STATE OF MARYLAND
ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT, CONTRACT AND GRANT ADMINISTRATION
187 HARRY S. TRUMAN PARKWAY
ANNAPOLIS, MD 21401

SMALL PROCUREMENT FOR

DISTRICT COURT OF MARYLAND FOR ALLEGANY COUNTY AIPHONE SYSTEM

Solicitation No. K27-0034-81

The sole point of contact for this solicitation is the Procurement Officer. Bidders are specifically directed NOT to contact any other Maryland Judiciary personnel or its contracted consultants for meetings, conferences, or discussions that are specifically related to this Small Procurement at any time prior to any award and issuance of a Purchase Order. Unauthorized contact with any Maryland Judiciary personnel or the Maryland Judiciary's contracted consultants may be cause for rejection of the Bidder's bid.

Unless otherwise stated in this solicitation, the Maryland Judiciary's Procurement Portal will be the sole method of communication during all phases of the solicitation and award process. We encourage Bidders to whitelist emails from the Procurement Portal to ensure relevant emails are not blocked and/or marked as spam. Additionally, Bidders are strongly encouraged to access the Procurement Portal on a regular basis to view and respond to relevant communications.

Minority Business Enterprises (MBE) and Veteran-owned Small Business Enterprises (VSBE) are encouraged to respond to this Small Procurement.

KEY INFORMATION SUMMARY SHEET

Small Procurement
District Court of Maryland for Allegany County AiPhone System
Solicitation No. K27-0034-81

Issue Date:	October 14, 2026
Issuing Office:	Procurement, Contract and Grant Administration
Procurement Officer:	Joeshia Brawner Maryland Judiciary, Administrative Office of the Courts Department of Procurement, Contract and Grant Administration 187 Harry S. Truman Parkway Annapolis, MD 21401 410-260-2556 Joeshia.brawner@mdcourts.gov
Bid Submission:	Submissions are exclusively accepted electronically via the Procurement Portal.
Important Events:	Refer to the project details and important events on the Procurement Portal for the date and time of the pre-proposal conference (as applicable), site visit(s) (as applicable), deadline for questions, and solicitation closing date & time.
Purchase Order Term:	The Purchase Order term will be from the date of Purchase Order issuance until project completion, or 4/30/2027, whichever is sooner. The two (2) year warranty shall begin after delivery and acceptance for maintenance and system software licensing.
Place of Performance:	District Court of Maryland 123 South Liberty Street Cumberland, Maryland 21502

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SECTION I. GENERAL INFORMATION

A. PURPOSE

The Administrative Office of the Courts (AOC) issues this Small Procurement on behalf of the District Court of Maryland, to provide all labor, materials, and supervision to remove and replace existing AiPhone stations and existing cabling, including the installation of ten (10) new AiPhone stations.

B. ABBREVIATIONS AND DEFINITIONS

For this Small Procurement, the following abbreviations or terms have the meanings indicated below:

1. AOC – Administrative Office of the Courts.
2. Bidder – An entity that submits a bid in response to this Solicitation.
3. Contract Manager – The AOC representative that serves as the technical manager for the resulting Purchase Order. The Contract Manager monitors the daily activities of the Purchase Order and provides technical guidance to the Successful Bidder.
4. Diversity & Outreach Programs – Judiciary Program established to encourage and increase participation in Judiciary procurement by underrepresented or disadvantaged groups. The Program includes Minority Business Enterprises (MBE) and Veteran-owned Small Business Enterprises (VSBE).
5. eMMA – eMaryland Marketplace Advantage online procurement platform used to connect the supplier community with contracting opportunities from within the state, county, and local government entities.
6. Extraordinary Personal Event – Leave under the Family Medical Leave Act; an incapacitating injury or incapacitating illness; or, other circumstances that in the sole discretion of the AOC warrant an extended leave of absence such as extended jury duty or extended military services that precludes the individual from performing their job duties under the Purchase Order.
7. Local Time – Time in the Eastern Time Zone.
8. MBE – Minority Business Enterprise means any legal entity, other than a joint venture, organized to engage in commercial transactions, that is at least 51 percent owned and controlled by one or more individuals who are in a minority group (African American, Native American, Hispanic, women, or the physically or mentally disabled) that is socially and economically disadvantaged, and managed and operated by one or more of the socially and economically disadvantaged individuals who own it, and is so certified by the Maryland Department of Transportation.
9. Purchase Order – Written document issued to a Successful Bidder formalizing the terms and conditions of a proposed transaction, such as a description of the requested items, delivery schedule and terms of payment.
10. Procurement Officer – The AOC representative responsible for this solicitation, for the determination of Purchase Order scope issues, and the only AOC representative who can authorize changes to the Purchase Order.
11. Procurement Portal – Strategic sourcing software allowing the Judiciary to receive and evaluate bids and proposals electronically.
12. Small Procurement – The use of the procedures set forth in the Procurement Procedures Manual to obtain items reasonably expected by the Procurement Officer to cost $100,000 or less.
13. Successful Bidder – The awarded Bidder.
14. VSBE - Veteran-owned Small Business Enterprise means any legal entity that meets the requirements set by the United States Small Business Administration, that is organized to engage in commercial transactions, and is at least 51 percent owned and controlled by one or more individuals who are Veterans, and who manage the operations of the business, and is so designated in eMMA.

