



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Project Name: Hagerstown DC Intercom System
Project # 8012

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) for the Hagerstown District Court of Maryland who is seeking a contractor to provide all labor to remove and dispose of the old TOA Intercom System and install a new Intercom System to the present location.

1. Scope of Work

The contractor will be responsible for all wiring (if necessary), innerduct, raceways, standard black boxes, pull strings, conduit, cabling, any excavating and concrete work (if necessary).

Contractor will furnish and install:

- 1) Install new Digital Control System
- 2) Install eleven (11) new field door stations
- 3) Install four (4) new IP based desktop Master Stations
- 4) Install one (1) 16 port PoE switch
- 5) Install new Cat 6 cabling to the master Station locations
- 6) Install a new wall rack to house the equipment
- 7) Test and provide all end user training

Contractor will also be responsible for all final cleaning of areas.

Work to be done after court hours, unless approved ahead of time by District Court Project Manager, Joseph White.

2. Location

District Court of Maryland
36 W. Antietam Street
Hagerstown, Maryland 21740-5524

3. A Mandatory Walk-Through Conference will be held on **May 15, 2018 beginning at 10:00 am**, at District Court of Maryland, 36 W. Antietam Street, Hagerstown, Maryland 21740.

Attendance at the Conference is mandatory, in order to facilitate better preparation of their proposals.

In order to assure adequate seating and other accommodations at the Conference, please email the Conference Response Form to the attention of the Procurement Officer no later than **May 10, 2018 at 2:00pm**. The Conference Response Form is included as Attachment **B** to this RFP.

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 extend for a base period of **six (6) months**.

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:

Lisa Lee, Procurement Officer
Administrative Office of the Courts
Procurement, Contract & Grant Administration
2003 C Commerce Park Drive
Annapolis, Maryland 21401
Telephone: 410-260-1263
Email: Lisa.Lee@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 Worksheet).

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 2:00 PM (local time) on May 30, 2018** 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 Worksheet

Offeror shall submit a complete quote for this project. AOC will not pay for any charges not listed in their quote.

*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	Email address
Federal Tax Identification #	

Attachment B –Pre-Proposal Conference Response Form

Project No. SP 8012

Project Title: Hagerstown DC Intercom System

Pre-Proposal Conference: May 15, 2018 @ 10:00am

Please e-mail this form to the Procurement Officer:

Lisa.Lee@mdcourts.gov

By May 10, 2018 at 2:00pm advising whether or not you plan to attend this Conference.

Please indicate:

_____ Yes, the following representatives will be in attendance:

- 1.
- 2.

_____ No, we will not be in attendance.

Company/Firm/Company Name

Telephone

Contact Name