

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) # 1198**

Purchase and install video surveillance system

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

1. Background

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals (RFP) to select a contractor will shall furnish, install a complete non-proprietary security video surveillance system along with complete training and maintenance at the District Court in Towson, MD. .

2. Statement of Work

The requirements are as follows:

- **Furnish and install twenty-one (21) vandal resistant day/night high resolution security cameras in the following areas.**

Second Floor four (4) cameras

- 1) Camera on wall in the corner looking towards the clerk's counter
- 2) Camera adjacent open stairwell
- 3) Camera with full view of courtrooms
- 4) Camera with view of waiting area

First Floor four (4) cameras

- 1) Wall mounted camera (on column adjacent main entrance) in lobby looking at Bailiff's station.
- 2) Camera near elevator looking towards the clerk's counter
- 3) Camera with view of waiting area.
- 4) Camera adjacent clock looking courtrooms/corridor

Ground level eight (8) cameras

- 1) Public Access area – two (2) cameras one (1) facing the dutch/door/counter: one (1) facing the entrance door.
- 2) Corridor adjacent Records Area – three (3) cameras: two (2) cameras on both ends of the corridor and one (1) outside the Commissioner's space in waiting area.
- 3) Corridor towards SallyPort – three (3) cameras: one (1) in lounge areas; one (1) adjacent Detention Area door; one (1) down corridor viewing exit door.

Exterior of Building

- 1) Five (5) weather resistant wall mounted cameras with night vision; two (2) in front of courthouse on each side of the building angled towards main entrance and one (1) on building adjacent corner of Virginia Avenue and Chesapeake Avenue angled towards the area of Commissioner's after hours entrance. Additionally there will be two (2) in the back of the building (outside SallyPort); one each side of the building to see the entire area.
- 2.1 Furnish and install two(2) wall mounted 32" color monitors: one (1) in DGS main office/storage area as well as a thirty-two (32) port multiplexer/DVR. DVR must have capability to record, store images as well as download/record to CD. Install one (1) wall or ceiling mounted 32" color monitor in lobby at the bailiff's station.
- 2.2 The Contractor shall warranty on system and all components fully guaranteed for two(2) years as well as two(2) years on installation
- 2.3 The requested equipment shall be as specified, no substitutions shall be accepted.
- 2.4 The Project Manager after receipt of the goods to schedule installation will contact Contractor.
- 2.5 Equipment shall be installing at District Court of Maryland, 120 East Chesapeake Avenue, Towson, MD 21286

3. Delivery Requirements

Inside Delivery:

Mr. Joseph White and Mr. James Riley
District Court of Maryland
120 East Chesapeake Avenue, Towson, MD 21286
Joseph.white@mdcourts.gov; jim.riley@mdcourts.gov

Delivery shall be during normal business hours: 8:00 a.m. to 4:30 p.m., Monday through Friday.

4. Site Visit – MANDATORY-Attachment B

A site visit has been scheduled for **June 18, 2014 at 10:00am** Please meet at the District Court of Maryland, (at Security Desk)120 East Chesapeake Avenue, Towson, MD 21286

5. Contract Type

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

6. Contract Term

The term of the Contract that results from this RFP is 6 months from Purchase Order issue.

7. 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:

Robin Smith, Procurement Officer
Administrative Office of the Courts
2003C Commerce Park Drive, Annapolis, MD 21401
Telephone: 410-260-1421
Email: robin.smith@mdcourts.gov

8. 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 and Jim Riley

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

9. Form of Response

Proposals must be in writing.

- a. Section I – Technical proposal, a written response to the Scope of Work, and provide a work plan for this engagement. Demonstrates the Offeror’s capabilities and experience in providing the required services. Include in technical proposal three (3) examples of work assignments that vendor has completed that were similar in job scope as defined in this RFP. Please provide three (3) current customers/client references which include the name of Client Organization, Name, Title and telephone number of a Point of Contact for that organization.
- b. Section II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

10. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the address listed in Section 7. no later than **June 24, 2014 by 2:00 pm** (local time) on, in order to be considered.

11. 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.

Attachment A – Price Proposal Form

- Equipment (make/model)
Including warranty

\$ _____

- Installation
Including warranty

\$ _____

- **Total price of project**

\$ _____

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Telephone:
Federal Tax Identification #:

ATTACHMENT B – PRE-PROPOSAL CONFERENCE RESPONSE FORM

Project No. RFP #1198

Project Title: Surveillance Camera System

A mandatory site visit will be held on June 11, 2014 at District Court of Maryland – Security Desk at 120 East Chesapeake Avenue, Towson, MD local time at 11:00 am.

Please e-mail or fax this form to the Procurement Officer:

Robin Smith

Fax: 410-260-1421

Email: robin.smith@mdcourts.gov

By Friday on June 16, 2014 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