AOC and State are parties to such an action.

#### **9. Amendments**

Except as provided in Section 2, any amendment to this Contract must first be approved in writing by the Procurement Officer, subject to any additional approvals required by State law and the Judiciary's Procurement Policy.

#### **10. Non-discrimination in Employment**

The Contractor agrees: (a) not to discriminate in any manner against any person because of race, color, religion, age, sex, marital status, national origin, disability, familial status, genetic information, and sexual orientation; (b) to include a provision similar to that contained in subsection (a), above, in any underlying subcontract; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

#### **11. Contingent Fee Prohibition**

The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the Contractor to solicit or secure this Contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide salesperson, or commercial selling agency, any fee or other consideration contingent on the making of this Contract.

#### **12. Non-availability of Funding**

If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal year of this Contract succeeding the first fiscal year, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the AOC's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the AOC from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The AOC shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

#### **13. Termination for Cause**

If Contractor fails to fulfill its obligations under this Contract properly and on time, or otherwise violates any provision of the Contract, the AOC may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the AOC's option, become the AOC's property. The AOC shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination, and the AOC can affirmatively collect damages.

#### **14. Termination for Convenience**

The performance of work under this Contract may be terminated by the AOC in accordance with this clause in whole or, from time to time, in part whenever the AOC determines that such termination is in the AOC's best interest. The AOC will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract; however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

## **15. Delays and Extensions of Time**

The Contractor agrees to perform this Contract continuously and diligently. No charges or claims for damages shall be made by the Contractor for any delays or hindrances, regardless of cause, in the performance of services under this Contract. Time extensions may be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of an AOC contract, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or the delay of a subcontractor or supplier arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractor or supplier.

## **16. Suspension of Work**

The AOC unilaterally may order the Contractor in writing to suspend, delay, or interrupt all or any part of its performance for such period of time as the Procurement Officer may determine to be appropriate for the AOC's convenience.

## **17. Pre-existing Regulations**

The applicable statutes and regulations of the State of Maryland, including those of the Judiciary, are incorporated in this Contract.

## **18. Financial Disclosure**

The Contractor shall comply with the provisions of § 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland.

## **19. Political Contribution Disclosure.**

The Contractor shall comply with Title 14 of the Election Law of Maryland.

## **20. Right to Audit**

The Contractor shall cooperate fully with any audit conducted by the State. The Contractor shall retain and maintain all records and documents relating to this Contract for five (5) years after final payment by the AOC hereunder and shall make them available for inspection and audit by authorized representatives of the State and AOC, including the Procurement Officer or the Procurement Officer's designee, at all reasonable times.

## **21. Cost and Price Certification**

By submitting cost or price information, the Contractor certified to the best of its knowledge that the information submitted was accurate, complete, and current as of **(enter the date of the financial proposal)**. The price under this Contract and any change order or modification hereunder, including profit or fee, shall be adjusted to exclude any significant price increases occurring because the Contractor furnished cost or price information which, as of the date of the financial proposal was inaccurate, incomplete, or not current.

## **22. Subcontracting and Assignment**

The Contractor may not subcontract any portion of the services provided under this Contract without obtaining the Procurement Officer's prior written approval, nor may the Contractor assign this Contract, or

any of its rights or obligations hereunder, without the Procurement Officer's prior written approval. Any such subcontract or assignment shall be subject to any terms and conditions that the Procurement Officer deems necessary to protect the interest of the State. The AOC shall not be responsible for the fulfillment of the Contractor's obligations to subcontractors.

### **23. Indemnification**

- 23.1 The Contractor shall indemnify the AOC against liability for any suits, actions, or claims of any character arising from or relating to the performance of the Contractor or its subcontractors under this Contract.
- 23.2 The AOC has no obligation to provide legal counsel or defense to the Contractor or its subcontractors in the event that a suit, claim or action of any character is brought by any person not party to this Contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.
- 23.3 The AOC has no obligation for the payment of any judgments or the settlement of any claims against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.
- 23.4 The Contractor shall immediately notify the Procurement Officer of any claim, suit or action made or filed against the Contractor or its subcontractors regarding any matter resulting from or relating to the Contractor's obligations under the Contract, and shall cooperate, assist and consult with the AOC in the defense or investigation of any such claim, suit, or action.

### **24. Public Information Act Notice**

The AOC provides public access to records in accordance with § 10-617(d) of the State Government Article, Annotated Code of Maryland, and other laws relating to access to public records, including Maryland Rules of Procedure, Rules 16-1001 through 16-1011. If a request is made to review any records pertaining to this contract, the Contractor may be contacted, as circumstances allow, to express its views on the availability of requested information. The final decision on release of any information rests with the AOC.

