

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) #2416**

TELEVISION INSTALLATIONS FOR CIRCUIT COURT LOCATIONS

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

1. Background

The Administrative Office of the Courts (AOC) is seeking a Contractor to provide RCA televisions, mounting equipment and installation services to several Circuit Court locations throughout the state of Maryland. Fourteen locations will receive televisions; thirteen of those locations will require installation services.

1.2 Statement of Work

- The Contractor must provide the items listed in Attachment A. Substitutions will not be accepted.
- For locations requiring installation services, the Contractor will house all equipment until installation date. Installation dates will be scheduled with Karen Thomas (contact information will be provided with award).
- If the site does not require installation services, equipment may be shipped directly to the site.
- Contractor will mount/provide televisions to the locations listed below

Baltimore City Circuit Court 100 N. Calvert Street Baltimore, MD 21202	Caroline County Circuit Court 109 Market Street Denton, MD 21629
Carroll County Circuit Court 55 N. Court Street Westminster, MD 21157	Cecil County Circuit Court 129 E. Main Street Elkton, MD 21921-5943
Charles County Circuit Court* 200 Charles Street La Plata, MD 20646	Dorchester County Circuit Court 206 High Street Cambridge, MD 21613
Montgomery County Circuit Court 50 Maryland Avenue Rockville, MD 20850	Prince George's County Circuit Court 14735 Main Street Upper Marlboro, MD 20772
St. Mary's County Circuit Court 41605 Courthouse Drive Leonardtown, MD 20650	Talbot County Circuit Court 11 N. Washington Street Easton, MD 21601
Worcester County Circuit Court One West Market St. Room 104 Snow Hill, MD 21863	

***Mounting services not required.**

1.3 Contractor's Responsibility

- The Contractor shall, at all times during the term of the Contract, remain fully licensed and

maintain the required policies of insurance. Evidence that the required insurance coverage has been obtained may be provided by Certificates of Insurance duly issued and certified by the insurance company or companies furnishing such insurance. Such evidence of insurance must be submitted with the technical proposal.

- Contractor is responsible for the cost of repair for any damages to equipment, furniture and facilities caused by its actions or negligence. An AOC representative shall perform a walk through with the Contractor and assess/determine any damage or breakage. The AOC representative will submit all damage claims directly to the contractor's insurance carrier with a copy to the Contractor.

1.4 Contract Type

The contract resulting from this solicitation will be a firm fixed price contract.

1.5 Contract Term

The Contract resulting from this solicitation shall begin upon execution and continue until installation and acceptance of all items. All prices for rates and terms as offered in Attachment A are binding on the Contractor for the term of the Contract.

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:

Khrystine Bunche, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1416
Email: khrystine.bunche@mdcourts.gov

1.7 Questions

All questions shall be submitted via email to the procurement officer. The Procurement Officer shall accept written questions from prospective Offerors. Questions may be submitted to the Procurement Officer by e-mail. The Procurement Officer shall, based on the availability of time to research and communicate an answer, decide whether an answer can be given before the proposal due date. Questions shall be answered and posted on the Judiciary's Procurement website, <http://www.mdcourts.gov/procurement/bids.html> and eMaryland Marketplace.

1.8 Form of Response

Technical Proposals must be in writing and shall include a response that addresses the requirements set forth in Section 1.2, Statement of Work. The technical proposal shall demonstrate the offeror's capabilities and experience in providing the required services, and provide three client references of comparable services performed. Price proposal must include the fully loaded fixed unit prices 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 March 3, 2015, 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 State based on the evaluated spectrum of services proposed and price.

Attachment A - Price Proposal Form

**PLEASE SEE SEPARATE ATTACHMENT FOR PRICE
PROPOSAL FORM**