



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**INVITATION FOR BIDS (IFB)**  
**Project Name: Ballistic Vests for DC Constables**  
**Project # 5709**

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

**Purpose**

The Administrative Office of the Courts (AOC) issues this Invitation for Bids (IFB) to furnish and deliver fourteen (14) each new NIJ IIIA ballistic vests and carriers for the Constables in District 8, which includes Towson, Catonsville and Essex. Selected contractor will also measure/fit the Constables prior to placing of vest order.

Offerors are to provide prices for two types of personal body armor, under the shirt vest and over the shirt styles. Offerors shall also provide prices for carriers for both types of vests. All carriers shall be white in color.

**1. Scope of Work**

- A. Contractor shall furnish, measure and deliver 14 each NIJ IIIA ballistic vests and carriers to three (3) District Court locations. Vests are needed for 12 males and 2 females. All vests must be new and unused.
- B. Contractor shall measure each Constable before ordering vests. Measuring shall occur at the three (3) specified District Court locations, listed in Section 3.
- C. Vests may not be ordered unless the recipient has been measured.
- D. Contractor shall deliver vests to three (3) specified District Court locations, listed in Section 3.

## 2. Specifications

- A. The Ballistic Vest (personal body armor) system must have a **NIJ ballistic resistance rating of Level IIIA.**
- B. Each Constable must be personally measured to ensure proper fit for each Constable. Measuring must be performed at designated District Court locations.
- C. The personal body armor shall have a useful life of at least 5 years.
- D. Contractor shall also provide carriers for each type of vest. Color of the carriers shall be white. The under the shirt carrier shall have side openings. The over the shirt carrier shall have two pocket uniform shirt appearance, side openings and allow the dress shirt (worn directly under the ballistic vest), collar and tie to show.
- E. Contractor must measure/fit each Constable at the designated District Court locations. All fittings shall be completed no later 7 calendar days after Contract award. All measuring shall be performed during District Court business hours. Vests may not be ordered unless the recipient has been measured.
- F. After measuring is complete, all vests shall be delivered within 30 calendar days.

## 3. Delivery Requirements

Inside Delivery.

### Measuring and Delivery Locations:

Towson Courthouse, 120 E. Chesapeake Avenue, Towson, MD 21286

Catonsville Courthouse, 900 Walker Avenue, Catonsville, MD 21228

Essex Courthouse, 8914 Kelso Drive, Essex, MD 21221

## 4. Contract Type

The resulting Contract (Purchase Order) shall be based on Fixed Price.

## 5. Contract Term

The term of the Contract that results from this IFB is for 12 months from Purchase Order issue, during which the District Court shall have the right to purchase additional and replacement ballistic vests and carriers on an as-needed basis at the quoted price.

## 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:

**Whitney Williams**, Procurement Officer  
Maryland Judiciary  
Procurement and Contract Management  
Telephone: 410-260-1581  
Email: whitney.williams@mdcourts.gov

## 7. Bid Format

Bids must be in writing.

- a. Bid Proposal Price Sheet (IFB Attachment A)

## 8. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00PM (local time) on January 26, 2017** in order to be considered.

## 9. Basis for Award

Upon determination of the most favorable bid, review of the bid for responsiveness, and satisfaction that the bidder is responsible, the Procurement Officer shall, after obtaining all required approvals, award the contract to that bidder.

