

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) # 4753**

HVAC Equipment for Maryland State Law Library

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 who will provide all materials, labor, and equipment to install HVAC equipment in Server/Copier room at the Maryland State Law Library.

2. Scope of Work

The proposed project shall include but not limited to the following:

- **Install one (1) wall mounted ductless A/C system, having a cooling capacity of one and one-half tons. Condensate shall drain to the basement and discharge into the deep sink drain.**
- **The new systems shall be fed from the electrical panel in the Server/Copier Room utilizing the existing spare breaker spaces.**
- **The condensing units shall be wall hung and placed in the basement as directed by the Project Manager.**

Execution:

- **All designs shall be meet or exceed the requirements of the codes listed on the Department of General Services webpage: <http://dgs.maryland.gov/Documents/ofp/2015CodeUpdate.pdf>**
- **All design work shall coordination with the AOC Project Manager during the work initiation meeting.**
- **The completed work will be subject to review and approval of the AOC Project Manager**

2.2 The Contractor shall comply with all applicable State and Federal Regulations pertaining to the proposed work required herein.

2.3 The requested equipment shall be as specified, no substitutions shall be accepted.

2.4 The Project Manager will arrange installation schedule with Contractor after receipt of material

2.5 Equipment shall be installed at Maryland Law Library Server/Copier Room.

3. Site Visit – MANDATORY-Attachment B

A site visit has been scheduled for **Thursday, May 26, 2016 at 1:00pm.** - Please meet at the Maryland State Law Library, 361 Rowe Boulevard, Annapolis, MD 21401 (at Security Desk), Annapolis, MD 21401 All vendors interested in submitting a proposal **MUST** attend site visit, and take their own measurements.

4. Contract Type

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

5. Contract Term

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

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:

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

7. Project Manager

The Project Manager monitors the daily activities of the contract and provides technical guidance to the Contractor. The Project Manager is:

David Manning, Deputy Facilities Manager

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

8. Form of Response

Proposals must be in writing.

Section I – Technical proposal, a written response to the Scope of Work, should provide a work plan for this engagement and demonstrate the Offeror’s capabilities and experience in providing the required services. Proposal is to include a sketch/design of the installation. 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. Section II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

9. 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 1, 2016** by 2:00pm (local time) on, in order to be considered.

10. 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

- **Total price of project
(Including materials and labor)**

\$ _____

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 #4753

Project Title: HVAC Equipment for Law Library

A mandatory site visit will be held on **Thursday, May 26, 2016 at 1:00pm** at Maryland State Library
– 361 Rowe Blvd., Annapolis, MD 21202– Security Desk .

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

Robin Smith

Fax: 410-260-1421

Email: robin.smith@mdcourts.gov

By **Wednesday, May 25, 2016** 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