### **25. Conflict of Interest**

- 25.1 "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State or the AOC, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Conflict of interest" includes pending litigation in the Maryland courts.
- 25.2 "Person" includes a contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.
- 25.3 The Contractor warrants that, except as disclosed in § D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.
- 25.4 The following facts or circumstances give rise or could in the future give rise to a conflict of interest (Contractor: explain details-attach additional sheets if necessary; **if none, so state**):

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25.5 The Contractor agrees that if an actual or potential conflict of interest arises after the contract commences, the Contractor shall immediately make a full disclosure in writing to the Procurement Officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the Contractor has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the Procurement Officer of any contrary action to be taken. The existence of a conflict of interest is cause for termination of the Contract as well as disciplinary action against an employee for whom a conflict exists.

**26. Notices**

All notices required to be given by one party to the other hereunder shall be in writing and shall be addressed as follows:

**State:** specify

**Contractor:** specify

**SIGNATURES:**

In Witness Whereof, the parties have signed this Contract this \_\_\_\_\_ day of \_\_\_\_\_, 2014

**Contractor:**

\_\_\_\_\_(SEAL)  
Signature  
Authorized Representative

Date: \_\_\_\_\_

**Maryland Judiciary**

By: \_\_\_\_\_  
Gisela Blades Executive Director  
Procurements and Contract Administration

Date: \_\_\_\_\_

**Approved for form and legal sufficiency this \_\_\_\_ day of \_\_\_\_\_, 2014**

\_\_\_\_\_  
David R. Durfee Jr.  
Executive Director, Legal Affairs

**Reviewed:**

\_\_\_\_\_  
State Court Administrator  
Pamela Harris, State Court Administrator  
Maryland Judiciary

Date: \_\_\_\_\_

**Approved:**

\_\_\_\_\_  
Mary Ellen Barbera, Chief Judge  
Court of Appeals of Maryland

Date: \_\_\_\_\_

**A. AUTHORITY**

I HEREBY AFFIRM THAT:

I, \_\_\_\_\_ (print name), possess the legal authority to make this Affidavit.

**B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION**

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

**B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES**

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.



### C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

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### D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

- (1) Been convicted under state or federal statute of:
  - (a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
  - (b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;
- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
- (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;
- (4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above;

(7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or

(9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)—(8) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

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**E. AFFIRMATION REGARDING DEBARMENT**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

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**F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

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## G. SUB-CONTRACT AFFIRMATION

### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

## H. AFFIRMATION REGARDING COLLUSION

### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

## I. CERTIFICATION OF TAX PAYMENT

### I FURTHER AFFIRM THAT:

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

## J. CONTINGENT FEES

### I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

## K. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland;

(3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_

By: \_\_\_\_\_ (print name of Authorized Representative and Affiant)

\_\_\_\_\_ (signature of Authorized Representative and Affiant)

**THE BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK**

**ATTACHMENT C – CONTRACT AFFIDAVIT**

**A. AUTHORITY**

I HEREBY AFFIRM THAT:

I, \_\_\_\_\_ (print name), possess the legal authority to make this Affidavit.

**B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION**

I FURTHER AFFIRM THAT:

The business named above is a (check applicable box):

- (1) Corporation —  domestic or  foreign;
- (2) Limited Liability Company —  domestic or  foreign;
- (3) Partnership —  domestic or  foreign;
- (4) Statutory Trust —  domestic or  foreign;
- (5)  Sole Proprietorship.

and is registered or qualified as required under Maryland Law. I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

Name: \_\_\_\_\_

Department ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

Name: \_\_\_\_\_

Department ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

**C. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101 — 14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

D. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:


To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgements contained in that certain Bid/Proposal Affidavit dated \_\_\_\_\_, 20\_\_\_\_, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(printed name of Authorized Representative and Affiant)

\_\_\_\_\_  
(signature of Authorized Representative and Affiant)



**ATTACHMENT D – SITE VISIT RESPONSE FORM**

Project Number: K14-0032-25

Project Title: Access Management Control System Preventative Maintenance and Repair Services

A Site Visit will be held on Thursday, March 17, 2014 at 10:00 am local time at:

1. Administrative Office of the Courts, Annex  
2001/2003 Commerce Park Drive  
Annapolis, MD21401
2. Judiciary Education & Conference Center  
2011/2009 Commerce Park Drive  
Annapolis, MD 21401
3. District Court Traffic Processing  
2020 Industrial Drive  
Annapolis, MD 21401
4. Courts of Appeal Building  
361 Rowe Blvd.  
Annapolis, MD 21401
5. Administrative Office of the Courts  
580 Taylor Avenue,  
Annapolis, MD 21401.
6. Judiciary Information Systems  
900 Riva Road, Suite 900  
Annapolis, MD 21401

**Please e-mail this form to:**

[Karen.Hoang@mdcourts.gov](mailto:Karen.Hoang@mdcourts.gov) and by March 13, 2014 advising whether or not you plan to attend.

