



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

**Judicial College Educational Facilities Audio-Visual System Services
K18-7810**

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to is to secure a maintenance service contract with an audio/visual company to maintain and repair the existing audio and video systems building wide at the Judicial College Education and Conference Center (JCECC).

1. Scope of Work:

The JCECC is a 50,000-plus square foot meeting and conference center. The JCECC hosts 100 events or more a month with over 1,200 visitors a month coming through the facility. It is of upmost importance that the equipment used to facilitate these events is always in optimal running condition. Most equipment failures must be considered high priority or emergency repairs, depending on the exact situation.

Current Equipment:

- 10 NEC PA 500U projectors
- 1 NEC PA 521U projector
- 4 Epson projectors
- 2 Shure wireless handheld mics and transmitters
- 4 Shure lapel mics and transmitters
- NetLinx Controller NI-4000
- AMX Controller DGX 16
- 7 AMX Touch Panels
- 2 Crown Power Amplifiers
- All support cabling and connectors
- Planar 3540 Visual Display System (5 players and 5 screens)

2. Hours, Holidays, Location:

- Hours of Operation - 8:30 a.m. - 4:30 p.m. Monday through Friday except legal holidays.
- Services shall NOT be provided on State Holidays, official general election holidays and any other days when AOC facilities are closed.
- Judicial College Education and Conference Center 2011-D Commerce Park Drive, Annapolis, Maryland 21401.

3. A **Walk-Through and Pre-Proposal Conference** will be held on **March 6th, 2018 beginning at 10:00am**, at Judicial College Education and Conference Center 2011-D Commerce Park Drive, Annapolis, Maryland 21401. Attendance at the Conference is not mandatory but recommended, in order to facilitate better preparation of proposals.

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

Unless the Contract is terminated earlier as provided herein, the term of the Contract is the period of **(1) one base year** beginning at the execution date of the contract. The AOC, at its sole option, shall have the unilateral right to extend the contract for up to **(1) one-year** renewal options as its discretion. Audit, confidentiality, document retention, and indemnification obligations under this Contract shall survive the expiration or termination of the Contract.

6. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

April Molley Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone: 410-260-1583
Email: april.molley@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 5, no later than **no later than 2:00pm (local time) on March 13th, 2018** in order to be considered.

9. Award Determination

The Contract resulting from this Small Procurement (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.

A/V Maintenance Services:

Base Year (1) One \$ _____

Optional Year (1) One \$ _____

FOR SERVICES AS REQUIRED AND PROPOSED, \$ _____

Submitted by _____
Authorized Signature Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____