C. PROCUREMENT OFFICER

The sole point of contact in the AOC for purposes of this Small Procurement is the Procurement Officer noted on the Key Information Summary Sheet. The AOC may change the Procurement Officer at any time by written notice. Only information communicated by the Procurement Officer shall be deemed the official position of the AOC. No other State of Maryland or AOC employee, official, or representative has the

authority to change the requirements of this solicitation. Attempts by the Bidder to circumvent this procedure in any manner may be grounds for disqualification.

D. CONTRACT MANAGER

The Contract Manager for post-award activities will be disclosed to the Successful Bidder. The AOC may change the Contract Manager at any time by written notice to the Successful Bidder.

E. DURATION OF BID

Bids submitted in response to this Small Procurement shall be valid and irrevocable for 90 days following the closing date for this Small Procurement. This period may be extended at the Procurement Officer's request only with the Bidder's written agreement.

F. REVISIONS TO THE SMALL PROCUREMENT

1. The AOC reserves the right to amend this Small Procurement at any time prior to the bid closing date and time. If the Small Procurement is revised prior to the bid closing date and time, the AOC shall post any addenda to the Small Procurement on the Procurement Portal and shall attempt to provide such addenda to all prospective Bidders that received the Small Procurement or are otherwise known by the Procurement Officers to have obtained this Small Procurement. It remains the responsibility of all prospective Bidders to review the Procurement Portal for any addenda issued prior to the submission of bids.
2. If one (1) or more than one (1) addenda are issued to this Small Procurement, Bidders shall acknowledge receipt of all addenda on the Procurement Portal.
3. Failure to acknowledge receipt of an addendum does not relieve the Bidder from complying with the terms, additions, deletions, clarifications, or corrections set forth in the addendum, and may cause the bid to be rejected.

G. CANCELLATIONS

The AOC reserves the right to cancel this Small Procurement; accept or reject any and all bids, in whole or in part, received in response to this Small Procurement; or, waive or permit cure of minor irregularities. Bidders, whose bids are not accepted, will be notified in writing.

H. PROTESTS/DISPUTES

Any protest or dispute related to this solicitation or the resulting Purchase Order shall be subject to the provisions of the Judicial Branch Procurement Policy.

I. MULTIPLE OR ALTERNATE BIDS

Neither multiple nor alternate bids will be accepted.

J. ARREARAGES

By submitting a bid in response to this Small Procurement, the Bidder shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Purchase Order if selected for Purchase Order award.

K. FALSE STATEMENTS

Bidders are advised that in connection with a procurement Purchase Order, a person may not willfully: Falsify, conceal, or suppress a material fact by any scheme or device; make a false or fraudulent statement or representation of a material fact; use a false writing or document that contains a false or fraudulent statement or entry of a material fact; or, aid or conspire with another person to commit any of these acts.

L. PRESS RELEASES

The Successful Bidder shall issue no press release to any publication, including newspapers and social media outlets, regarding work being conducted under the resulting Purchase Order from this Small Procurement, or

utilize the Maryland Judiciary brand mark in any marketing materials, without the express written consent of the AOC.

M. PAYMENTS TO SUCCESSFUL BIDDER

1. By submitting a response to this solicitation, the Bidder agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Bidder shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reason for the exemption. The COT/GAC X-10 form can be downloaded at: COT-GAD X-10 Form
2. Payments to the Successful Bidder shall be made not later than thirty (30) days after the acceptance of deliverables, and receipt of a proper invoice from the Bidder. Any charges of interest or the like for late payment are prohibited.

N. NON-DISCLOSURE AGREEMENT

All Bidders are advised that if a Purchase Order is awarded as a result of this Small Procurement, the Successful Bidder may be required to complete a Non-Disclosure Agreement. A sample of this Agreement is included for informational purposes as Attachment F of this Small Procurement.

O. DAMAGE TO STATE AND PERSONAL PROPERTY

1. The Bidder, their employees, subcontractors, and agents shall be held directly responsible to repair, replace, or restore to its original condition, to the satisfaction of the AOC, curbs, roadway surfaces, wheel stops, shrubbery, trees, buildings, bollards, gates, light pole, sign poles or any other State-owned property which is damaged by the actions of the above-mentioned representatives.
2. The Bidder, their employees, subcontractors, and agents shall be held directly responsible for any damage caused by their action or inaction to privately-owned property and shall hold the State of Maryland harmless for such damages.