Please indicate:

\_\_\_\_\_ Yes, the following representatives will be in attendance:

- 1.
- 2.

\_\_\_\_\_ No, we will not be in attendance.

\_\_\_\_\_  
Company/Firm/Company Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contact Name

**ATTACHMENT E – PRICE PROPOSAL FORM**

	<b>Base Year</b>	<b>Renewal Option 1 7/1/14-6/30/15</b>	<b>Renewal Option 2 7/1/15-6/30/16</b>	<b>Renewal Option 3 7/1/16-6/30/17</b>	<b>Renewal Option 4 7/1/17-6/30/18</b>
Access Control Management System Preventative Maintenance and Repair Services	\$	\$	\$	\$	\$
<b>Grand Total for Base Year + 4 Renewal Options</b>					\$

<b>Time and Materials Repair Services Labor Category</b>	<b>Hourly Rate</b>
Insert proposed labor category for Base Year	
Insert proposed labor category for Option Year 1	
Insert proposed labor category for Option Year 2	
Insert proposed labor category for Option Year 3	
Insert proposed labor category for Option Year 4	

Note: Please add rows if additional labor categories are required.

\*Fully loaded fixed price that includes, as specified, 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. The Fully Loaded Hourly Labor Rate is the actual rate the AOC will pay for services and must be recorded in dollars and cents.

\_\_\_\_\_  
SUBMITTED BY:

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE DATE

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
TELEPHONE & FAX NUMBER

\_\_\_\_\_  
FEIN NUMBER

\_\_\_\_\_  
EMAIL ADDRESS



<b>PARTS LIST</b>	<b>Price</b>
PROX CARD READER	
ALARMS AND MONITORING	
MAGNETIC DOOR LOCKS	
ACCESS CONTROL PANEL (WITH LAN CONNECTIVITY)	
AUDIO DOOR INTERCOM STATION	
AUDIO/VISUAL DOOR INTERCOM STATION	
GRINX/SRINX FOR CARD READER	
REX - PASSIVE INFRARED DETECTOR	
ALARM CONTACT	
ACCESS CONTROL PANEL - 8 READERS	
ACCESS CONTROL PANEL - 16READERS	
RAM MEMORY FOR ACCESS CONTROL PANEL	
ELECTRIC STRIKE LOCKS AND ASSEMBLY	
REDUNDANT/DISASTER RECOVERY SOFTWARE	
SOFTWARE UPDATES	
<b>CCTV EQUIPMENT:</b>	
CAMERA-FIXED INDOOR DOME-ANALOG	
CAMERA-FIXED OUTDOOR DOME-ANALOG	
CAMERA-PTZ INDOOR/OUTDOOR-ANALOG	
CAMERA-FIXED IP MEGA-PIXEL INDOOR DOME LIST PRICING FOR EACH MEGAPIXEL RATED CAMERA	
CAMERA- FIXED IP MEGA-PIXEL OUTDOOR DOME LIST PRICING FOR EACH MEGAPIXEL RATED CAMERA	
CAMERA- PTZ/IP MEGA-PIXEL INDOOR/OUTDOOR LIST PRICING FOR EACH MEGAPIXEL RATED CAMERA	
IP CAMERA ENTERPRISE SOFTWARE IF APPLICABLE	
IP CAMERA LICENSE (PER CAMERA)IF APPLICABLE	
DIGITAL VIDEO RECORDER (DVR)16 INPUTS AND GREATER	
DIGITAL VIDEO RECORDER STORAGE LISTED BY TERABYTE	
IP VIDEO SERVER 16 TB AND GREATER (FOR ADDITIONAL STORAGE)	
NETWORK VIDEO RECORDER SOFTWARE-	
32 INCH MONITORS FOR CAMERA SYSTEM	
<b>BIOMETRIC EQUIPMENT:</b>	
HAND GERMETRY READER	
FINGERPRINT READER	
<b>CABLE/MISC. :</b>	
CABLE- CARDREADER-1000 FT	
CABLE- ALARM 1000 FT	
CABLE- ELECTRIC LOCK-1000 FT	
CABLE- CCTV 1000 FT	
CABLE- CAT 6	
CABLE CAT 5	

**CONFIDENTIALITY AGREEMENT FOR EMPLOYEES, AGENTS AND CONTRACTORS OF THE MARYLAND JUDICIARY**

The Maryland Judiciary has possession of and access to a myriad of confidential information that, by law, Rule or policy is not accessible without authorization. As an employee, agent, or contractor of the Maryland Judiciary you may, in the performance of your job or contractual responsibility, have access to confidential information, or information that is legally privileged, including but not necessarily limited to, case data, personnel data, financial data, trade secrets, proprietary information, procurement data, and administrative records. Confidential information includes information that the Judiciary is prohibited by law from disclosing and information that the management of the Judiciary intends to keep secret and not disseminate. In case there is a doubt in your mind whether information is confidential, you need to consult with management before disseminating the information. It is essential that you understand and acknowledge the critical importance of ensuring that you do not disclose or misuse the confidential information to which you have access and that the information is handled with discretion and held confidential. As such, and in consideration of your relationship with the Maryland Judiciary, you will read and sign the following agreement.

