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MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN, CONSTRUCTION & ENERGY
PROCUREMENT & LOGISTICS • REAL ESTATE

NOTICE TO BIDDERS
Solicitation Fact Sheet

- PLEASE READ THOROUGHLY -

BIDS FOR THIS SOLICITATION ARE BEING ACCEPTED SOLELY ONLINE THROUGH
www.emaryland.buyspeed.com/bs/

PROJECT NO. : P-065-180-010

TITLE: Exterior Shop Renovations @ Point Lookout State Park

The MBE Subcontracting Participation Goal for this Solicitation is: **5%**

For the purpose of this solicitation, the Instructions to Bidders for Construction Projects (March 2007), and the General Conditions for Construction Contracts (August 2013) have been supplemented as follows:

- 1. BID DUE DATE:** August 2, 2018 @ 2:00 P.M.
- *PRE-BID CONFERENCE is scheduled for:** July 19, 2018 @ 10:00 A.M.,
Maintenance Shop, 11175 Point Lookout Road, Scotland, MD 20687.
- Carefully review the Department of General Services' Instructions to Bidders for Construction Projects (March 2007) and General Conditions for Construction Contracts (August 2013) which are attached to this solicitation.
- The PROJECT CLASSIFICATION for this solicitation is: "B" (up to \$500,000)**
- PLANS AND SPECIFICATIONS:**

ALL BIDDERS are directed to obtain the Contract Documents directly from eMM. Please go to the "Attachments" section of the solicitation and view and/or print the plans, specifications, any/all addenda, and all other documents available. Bidders will be able to view, print, and/or download the Contract Documents from eMM. Downloading the Contract Documents will permit the bidder to take the Contract Documents to the "print shop" of their choice for printing.

NOTE: Depending on the type/speed of your internet connection, and the size of the file(s), this download could take 20 to 30 minutes or more.

NOTE: For the purposes of bidding, all Contract Documents used for bidding, must be printed in the size and resolution advertised.

6. ATTACHMENTS: (Bid/Proposal Affidavit, Bid Bond, and MBE Forms)

ALL forms required to be submitted with the bid must be either attached to the eMM solicitation response form **as one attachment**, or mailed/hand-delivered to the Department of General Services, BPW Administration, 301 West Preston Street, Room M-6, Baltimore, Maryland 21201 prior to the deadline for receipt of bids stated in this Solicitation Fact Sheet, or as may be amended. If mailed or hand-delivered, forms must be originals with original signatures and shall be in an envelope marked, naming: Specific Documents Enclosed, the Project Number, the Project Title, and the Bid Due Date and Time). Faxed copies or emails will not be accepted.

NOTE:For this solicitation, the following forms shall be submitted with the bid:

- **Completed Bid Bond Form** (if bid is over \$100,000) - submit in accordance with guidelines in the Instructions to Bidders for Construction Projects, Item 4.
- **MBE Form D-1A**
- **Bid/Proposal Affidavit** - in accordance with the Instructions to Bidders for Construction Projects, Item 2.B. (6).

If bidders elect to attach forms to eMM bids, scan all documents together **as one document** to be attached and the three (3) lowest bidders will be required to submit original forms within 48 hours of notification from Procurement Officer. If original forms are NOT received within 48 hours after notification, the bid will be deemed NON-RESPONSIVE and thus REJECTED from possible award.

7. MINORITY BUSINESS ENTERPRISE:

The MBE Subcontracting Participation Goal for this Solicitation is: **5%**

The MBE participation shall be a percentage of the **BASE BID**.

Please review all MBE information carefully. Refer to the “Minority Business Enterprise Utilization Procedures - July 2014 (revised)” for further information.

Failure of a bidder to submit this properly completed form shall result in the bid being rejected as NON-RESPONSIVE.

PLEASE BE ADVISED:

If, for any reason, the apparent successful bidder is unable to achieve the contract goal for each certified MBE classification specified as having a subcontract goal or the overall MBE contract goal, the bidder will be contacted to document its waiver request as stated in the Minority Business Enterprise Utilization Procedures – July 2014 (revised).

8. COMPLETION TIME AND LIQUIDATED DAMAGES:

The work shall be completed within 120 calendar days from the start date of the contract. If the work is not completed within the time period specified, the contractor will be liable for liquidated damages of \$350.00 per calendar day as specified in the “General Conditions.”

9. INSURANCE REQUIREMENT:

Note: General Conditions for Construction Contracts Section 6.05 Insurance Requirement, K., (2) Umbrella Liability Insurance (b) Limits of Liability has been reduced from \$5 million per occurrence and \$5 million aggregate to \$2 million per occurrence and \$2 million aggregate for solicitations under \$1,000,000.00.

10. TIME FOR BID ACCEPTANCE:

Bid prices are irrevocable for a period of 120 days following bid opening. After opening bids, the Procurement Officer may request bidders to extend the time during which the State may accept their bids, provided that, with regard to bids, no other change is permitted.

11. SKILLS AND SERVICES:

Example:	General Contracting	50%
	Doors & Windows	10%
	Roofing	20%
	Siding	20%

12. ELECTRONIC TRANSACTION:

Filing an electronic protest will not be permitted for this solicitation (COMAR 21.10.01.C) and (COMAR 21.03.05.03).

13. QUESTIONS DEADLINE:

The deadline for questions has been established as **July 26, 2018** to ensure that there is enough time to allow for the A/E to provide responses and possible Addendum issuance if necessary.

14. EXECUTED CONTRACTS

ALL DGS contracts must have a company seal or notary on the signature page of the contract in order for contracts to be executed.

* **PRE-BID CONFERENCE/SITE VISIT**

Each Bidder or their representative must attend the scheduled Pre-Bid Conference/Site Visit. Normally, attendance at the Pre-Bid is not required. However, if there is a Minority Business Enterprise (MBE) Goal on this solicitation, Bidders or Offerors or their representative, including those Bidders or Offerors that are certified MBE's, are required to attend Pre-Bid or other meetings the procurement agency schedules to publicize contracting opportunities to certified

MBE's. (See State Finance and Procurement Article, §14-302(a) (7) (v) and COMAR 21.11.03.09 C (2) (e).)

FAILURE TO ATTEND THE PRE-BID CONFERENCE WILL BE TAKEN INTO CONSIDERATION AS PART OF THE EVALUATION OF A BIDDER'S GOOD FAITH EFFORTS IF THERE IS A WAIVER REQUEST.

In addition, it is highly recommended that ALL Prime Contractors bring their intended subcontractors to the Pre-Bid Conference/Site Visit to ensure that all parties understand the requirements of the contract and the MBE Goal. Finally, MBE Subcontractors are encouraged to attend the Pre-Bid Conference/Site Visit to 'market' their participation to potential prime contractors.

At the scheduled Pre-Bid Conference/Site Visit, each Bidder will be permitted to examine the scope of work, familiarize himself/herself with the full nature and extent of the work and obtain answers to questions about or clarifications of the contract. It is the sole responsibility of the Bidder to familiarize himself/herself fully with the scope of work and the contents of the specifications of this solicitation. Failure to do so does not relieve the successful Bidder from their obligation to comply with all aspects of this Bid package for the amount he/she specifies as his/her bid.