P. BIDDER SECURITY REQUIREMENTS

1. The Successful Bidder, and all Successful Bidder personnel and subcontractor personnel assigned to the Purchase Order, must comply with all applicable federal and state laws, regulations, policies, and AOC policies and procedures for the duration of the Purchase Order.
2. The Successful Bidder must comply with the Judicial Information Systems (JIS) Information Security Policy. The Information Security Policy closely aligns with guidelines published by the National Institute of Standards and Technology. The Information Security Policy is available online at: Procurement, Contract & Grant Administration Website
3. The AOC reserves the right to monitor all applicable computer and electronic equipment usage for compliance with its policies.

Q. ACCESS TO AOC INFORMATION TECHNOLOGY SYSTEMS

1. The Successful Bidder's personnel shall complete all required paperwork as directed for access to any AOC information systems.
2. The Successful Bidder shall ensure the list of authorized Bidder personnel is always maintained and accurate. The system access rights of Successful Bidder personnel must be updated no later than twenty-four (24) hours after notification of the change in status; therefore, the Successful Bidder shall immediately notify the Contract Manager and JIS Information Security of any termination of Successful Bidder personnel or if any approved Successful Bidder personnel no longer require access to an AOC system. The AOC security identification badge and all issued AOC assets must be immediately returned to the Contract Manager.
3. To ensure compliance with the JIS Information Security Policy, the approval, configuration, and monitoring of secured remote access into AOC systems will be processed by JIS staff. All remote connections that utilize a shared infrastructure must utilize encryption for transmission of data and authentication.

4. Any software used to meet the requirements of this solicitation, on any AOC system, must be included in the Bidder's bid. Software must be assessed by JIS and approved by the JIS Chief Information Officer. At the discretion of JIS, proposed software may be determined to be a risk to system and information integrity security controls and therefore rejected. If software is to be used remotely, the Judiciary shall control the method of access to our network via Virtual Private Network (VPN), firewall configurations, and/or segregating remote machine access within our environment.
5. Bidders using an As-a-Service (e.g., infrastructure, software, platform, hardware) subservice hosting provider (e.g., Microsoft Azure, Amazon Web Services, Google Cloud Platform) must submit a current Service Organization Control (SOC) 2 Type II report, or equivalent (as determined by the AOC), for the subservice and for the As-a-Service service provider. A SOC 2 Type II report for the subservice alone does not meet the requirements of this solicitation.

R. DISTRICT COURT ACCESS AND BACKGROUND CHECKS

1. Successful Bidder may be required to submit the following information for AOC engagements for Successful Bidder personnel, subcontractors, third-party resources, temporary employees, and training candidates:
   a. Full Name.
   b. Phone Number.
   c. Personal/Private email with no connection to employer.
   d. Emergency contact information.
2. Site visits to any District Court location must be coordinated by AOC staff with the designated site personnel in advance of any visit.
3. Any Successful Bidder personnel working at District Court locations, or on District Court systems or projects, or who have access to AOC or State criminal data or systems, must be approved in writing by the Administrative Judge of the District prior to beginning work.
4. All Successful Bidder personnel working on District Court premises, property, systems or projects, contracts, or who have access to AOC or State criminal data or systems, must have a District Court approved criminal background check prior to beginning work. The AOC reserves the right to refuse to allow any Successful Bidder personnel to begin work based upon criminal records.
   a. The Successful Bidder shall furnish to the District Court a completed Authorization for Access to Records form no later than ten (10) days prior to the commencement of work.
   b. A completed Authorization for Access to Records form shall be completed for each Successful Bidder personnel entering District Court premises for work.
5. All Successful Bidder personnel assigned to work at District Court locations may be required to obtain an AOC security identification badge prior to beginning work, and annually thereafter. The Successful Bidder is responsible for any fees that may be incurred for initial issuance of the badge and for any replacement.
6. The security identification badge shall always be displayed while on District Court premises. To verify identity, the Successful Bidder personnel shall be prepared to provide photo identification upon request by a Judiciary employee.
7. Successful Bidder personnel are required to immediately notify the Director of District Court Engineering and Central Services Department if their security identification badge is lost or stolen.
8. The Successful Bidder personnel must notify the Director of District Court Engineering and Central Services Department within one (1) business day if any personnel have been arrested, indicted, served with a criminal summons, named in a peace or protective order, or named as a defendant in any civil case. The Successful Bidder personnel are also required to provide regular updated information regarding the status of any of these court actions.
9. The Director of District Court Engineering and Central Services Department, in conjunction with the Chief of the Office of Security Administration and the Procurement Officer, may impose restrictive conditions in response to prior criminal convictions, pending criminal charges, or a violation of AOC procedures, including removal from the Purchase Order, and/or restricted access to AOC locations or systems.
10. In the event of a security incident or suspected security incident, the Successful Bidder personnel shall immediately notify the Director of District Court Engineering and Central Services Department.

