



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

**Project Name: Video Security System for Caroline County  
Project # 6142**

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 Caroline County District Court, 207 S.Third Street, Denton, MD 21629.

**1. Scope of Work**

Replace existing video surveillance system. Installation of a complete turn-key 32 channel NVR (Network Video Recorder) Video Surveillance Security system. Only Cat 6 cabling will be used. All cameras (26) 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. Vendor will box- up the old equipment and give to DGS.

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

**Existing camera (interior): (4)**

- Main entrance at metal detector
- Lobby hall outside DCM lobby

- Entrance DCM area near Commissioner
- Interior guard station

**Existing cameras (exterior): (7)**

- Employee entrance
- Boiler room
- Social Services end
- District Court parking lot
- Main entrance (**change to PTZ**)
- State Police parking
- At dumpster (Social Services parking lot); **change to PTZ**

**New Cameras (interior): (13)**

- Judge entrance outside chambers
- (2) P&P Hallway (adjacent criss-crossing)
- Hall outside Assessments and DSS
- Corridor outside cells by courtroom
- Corridor outside cells
- Corridor to cells
- Detachment corridor
- Clerk lobby by docket boards
- Clerk counter area (client side)
- Clerk counter area (inside secure space)
- Commissioner's lobby

- Commissioner's entrance

**New Cameras (exterior) (2)**

- Clerk entrance
- Main front entrance

**32" Flat Screen Color Monitor with Joy Stick: (4)**

- At the metal detector on swivel/tilt bracket on wall
- In bailiff's office
- At main DGS Guard Station
- In DGS maintenance office

**NVR: (1)**

- 32 channel located in the DGS maintenance office secure lobby

**2. Locations**

Caroline County District Court  
207 S.Third Street  
Denton, MD 21629.

- 3. A MANDATORY Walk-Through and Pre-Proposal Conference will be held on April 21, 2017 beginning at 11:30am, at Caroline County District Court, 207 S.Third Street, Denton, MD 21629. 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](mailto: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 # \_\_\_\_\_