



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

**Project Name: Video Security System for Talbot County
Project # 6141**

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

Purpose

The Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) to seek a contractor to furnish and install new turn-key 32 port NVR video surveillance system at the Talbot County District Court, 108 West Dover Street, Easton, MD.

1. Scope of Work

Installation of a complete turn-key NVR (Network Video Recorder) Video Surveillance Security system. The system will contain nineteen cameras, two (2) 32" video monitors, two (2) joy sticks; Only Cat 6 cabling will be used. All cameras must be tamper and vandal resistant and support HDTV 720p and at least 1.3 megapixel resolution. Vendor must supply and install all appropriate and necessary computer hardware and software. Providing and installing security signage for facility will also be required. Capability to record and store video footage for a minimum of thirty (30) days.

All equipment and labor shall be fully warrantied for two (2) years from date of completion and approved installation.

Exterior cameras: (3)

- Outside Lock-up looking at door
- PTZ at exterior Judge/employee entrance
- Front door on arm

Interior cameras: (14)

- (2) Facing the main entrance door looking at the metal detector area
- Far corner looking at the main public counter
- Main lobby looking at the restrooms area
- Outside men's room looking at the door leading to the lock-up
- Commissioner's waiting area
- Inside Clerk's office looking at both main counter and cashier's window
- (2) In lock-up outside cell
- In lock-up corridor
- Corridor behind courtroom
- Corridor adjacent courtroom
- Inside Judge/employee entrance
- Corridor in front of cashier

32" Flat Screen Color Monitor with Joy Stick: (2)

- At the metal detector on swivel/tilt bracket (mounted on column)
- In bailiff's office

NVR: (1)

- 32 channel located in the bailiff's office

2. Locations

Talbot County District Court

108 West Dover Street
Easton, MD 21601

3. A **MANDATORY Walk-Through and Pre-Proposal Conference** will be held on **April 21, 2017 beginning at 9:30am, at** Talbot County District Court 108 West Dover Street Easton, MD 21601. Please meet by the bailiff's station. Attendance at the Conference is mandatory, in order to facilitate better preparation of proposals.

4. **Contract Type**

The resulting contract shall be for Fixed Price.

5. **Contract Term**

The Contract resulting from this RFP shall begin upon execution and continue until expiration of warranty.

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:

Yashica Forrester, Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone: 410-260-3591
Email: Yashica.forrester@mdcourts.gov

7. **Form of Response**

Proposals must be in writing.

- a. **Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror's work plan, capabilities and experience in providing the required services, and
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

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 May 3, 2017** in order to be considered.

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.

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

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Email Address _____

Telephone _____

Federal Tax Identification # _____