11. The Successful Bidder personnel shall cooperate fully in all security incident investigations.
12. During the Purchase Order, if necessary, for the delivery of goods and services, the Successful Bidder may be provided an AOC asset in the form of a cell phone, laptop, or other electronic device. All AOC devices are the property of the AOC and must be returned in working, acceptable condition at the Purchase Order's conclusion. If said devices are not in working acceptable conditions, Successful Bidder may be responsible for the cost of said device(s). All devices must be regularly updated as specified by the manufacturer and JIS and must adhere to all confidentiality guidelines as provided by JIS and the AOC.
13. If the District Court determines that there is cause for the Successful Bidder's work to be suspended, the Successful Bidder shall take the following steps:
    a. Immediately cease to represent itself as providing services to the District Court.
    b. Deliver to the District Court: (a) a report describing the current state of the Deliverables provided by the Successful Bidder under this Agreement and any applicable Statements of Work outstanding as of the date of termination; (b) all District Court Confidential information in its possession or, at District Court's option, destroy all such District Court Confidential information; and (c) all work product to the District Court within seven (7) business days as of the date of termination. Work product includes, but is not limited to, works for hire and materials as described in §29.3.
    c. The Successful Bidder is responsible for all District Court assets (including but not limited to, laptops, tablets, computers, cell phones, other portable electronic devices, accessories, and peripherals, etc.), that have been provided to the Successful Bidder at the District Court's cost. All District Court issued assets are required to be surrendered to the District Court within five (5) business days of the termination of services. Assets will be subject to evaluation and can include normal and expected wear and tear but must be functional and operable. Assets that do not meet this condition may be subject to additional charge to the Successful Bidder. Successful Bidder shall be liable to the District Court for all assets not surrendered.

S. REQUIRED POLICIES, GUIDELINES, AND METHODOLOGIES

The Bidder shall be required to comply with all applicable laws, regulations, policies, standards and guidelines affecting information technology projects, which may be created or changed periodically by the AOC. The Bidder shall adhere to and remain abreast of current, new, and revised laws, regulations, policies, standards and guidelines affecting project execution. These may include, but are not limited to:

1. A System Development Life Cycle (SDLC) methodology and framework based on best practices and industry standards, such as the incremental waterfall methodology, and the agile software development framework.
2. The Administrative Office of the Courts Judicial Information Systems Security Policy.

T. SUBSTITUTION OF PERSONNEL

1. Successful Bidder personnel may not be removed from working under the Purchase Order without the express written approval of the Contract Manager, or designee, and shall be subject to the same requirements set forth in Access and Background Check Section of this Small Procurement.
2. The Contract Manager may direct the Successful Bidder to replace any Successful Bidder personnel who, in the sole discretion of the Contract Manager, are perceived as being unqualified, non-productive, unable to fully perform the job duties, disruptive, or known, or reasonably believed, to have committed a major infraction(s) of law, AOC policies, or Purchase Order requirements.

U. END OF PURCHASE ORDER TRANSITION

1. The Successful Bidder recognizes that the services under this Purchase Order are vital to the AOC and must be continued without interruption and that, upon Purchase Order expiration, a successor, either the AOC or another contractor, may continue them. The Successful Bidder shall:
    a. Furnish phase-in training; and

b. Exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor.

2. The Successful Bidder shall, upon written notice, (1) furnish phase-in, phase-out services for up to 90 days after the Purchase Order expires and (2) coordinate in good faith a plan with the successor and Contract Manager to determine the nature and extent of phase-in, phase-out services required.

a. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan and shall be subject to the Contract Manager's approval.

b. The Successful Bidder shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by the Purchase Order are maintained at the required level of proficiency.

END OF SECTION I.

SECTION II. INSTRUCTIONS TO BIDDERS

A. PURCHASE ORDER TYPE

The Purchase Order that results from this Small Procurement shall be based on Fixed Price.

B. PROCUREMENT METHOD

The Purchase Order resulting from this Small Procurement shall be awarded in accordance with the Small Procurement process under the Judicial Branch Procurement Policy.

C. AWARD BASIS

After obtaining all required approvals, a Purchase Order shall be awarded to the responsive and responsible Bidder(s) submitting the most favorable bid. The AOC intends to make a single award under this Small Procurement.

