

**STATE OF MARYLAND  
MARYLAND JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)  
REQUEST FOR PROPOSALS (RFP) # 2690**

**SECURITY SYSTEM (NON PROPRIETARY)  
DISTRICT COURT OF MARYLAND – SOMERSET COUNTY**

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

**1. Purpose & Summary**

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals (RFP) to select a contractor to furnish, install, and maintain a new complete non-proprietary security system at the District Court of Maryland, located in Somerset County.

**2. Security Background Check**

All proposed staff scheduled to enter the Court House during Contract performance must pass a security background check conducted by the Commissioner's Office and approved by the Administrative Judge. The Contractor shall furnish to the Contract Manager, a minimum of ten days prior to commencement of work, a completed Maryland Department of General Services Authorization of Release of Information form (Attachment E) and a Maryland Department of General Services Police Contractors Security Clearance form (Attachment F) for each person entering a Department of General Services facility.

**3. Statement of Work**

Contractor shall furnish, install a complete non-proprietary security video surveillance system at the Somerset County District Court located at 12155 Elm Street, Princess Anne, Maryland 21853.

Work shall include the following:

Furnish and install twelve (12) vandal resistant day/night high resolution security cameras in the following areas:

- 1) Interior cameras - nine (9) wall/ceiling mounted cameras, one (1) in the secure Clerk's office, covering the main clerk's counter; one (1) wall mounted covering the main corridor adjacent the restrooms; one (1) wall mounted covering the courtroom waiting area adjacent the clerk's counter; one (1) main corridor covering the x-ray machine/bailiff's station; one (1) main entrance/vestibule area covering entrance/exit doors 101; one (1) main entrance/vestibule covering entrance/exit doors 103; one (1) in corridor 170 covering door from lock-up; one (1) corridor 170 covering corridor to courtroom entrance door; one (1) in the security lock-up area to cover the corridor adjacent cells.
- 2) Replace one (1) existing camera and monitor (17") in lock-up/sallyport

- 3) Exterior of building – Two (2) weather resistant cameras with night vision and pan/tilt/zoom capability; one (1) in front of courthouse covering the parking lot and main entrance; one (1) in rear of court covering employee/ judge’s entrance and parking.
- 4) All cameras need to be tied to bailiff’s monitors, including the two (2) cameras in Commissioner’s Office
- 5) Furnish and install two (2) wall mounted 32” color monitors; One (1) wall mounted at the bailiff’s station; one (1) wall mounted in the Lead bailiff’s office. Both monitors will need PTZ joysticks. Additionally, one (1) sixteen port (16) multiplexer/DVR. DVR must have capability to record, store images as well as download/ record to CD and will be housed in the Lead Bailiff’s secure office.
- 6) All work shall be performed during regular business hours.

#### **4. Delivery and Installation**

Inside delivery and installation during regular business hours required (8:30-4:30PM) and must be scheduled with the Project Manager.

#### **5. Warranty**

The Contractor shall fully guarantee the system and all components for two years, after manufacturer’s warranty, if any, as well as two years on installation.

#### **6. Mandatory Pre-Proposal Conference and Walk-Through**

A Pre-Proposal Conference (Conference) will be held on **May 27, 2015 beginning at 11:00 A.M.** at District Court of Somerset County, 12155 Elm Street, Princess Anne, Maryland 21853 Please meet in the lobby. Measuring devices and cameras will be permitted. Attendance at the Conference is **mandatory** in order to facilitate better preparation of proposals.

Direction link:

<http://www.mdcourts.gov/district/directories/courtmap.html#SOMERSET>

#### **7. Contract Type**

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

#### **8. Contract Term**

The Contract resulting from this RFP shall be for a base period of 1 year upon execution and shall continue until the expiration of the two-year warranty.

#### **9. Procurement Officer**

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

Karen Hoang, Procurement Officer  
Administrative Office of the Courts  
Telephone: 410-260-1582  
Email: [Karen.hoang@mdcourts.gov](mailto:Karen.hoang@mdcourts.gov)

## 10. Project Manager

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

**Joseph White, Project Manager**  
Facilities Administrator  
District Court of Maryland  
501 East Fayette Street,  
Baltimore, Maryland 21202

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

## 11. Form of Response

Proposals must be in writing.

- Technical Proposal must include a written response to the Scope of Work that demonstrates the offeror's capabilities and experience in providing the required services.
- Price proposal must include the fully loaded fixed price for the specified services proposed using Attachment A (Price Proposal Form),

## 12. Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 9 no later than **June 10, 2015 2:00 PM** (local time), in order to be considered.

## 13. 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.

- Experience
- Work Plan for this engagement
- Price

## Attachment A – Price Proposal Form

**All Prices quoted must include all material and labor for installation; NO other charges will be honored**

Quantity	Description	Unit Price	Extended Price
9	Interior Cameras, as specified		
1	Camera to replace existing camera in Lock-Up/Sallyport, as specified		
1	Monitor, 17" to replace existing monitor in Lock-Up/Sallyport, as specified		
2	Exterior cameras, as specified		
2	Monitors, 32", wall mounted, as specified		
2	DVR as specified		
*New system and all components* Proposed price shall be inclusive of full two year guaranty as well as two years on installation.*			
		<b>GRAND TOTAL</b>	

\*\*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract.

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:

Company Address:
Telephone:
Federal Tax Identification #:

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

**STATE OF MARYLAND  
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, and or the District Court of Maryland, 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 G – MARYLAND DEPARTMENT OF GENERAL SERVICES POLICE  
CONTRACTORS SECURITY CLEARANCE**

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)**
10. Contractor Badge - (\$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 \_\_\_\_\_

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

Reviewing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

ID Card # Front \_\_\_\_\_ ID Card # Back \_\_\_\_\_ Payment \_\_\_\_\_

301 W. Preston Street ♦ Suite L-100 ♦ Baltimore, Maryland 21201