

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) #3286**

TELEVISION PURCHASE AND INSTALLATION SERVICES

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

1. Background

The Administrative Office of the Courts (AOC) is seeking a Contractor to provide three televisions, mounting equipment and installation services to Frederick County and Baltimore County.

1.2 Statement of Work

- The Contractor must provide the items listed in Attachment A. Substitutions will not be accepted.
- The Contractor will house all equipment until installation date. Installation dates must be scheduled with the AOC in advance (contact information will be provided upon award).
- Contractor must include a three year warranty that includes accidental damage.
- Contractor will provide and mount the televisions to the walls at the locations listed below:
 - Baltimore County
401 Bosley Ave.
Towson, MD 21204
 - Frederick County Circuit Court
100 West Patrick Street
Frederick, MD 21701

1.3 Contractor's Responsibility

- The Contractor shall, at all times during the term of the Contract, remain fully licensed and maintain the required policies of insurance. 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 submitted with the technical proposal.
- Contractor is responsible for the cost of repair for any damages to equipment, furniture and facilities caused by its actions or negligence. An AOC representative shall perform a walk through with the Contractor and assess/determine any damage or breakage. The AOC representative will submit all damage claims directly to the contractor's insurance carrier with a copy to the Contractor.

1.4 Contract Type

The contract resulting from this solicitation will be a firm fixed price contract.

1.5 Contract Term

The Contract resulting from this solicitation shall begin upon execution and continue until installation and acceptance of all items.

1.6 Procurement Officer

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

Khrystine Bunche, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1416
Email: khrystine.bunche@mdcourts.gov

1.7 Questions

All questions shall be submitted via email to the procurement officer. The Procurement Officer shall accept written questions from prospective Offerors. Questions may be submitted to the Procurement Officer by e-mail. The Procurement Officer shall, based on the availability of time to research and communicate an answer, decide whether an answer can be given before the proposal due date. Questions shall be answered and posted on the Judiciary's Procurement website, <http://www.mdcourts.gov/procurement/bids.html> and eMaryland Marketplace.

1.8 Form of Response

Technical Proposals must be in writing and shall include a response that addresses the requirements set forth in Section 1.2, Statement of Work. The technical proposal shall demonstrate the offeror's capabilities and experience in providing the required services, and provide three client references of comparable services performed. Price proposal must include the fully loaded fixed unit prices for the services proposed using Attachment A (Price Proposal Form).

1.8 Proposal Closing Date

All proposals must be received **via Email** to the Procurement Office at the email address listed in Section 1.6, no later than 2:00 PM (local time) on June 25, 2015, in order to be considered.

1.9 Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State based on the evaluated spectrum of services proposed and price.

Attachment A - Price Proposal Form

<i>County</i>	<i>Description</i>	<i>Manufacturer</i>	<i>Part Number</i>	<i>QTY</i>	<i>Unit Price</i>	<i>Total Price</i>
Frederick	RCA 32" HD LED LCD TV DVD Combo	RCA	LED32G30RQD	2		
Frederick	Warranty (32 inch unit)			2		
Baltimore	40" Full HD LED LCD TV DVD Combo	RCA	LED40G45RQD	1		
Baltimore	Warranty (40 inch unit)			1		
Frederick	Articulating Wall Mount	Peerless-AV	SAL737	2		
Baltimore	Tilt Wall Mount for 32" to 70" flat screen display	Tripp-Lite	DWT3270X	1		
Frederick/ Baltimore	Installation services	N/A	N/A	3		
Total Price						

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