D. PRE-BID CONFERENCE

1. A Pre-bid Conference and site visit (as applicable) may be held on the date and time, and at the location (i.e., virtual or on-premises) indicated in the project details and important events sections of the solicitation on the Procurement Portal.
    a. If the Pre-bid Conference is to be held on-premises, Bidders are encouraged to bring a copy of this Small Procurement and a business card to help facilitate a more efficient sign-in process. To ensure adequate seating and other accommodations at the Pre-bid Conference, please email the Pre-bid/proposal Conference Response Form (Attachment D) to the attention of the Procurement Officer no later than one (1) business day prior to the scheduled Pre-bid Conference date and time.
    b. If the Pre-bid Conference will be held virtually, Bidders shall register using the registration link located in the important events section of the solicitation on the Procurement Portal.
2. Bidder's attendance at the Pre-bid Conference and site visit is mandatory, in order to facilitate better preparation of bids.
3. All potential subcontractors are encouraged to submit as an interested subcontractor on the Procurement Portal for this specific opportunity under the Interested Contractor section.
4. If there is a need for sign language interpretation or other special accommodations due to a disability, please notify the Procurement Officer at least five (5) business days prior to the Pre-bid Conference. The AOC will make a reasonable effort to provide such special accommodations.

E. QUESTIONS

1. Bidders shall direct all communication regarding this Small Procurement to the Procurement Officer. Submit questions to the Procurement Officer through the opportunity Q&A section on the Procurement Portal, no later than the date indicated on the solicitation.
2. The Procurement Officer, based on the availability of time to research and communicate, shall answer questions at their discretion prior to the bid closing date.
3. Answers to all substantive questions that are not clearly specific only to one (1) Bidder will be answered via Addenda and will be furnished to all potential Bidders known to have received the Small Procurement as posted on the Procurement Portal.
4. The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the AOC unless issued in writing as an addendum.

F. BID CLOSING DATE & TIME

1. Bids must be received through the Procurement Portal not later than the date and time indicated on the solicitation. Bidders shall allow sufficient time to complete the submission process on the Procurement Portal. Untimely bids will not be considered.
2. Bids may be modified or withdrawn by the Bidder through the Procurement Portal any time before the date and time set forth in the solicitation.
3. Unless specifically requested, bids not submitted electronically through the Procurement Portal will not be accepted.

G. INCURRED EXPENSES

The AOC will not be responsible for any costs incurred by a Bidder in preparing and submitting a bid in response to this Small Procurement.

H. ECONOMY OF PREPARATION

Bids shall be prepared simply and economically providing a straightforward, concise description of the Bidder's ability to meet the requirements of this Small Procurement.

I. PUBLIC ACCESS TO JUDICIAL RECORDS

1. Bidders shall specifically identify those portions of its bid that it considers confidential, proprietary commercial information, or trade secrets and provide justification why such materials, upon request, shall not be disclosed by the AOC under Title 16, Chapter 900 of the Maryland Rules.
2. The inspection of Judiciary procurement documents shall be governed exclusively by the Judicial Branch Procurement Policy. Procurement documents are presumed to be open to the public for inspection, except as otherwise provided by the Judicial Branch Procurement Policy.

J. BIDDER RESPONSIBILITIES

1. Bidders shall be responsible for all goods and/or services and requirements set forth in this Small Procurement including the Purchase Order performance of any subcontractor participation.
2. All subcontractors must be identified and a complete description of their role relative to the bid must be included in the Bidder's bid. If the Successful Bidder requires the use of a subcontractor during the life of the Contract that was not identified in the bid or the role of an identified subcontractor otherwise changes, the Successful Bidder shall obtain approval from the Contract Manager. If applicable, subcontractors utilized in meeting the established MBE or VSBE participation goal(s) shall be identified as provided in the appropriate MBE/VSBE forms attached to this Small Procurement.
3. If a Bidder that seeks to perform or provide the services required by this Small Procurement is the subsidiary of another entity, all information submitted by the Bidder such as, but not limited to, references and financial reports, shall pertain exclusively to the Bidder, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Bidder's bid must contain an explicit statement, signed by an authorized representative of the parent organization, stating that the parent organization consents to the terms of the Small Procurement and will guarantee the performance of the subsidiary.
4. A parental guarantee of the performance of the Bidder under this section will not automatically result in crediting the Bidder with the experience or qualification of the parent under any evaluation criteria pertaining to the actual Bidder's experience and qualifications. The Bidder will be evaluated on the extent to which the AOC determines that the experience and qualifications of the parent are applicable to and shared with the Bidder, any stated intent by the parent to be directly involved in the performance of the Purchase Order, and the value of the parent's participation as determined by the AOC.

K. ACCEPTANCE OF TERMS & CONDITIONS

1. By submitting a bid in response to this Small Procurement, the Bidder, if selected for award, shall be deemed to have accepted the terms and conditions of this Small Procurement and the Standard Terms and Conditions for Small Procurements attached hereto as Attachment G.
2. A bid that takes exception to these terms and conditions may be rejected.
3. By submitting a bid in response to this Small Procurement, the Bidder, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Purchase Order.

