

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

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

1. Background

Judicial Information Services (JIS) requires continued annual maintenance as described for its UPS units located at 2661 Riva Road, Annapolis, MD 21401.

1.2 Scope of Work

Tag #	Description	Part #	Total PMs and PM Type	From Dates	To Date
1121775	S600T 150-225	UDA63150A27A083	Essential 2	7/1/2012	6/30/2014
1121776	Sealed Battery	UPS12-350MR	Basic 4	7/1/2012	6/30/2014
1291689	Sealed Battery	UPS12-350MR	Basic 4	7/1/2012	6/30/2014
1366244	PPC 75-125	PPA075C2154472	Essential 1	7/1/2012	6/30/2014

1.2.1 Service Includes

1.2.1.1 Sealed VRLA Battery Systems

1.2.1.1.1 Basic 8X5 Service:

- Guaranteed 4-hour on-site response, 7 days/week, 24hours/day service
- Includes minor corrective labor (excluding battery replacement) and travel coverage
- Includes 100% parts (excluding batteries and air filters and proactive full bank capacitor replacement) coverage
- Performed by Liebert factory trained Battery Specialist or Customer Engineers.
- Preventive Maintenance Service scheduled by customer Monday – Friday 8am – 5p.m.(excluding national Holidays)
- Includes three Quarterly and one Annual PM service

1.2.1.1.2 Scheduled Preventive Maintenance; Quarterly Service:

1. Inspect the appearance and cleanliness of the batteries and the battery room. Clean normal dirt accumulation on cell tops.
2. Measure and record the total battery float voltage and charging current.
3. Measure and record total ripple voltage and current.
4. Visually inspect the jars and covers for cracks and leakage.
5. Visually inspect for evidence of corrosion.

6. Measure and record the ambient temperature.
7. Verify the condition of the ventilation equipment.
8. Verify the integrity of the battery rack/cabinet.
9. Measure and record representative cell temperatures.
10. Measure and record the float voltage of all cells.
11. Measure and record the internal impedance on all units.
12. Check the tightness of 10% of the inter-unit connectors, when unit can be taken off-line.
13. Provide a detailed written report noting any deficiencies and corrective action needed, taken, and/or planned.

1.2.1.1.3 Annual Service Includes Above, Plus:

1. Re-torque all battery connections to the battery manufacturer's specifications.
2. Measure and record all battery connection resistance in micro-ohms, if applicable.

1.2.1.1.4 Corrective Maintenance Performed as Required:

1. Refurbish cell connections as deemed necessary by the detailed inspection report.

1.2.1.2 Uninterruptible Power Systems, All 3-Phase Models

1.2.1.2.1 Essential Service:

- Guaranteed 4-hour on-site response, 7 days/week, 24hours/day service
- Includes labor and travel coverage
- Includes 100% parts (excluding batteries and air filters and proactive full bank capacitor replacement) coverage
- Performed by Liebert factory trained Customer Engineer
- Preventive Maintenance Service scheduled by customer Monday – Friday 8am – 5p.m.(excluding national Holidays)
- Includes one Semi-Annual and one Annual PM service

1.2.1.2.2 Scheduled Preventative Maintenance; Semi-Annual Service:

1. Perform a temperature scan on all breakers, power connections, fuses and associated controls. Repair and/or report all abnormal readings.
2. Perform a complete visual inspection of the equipment including subassemblies, wiring harnesses, contacts, cables and major components. Check air filters for cleanliness; clean or replace if necessary.
3. Check module(s) completely for the following (if applicable):
 - Rectifier and inverter snubber boards for discoloration.
 - Power capacitors for swelling or leaking of oil.
 - DC capacitor vent caps that have extruded more than 1/8".
4. Check and evaluate alarm history activity.
5. Record all voltage and current panel meter readings on the module control or the system control cabinet.