As an employee, agent or contractor of the Maryland Judiciary, I hereby agree and acknowledge:

1. That I shall not during, or at any time following my employment or contractual relationship, use, permit to be used, or divulge to individuals who are not authorized to receive any confidential information obtained through the aforementioned employment or contractual relationship.
2. That I shall not intentionally access, attempt to access, reproduce, or disclose any confidential information unless it is necessary for the performance of my employment or contractual responsibilities.
3. That if I mishandle or release confidential information, I will immediately inform my Manager, Administrative Official, or Project Manager.
4. That upon the termination of my employment or contractual relationship, I shall return to the Maryland Judiciary all confidential documents to which I had access during my employment or contractual relationship, including but not limited to, reports, manuals, computer programs and all other materials relating in any way to the Judiciary's business. I further agree that I shall not allow any third party to examine or make copies of the same.

5. That upon termination of my employment or contractual relationship, I shall return any electronic device belonging to the Maryland Judiciary that stores information and that I shall not attempt to access that device or the information stored within it. In addition, I shall sign a written statement certifying that I have destroyed all confidential information that I may have stored on my personal devices during the period of my employment or contractual relationship.
6. That violation of any provision of this agreement may result in: (i) disciplinary action against me, up to and including termination of employment; (ii) termination of any contract between the Maryland Judiciary and myself; (iii) termination of any contract between my employer and the Maryland Judiciary; (iv) injunctive relief; (v) damages; and (vi) criminal liability.

I understand and agree to this confidentiality agreement and sign below to acknowledge my understanding of and agreement with its terms and conditions.

\_\_\_\_\_  
Employee/Agent/Contractor's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee/Agent/Contractor's Signature

\_\_\_\_\_  
Manager/Project Manager's Signature

\_\_\_\_\_  
Date

**ATTACHMENT G – MARYLAND DEPARTMENT OF GENERAL SERVICES  
AUTHORIZATION OF RELEASE OF INFORMATION FORM**

**GENERAL SERVICES MARYLAND CAPITOL POLICE  
AUTHORIZATION OF RELEASE OF INFORMATION**

I, \_\_\_\_\_  
LAST FIRST MIDDLE                                  RACE                                  SEX

\_\_\_\_\_  
D.O.B.                                  ADDRESS                                  SOC. SEC. NO.

hereby authorize a review and full disclosure of all criminal records, or any part thereof, concerning myself by/to any duly authorized agent of the Department of General Services Police, whether the said records are public or private, and including those which may be deemed to be of privilege or confidential nature. The intention of this authorization is to provide information which will be utilized for investigative resource material.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**ATTACHMENT H – MARYLAND DEPARTMENT OF GENERAL SERVICES POLICE  
CONTRACTORS SECURITY CLEARANCE FORM**

Martin O'Malley  
Governor  
Anthony G. Brown  
Lt. Governor



Alvin C. Collins  
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES POLICE  
OFFICE OF THE CHIEF  
CONTRACTORS SECURITY CLEARANCE

Date: \_\_\_\_\_  
PCO: \_\_\_\_\_

Application / Employee Information

1. FULL NAME \_\_\_\_\_  
(First) (Full Middle Name) (Last)
2. ADDRESS: \_\_\_\_\_
3. GENDER: \_\_\_\_\_ RACE: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_
4. DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_ 5. SS#: \_\_\_\_\_
6. DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_
7. HOME TELEPHONE #: \_\_\_\_\_
8. APPLICANT / EMPLOYEE TRADE: \_\_\_\_\_
9. ATTACH COPY OF APPLICANT'S DRIVER'S LICENSE - (Make sure photo is clear and light enough to identify the individual) Contractor (\$15.00 – Pay By Check /Money Order Only)

Company Information

1. NAME OF COMPANY: \_\_\_\_\_
2. ADDRESS OF COMPANY: \_\_\_\_\_
3. COMPANY TELEPHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_
4. Project #: \_\_\_\_\_ Building \_\_\_\_\_ Task \_\_\_\_\_

For Office Use Only NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_ ADMIN SPECIALIST INT. \_\_\_\_\_  
APPROVED \_\_\_\_\_ or DISAPPROVED \_\_\_\_\_

Reviewing Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
ID Card # Front \_\_\_\_\_ ID Card # Back \_\_\_\_\_ Payment \_\_\_\_\_