L. ACCEPTANCE OF SERVICES

1. The Contract Manager or his/her designated representative has sole authority to determine the acceptable level of service.

2. When the Contact Manager or his/her designee determines that the Successful Bidder service is unsatisfactory, the Successful Bidder shall return to the site at the request of the AOC, or an authorized designee, and resolve the issue at no additional cost to the AOC.

M. DIVERSITY & OUTREACH PROGRAMS

The objective of the Diversity & Outreach Programs is to encourage and increase participation in AOC procurements by Minority Business Enterprises (MBE) and Veteran-owned Small Business Enterprises (VSBE).

1. Minority Business Enterprise
   a. MBEs are encouraged to respond to this solicitation notice as Prime Contractors. In order to participate as an MBE in AOC procurements, MBEs must be certified by the Maryland Department of Transportation (MDOT). Additional information regarding certification can be located on the MDOT Website: Social & Economic Mobility Website
2. Veteran-owned Small Business Enterprise
   a. VSBEs are encouraged to respond to this solicitation notice as Prime Contractors. VSBEs must complete three (3) steps: Supplier Registration, Veteran Verification, and VSBE Certification. These steps are outlined by the State of Maryland VSBE program. Additional information regarding certification can be located at: Maryland VSBE Program

N. INSURANCE

1. The Successful Bidder shall maintain, at minimum, the insurance coverages outlined in this section, or any minimum requirements established by law, if higher, for the duration of the Purchase Order including option periods, if exercised. 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.
2. All insurance policies shall be endorsed to provide that the insurance carrier will be responsible for providing immediate notice to the AOC in the event of cancellation or restriction of the insurance policy by either the insurance carrier or the Successful Bidder, at least thirty (30) days prior to any such cancellation or restriction. All insurance policies shall name as an additional insured the Maryland Administrative Office of the Courts.
3. The requiring of any and all insurance as set forth in this Small Procurement, or elsewhere, shall be in addition to and not in any way in substitution for all the other protection provided under the Purchase Order for acceptance and/or approval of any insurance by the Procurement Officer, and shall not be construed as relieving or excusing the Successful Bidder from any liability or obligation imposed upon it by the provisions of the Purchase Order.
4. The following type(s) of insurance and minimum amount(s) of coverage are required and may be satisfied by either individual policies or a combination of individual policies and an umbrella policy:
   a. Commercial General Liability
      (1) $1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal and advertising injury, and $2,000,000 annual aggregate.
      (2) A combined single limit per occurrence of $2,000,000 is acceptable.
   b. Worker's Compensation
      (1) $500,000 each accident.
      (2) $500,000 each disease for each employee.
      (3) $500,000 each disease per policy limit.
      (4) Coverage must be valid in all states where work is performed.
   c. The AOC reserves the right to modify, or remove in its entirety, any of the required coverages when in the best interest of the AOC.
5. The insurance required above shall provide adequate protection for the Successful Bidder against claims which may arise from the Purchase Order, whether such claims arise from operations performed by the Successful Bidder or by anyone directly or indirectly employed by the Successful Bidder, and against any special hazards which may be encountered in the performance of the

Purchase Order. In addition, all policies required must not exclude coverage for equipment while rented to others.

6. If any of the work under the Purchase Order is subcontracted, the Successful Bidder shall require any subcontractors to obtain and maintain comparable levels of coverage and shall provide the Procurement Officer with the same documentation as is required of the Successful Bidder.

END OF SECTION II.

SECTION III. SCOPE OF WORK

A. SUMMARY

The Administrative Office of the Courts (AOC) is seeking bids from prospective Bidders to provide all materials, labor, supervision, and expertise to remove and replace the existing AiPhone stations and all existing cables, and to furnish and install ten (10) new AiPhone stations and to install one (1) new card reader and electronic strike in the Commissioners' Office.

B. BACKGROUND INFORMATION

The existing AiPhone system consists of a total of ten (10) new AiPhone stations, with seven (7) on the first floor and three (3) on the second. The systems on the first and second floor shall function independently from one another. All existing equipment and wire will be removed and replaced with new wire and equipment. All shall be installed at the current locations.

The replacement AiPhone stations shall be tied into existing electronic strikes to remotely release the doors in the same manner as they currently function. The Aiphones located within the Commissioners' Office shall be tied into the new electronic strike to be installed at door #111A.

C. BIDDER MINIMUM QUALIFICATIONS

1. Bidders shall meet the following minimum qualifications:
   a. Five (5) years' experience installing access control/intercom systems.
   b. Possess an active Maryland State Police issued Security Systems Agency license.