6. Measure and record harmonic trap filter currents.

1.2.1.2.3 Annual Service Includes, Above, Plus:

1. Check the inverter and rectifier circuits for burned or broken wires.
2. Check all nuts, bolts, screws and connectors for tightness and heat discoloration.
3. Check fuses on the DC capacitor deck for continuity (if applicable).
4. With customer approval, perform operational test of the system including unit transfer and battery discharge of critical load to bypass mode.
5. Calibrate and record all electronic control circuits to system specifications.
6. Install and perform Engineering Field Change Notices (FCN) as necessary.
7. Measure and record all low-voltage power supply levels.
8. Measure and record phase –to-phase input voltage and currents.
9. Review system performance with customer to address any questions and to schedule any repairs.
10. Reapply power and verify normal operation has been restored.

1.2.1.3 Power Conditioning Power Center (PPC/FPC)

1.2.1.3.1 Essential Service:

- Guaranteed 4-hour on-site response, 7 days/week, 24hours/day service
- Includes labor and travel coverage
- Includes 100% parts (excluding branch circuit breakers) coverage
- Performed by Liebert factory trained Customer Engineer
- Preventive Maintenance Service scheduled by customer Monday – Friday 8am – 5p.m.(excluding national Holidays)
- Includes one Annual PM service

1.2.1.3.2 Scheduled Preventative Maintenance; Full Preventative Maintenance Service:

1. Perform a complete visual inspection of the equipment including subassemblies, wiring harnesses, contacts, cables, and major components.
2. Perform an Infrared Scan (IR Scan) and verify all:
 - Transformer, terminal block, and ground/neutral bus bar connections.
 - Circuit breakers including the panelboard branch circuits.
 - High and low voltage junction box terminals
 - Option wiring
3. Verify continuity of all fuses, grounding electrode conductor, and any isolated grounds.
4. Verify the operation of any alarm circuits and specified messages.
5. Verify specified restart capabilities.
6. Install or perform Engineering Field Change Notices, as necessary.
7. If applicable:
 - Verify EPO lamps.
 - Verify Local and remote EPOs are functioning properly.
 - Record all electrical data via the local display.

- Activate the transformer over-temp alarm and shutdown circuits.
- Verify the operation of any option for alarm or shutdown sequence.

1.2.1.4 Battery Inspection

1.2.1.4.1 Service Performed during Semi-Annual and Annual PM Services

1. Check integrity of battery cabinet (if applicable)
2. Visual inspection of the battery cabinet and/or room to include:
 - a.) Check for NO-OX grease or acceptable compound on all connections (if applicable)
 - b.) Check battery jars for proper electrolyte level (if flooded cells)
 - c.) Check for corrosion on all terminals and cables, remove and neutralize as needed.
 - d.) Check for overall cleanliness of the battery room and jars.
3. Measure and record AC bus ripple voltage and current
4. Measure and record total battery float voltage and current
5. Inspect site environmentals per IEEE / ANSI 450-1987 standards
6. Verify that all required safety devices are present and operational
7. Load test batteries
8. Check batteries Internal Impedance
9. Re-torque battery terminals as required

1.3 Deliverables

See Statement of Work

1.4 Contract Type

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

1.5 Contract Term

The term of the Contract that results from this RFP shall be for two consecutive years upon award of the Contract which is expected to be on or about July 1, 2012. Payment shall be made monthly.

1.6 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:

Anna Pfeifer, Procurement Specialist
Administration of the Courts
Telephone: 410-260-1416
Email: anna.pfeifer@mdcourts.gov

1.7 Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted. Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Scope of Work that demonstrates the offeror's capabilities and experience in providing the required services and must include Liebert certification.

Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

1.8 Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.6, no later than 2:00 PM (local time) on April 3, 2012, in order to be considered.

1.9 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 Judiciary based on the evaluated spectrum of services proposed and price.

Attachment A - Price Proposal Form

FOR SERVICES AS PROPOSED, THE PRICE FOR BOTH CONTRACT YEARS SHALL BE \$_____/year, to be invoiced in equal monthly increments.

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____