D. SCOPE OF WORK

1. Furnish and install ten (10) new AiPhone stations:
   a. The systems shall:
      (1) Utilize IX series AiPhone stations.
      (2) Utilize AiPhone brand wire on installations.
      (3) Operate without requiring internet access to function.
      (4) Operate without connectivity to external networks or Judiciary IT networks.

   b. Demolition of:
      (1) Five (5) master AiPhone stations.
      (2) One (1) AiPhone sub-monitor station.
      (3) Three (3) AiPhone door stations.
      (4) One (1) exterior AiPhone door station, mounted on a gooseneck pedestal.
      (5) Any existing cabling.

   c. Installation of:
      (1) First Floor
         i Three (3) vandal resistant video door stations:
            1. Door #109B: Commissioner's Lobby entrance door
            2. Door #176A: Interior Sally Port door leading into Corridor #173.
            3. Door #176B: Exterior Sally Port Garage entrance, installed on gooseneck pedestal.

         ii Four (4) master/sub video stations:
            1. Lobby #101: bailiff/security counter, wall mounted.
            2. Office #111: Commissioner's Office Desk #1, desk mounted.
            3. Office #111: Commissioner's Office Desk #2, desk mounted.
            4. Office #114: Administrative Commissioner's Office, desk mounted.

      (2) Second Floor

i One (1) vandal resistant video door station:
1. Door #236: Door from lobby #200 to Judges' Corridor #236, wall mounted.

ii Two (2) master/sub video stations:
1. Office #251: Judges' Admin Desk #1, desk mounted
2. Office #251: Judges' Admin Desk #2, desk mounted

2. Furnish and install one (1) card reader in the Commissioners' Office
   a. The card reader shall:
      (1) Utilize Plenum rated cabling
      (2) Integrate with the existing access control system
      (3) Interface with 35-bit HID Corporate 1000 iClass Maryland State ID cards

   b. Installation of:
      (1) One (1) card reader at Door #111A
         i From Commissioners' Reception (#109) to Commissioners' Office (#111)
      (2) One (1) Electronic strike at Door #111A

3. Location of AiPhones is outlined on the Attachment 1 – Floor Plans.

4. Bidders shall:
   a. Test all doors for proper functionality.
   b. Tie the new AiPhone systems into the existing electronic door strikes/mag locks.
   c. Provide a minimum of two (2) hours of training for selected personnel prior to completion of installation.
   d. Provide an operation manual and reference guide (tip sheet) for the security systems. Electronic versions are acceptable.
   e. Provide two (2) year maintenance warranty for all equipment installed.
   f. Provide a Service Level Agreement (SLA) that includes a maximum response time of four (4) hours for emergency service requests and eight (8) hours for non-emergency requests. Normal service hours shall be Monday through Friday 8:00 A.M. – 4:30 P.M (not excluding state holidays).
   g. At a minimum, the installation shall comply with the following standards (as applicable):
      (1) Building Industry Consulting Service International (BICSI)
      (2) Each cable shall pass BICSI Standard tests.
      (3) Test results shall be provided to the Contract Manager and/or District Court Engineering & Central Services Project Manager (as applicable).
      (4) National Electric Code (NEC)
      (5) OSHA Standards and Regulations
      (6) Local Code and Standards

E. SCHEDULE & STAFFING

1. All work shall be completed after business hours, at the discretion of the commissioner.
   a. After hours are defined as 4:30 P.M. to 12:00 A.M. Monday through Friday, and 7:00 A.M. to 7:00 P.M., Saturday and Sunday, including State-observed holidays.

2. All work shall be completed no later than one hundred eighty (180) calendar days (including State-observed holidays) after receipt of Purchase Order, based on availability of materials.

F. TOOLS & HOUSEKEEPING

1. The Bidder shall:

a. Supply their own tools including, but not limited to, dollies, hand trucks, ladders, vacuum cleaners, power tools, wrenches, scrapers, etc. No loaner tools or supplies will be available from the building owner.

b. Remove all trash, boxes, and other items related to the installation and provide overall clean-up of the work area.
   (1) Dumpsters are not available.
   (2) The work areas shall be clean and restored to normal operating conditions to allow court activities the next business day.

c. Replace any goods (e.g., furniture, walls, ceilings. office machines, flooring, carpet, etc.), including installation, that are damaged as a result of work completed by the Successful Bidder.

d. The Successful Bidder is responsible for the moving and returning of furniture and other items to their original location, and the replacement of any furniture, office machines or other goods, flooring or carpeting or anything else that may be damaged as a result of their work. The Successful Offeror shall not move PCs, monitors, and printers unless directed by the Contract Manager.

G. FINAL WORKTHROUGH

1. The District Court Project Manager will conduct a walk through and create a punch list within two (2) business days of substantial completion.
   a. All punch list items must be completed to the District Court of Maryland's complete satisfaction within five to ten (5-10) business days from receipt of the punch list.
   b. Final acceptance of the goods/services shall occur upon satisfactory completion of all punch list items.

H. ASSUMPTIONS

1. The District Court will provide the following:
   a. Access to facilities
   b. Building information needed to complete the project.
   c. Review and approval of layouts/designs, equipment list and schedule
   d. Assistance in identifying punch list items and final walkthrough.

END OF SECTION III.

SECTION IV. BID SUBMISSION

A. BID SUBMISSION

Bidders shall submit their bid in accordance with the required and optional submittals as defined in Section IV.B of this Small Procurement, and the Procurement Portal. By submitting a response in the Procurement Portal, the submitting individual certifies they are authorized to bind the Bidder to the requirements of this Solicitation, including all addenda.

B. BID SUBMITTALS

Each bid must include the following:

1. Addenda Acknowledgment: Bidder shall acknowledge receipt of any addenda on the Procurement Portal. Failure to acknowledge addenda may result in your proposal being found not reasonably susceptible of being selected for award.

2. Insurance Acknowledgment: Bidders shall acknowledge they have reviewed the insurance requirements, as written in Section II of this Small Procurement, on the Procurement Portal. Bidders are reminded that only the Successful Bidder is required to meet the insurance requirements, and the Successful Bidder is not required to provide a Certificate of Insurance (COI) meeting the written insurance requirements until receiving notification from the AOC that they are the Apparent Awardee. If the Bidder requires additional insurance coverage to meet the written insurance requirements in this Small Procurement, the Bidder shall ensure that such potential additional insurance expenses are reflected and included in their Bid. Failure to acknowledge insurance requirements may result in your Bid being determined non-responsive.

3. Claim of Confidentiality: Any information which is claimed to be confidential and/or proprietary shall be so identified. An explanation for each claim of confidentiality shall be included. The entire bid cannot be given a blanket confidentiality designation.

4. Minimum Qualifications Documentation: Bidder shall submit any minimum qualifications documentation that may be required, as set forth in Small Procurement Section III.
   a. Evidence of an active Maryland State Police issued Security Systems Agency License.

5. Attachment L – Bidder/Offeror Profile: Bidder shall complete Attachment L – Bidder/Offeror Profile included on the Procurement Portal and enclose with their Bid.

6. Attachment M – Bidder/Offeror Experience: Bidder shall complete Attachment M – Bidder/Offeror Experience included on the Procurement Portal and enclose with their Bid. Experience/References shall include at least three (3) distinct references, within the past five (5) years, from customers/clients who can document the Bidder's ability to provide the goods and/or services specified in this Small Procurement. Multiple references from the same customer/client will not be accepted. A reference may not be submitted from an employee of the Maryland Judicial Branch of government.

7. Subcontractors: For all subcontractors that will work on the contract if the Bidder receives an award, including those utilized in meeting the MBE and VSBE subcontracting goal(s) (as applicable), Bidder shall include a full description of the duties each subcontractor will perform and why/how each subcontractor was deemed the most qualified for this project.

8. IRS Form W-9, Request for Taxpayer Identification Number & Certification: Bidder shall submit a completed IRS Form W-9 and enclose with their Bid.

9. Bid/Price Proposal Form

a. The Bidder shall complete the Attachment E – Bid/Price Proposal Form in the format provided. When a Total Price is requested in the Procurement Portal, the Bidder shall also enter the Total Price from the Attachment E – Bid/Price Proposal Form in the Procurement Portal. The Total Price entered in the Procurement Portal shall match the Total Price reflected on the Attachment E – Bid/Price Proposal Form. The Bidder shall not amend, alter, or leave blank (as applicable) any items on the Attachment E – Bid/Price Proposal Form, or include any clarifying, qualifying, conditional, or contingent language on or attached to the Attachment E – Bid/Price Proposal Form. It is the Bidder's responsibility to ensure that all prices, calculations, extensions, and totals are accurate and internally consistent. Failure to adhere to any of these instructions may result in the Bid being determined non-responsive and rejected by the AOC.

b. Bidders will not be reimbursed for any travel expenses including but not limited to transportation, meals, and hotel accommodations, except as approved in advance by the Contract Manager.

10. Itemized Material List

a. Bidder shall provide a list of itemized materials used to meet the requirements of this solicitation and the individual pricing for the materials. The itemized materials list total shall match the materials total as provided on Attachment E – Bid/Price Proposal Form, line 6.

(1) Itemized materials list shall include manufacturer, item description, model number, quantity for each proposed material, unit price, and total extended price.

C. EVIDENCE OF BIDDER RESPONSIBILITY

The AOC may require any Bidder to furnish additional information regarding past performance, financial capacity, technical expertise, or other qualifications bearing on performance of the Purchase Order and reserves the right to consider any information otherwise available, or to make such additional investigations as it deems necessary to confirm the responsibility of any Bidder. In the absence of information clearly indicating that the prospective Bidder is responsible, the Procurement Officer shall make a determination of non-responsibility.

END OF SECTION IV.