

Wes Moore
Governor

Aruna Miller
Lt Governor



Atif Chaudhry
Secretary

Nelson E. Reichart
Deputy Secretary

OFFICE OF DESIGN, CONSTRUCTION, & ENERGY

ADDENDUM # 1

Date: April 24, 2024

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES

Atif Chaudhry, Secretary

PROJECT NO.: SM-023-230-002
HSMC HVAC System in Chapel Exhibit
Historic St. Mary's City

This Addendum is issued to clarify, add to, delete from, correct and/or change the bid documents to the extent indicated and is hereby made a part of the said bid documents on which the construction contract will be based. Acknowledge receipt of the Addendum by inserting its number and date on the Invitation to Bid Form. Failure to acknowledge receipt of this Addendum may subject offer to disqualification. All questions should be addressed to the Procurement Officer, Justin Whitcome at justin.whitcome@maryland.gov.

This Addendum, #1, includes:

- Pre-bid Meeting Minutes
- Pre-bid Sign-in sheet
- Procurement Officer's Summary

End of Addendum #1

Issued by:
State of Maryland
Office of State Procurement
301 W. Preston Street, Room M-7
Baltimore, MD 21201
Justin Whitcome



DEPARTMENT OF GENERAL SERVICES

PRE-BID MEETING MINUTES

DATE & TIME: April 24, 2024

DGS PROJECT NO. SM-023-230-002

PROJECT TITLE/ LOCATION: HVAC System in Chapel Exhibit
Historic St. Mary's City, MD

SUBJECT: Pre-Bid Meeting

ATTENDANCE: See Attached Sign-In Sheet

PROJECT COST CLASSIFICATION – “B” (\$100,000-\$500,000)

PROCUREMENT SOURCE SELECTION: Written Bids COMAR 21.05.02 (Contract award to Responsive and Responsible Bidder who submits the Lowest Total Bid price.

CALENDAR DAYS TO COMPLETE THE PROJECT: 120

LIQUIDATED DAMAGES: \$350.00

PROCUREMENT OFFICER: Justin Whitcome
DGS PROJECT MANAGER: Charles Davidson
A/E REPRESENTATIVE: Haleh Short
MBE OFFICER: Chanel Wilcox
HSMC REPRESENTATIVE: Joseph Kangas

“Minority Business Enterprises are encouraged to respond to this Solicitation Notice”

Overview

The purpose of this meeting was to provide a basic overview and to answer any questions from potential bidding contractors regarding this project. The following items represent a general overview of the meeting.

The DGS Procurement Officer conferenced call into the meeting and explained the bidding process to include: Bid Due Date, Project Number & Name, Bidder's Inquires date, Bond requirement and Liquidated Damages. Mr. Whitcome opened a discussion on the procurement requirements to the attendees, and all the attendees were clear on the guidelines with the exception of the forthcoming questions.

The DGS MBE Officer conferenced call into the meeting and provided a detailed description of the MBE and VSBE requirements and forms that must be completed in full during pre-bid period and after the award is made. Ms. Howell opened a discussion of the MBE project requirements to the attendees, and all the attendees were clear on the MBE guidelines with the exception of the forthcoming questions.

The DGS Project Manager and the A/E Representative opened a discussion on the project scope of work and specifications to the attendees, and all the attendees were clear on the project details and process, with the exception of the forthcoming questions. The Project Manager and an HSMC representative escorted all attendees on a site walk through in order for the contractor's to survey the scope of work and to ask any additional questions.

Questions and Answers:

1.) Question: Does anyone from HSMC or MHT need to be onsite to inspect during the digging/trenching for the air conditioning installation?

Answer: Yes, an archaeologist from the Historical St. Mary's City Commission must witness and approve all digging/trenching for the project. A minimum of 48 hour's notice must be provided to the DGS Project Manager, in writing, to request the representative at the site.

Question Deadline – The deadline for questions has been established and is April 30, 2024 @ 2:00PM

**All questions must be sent via e-mail to
justin.whitcome@maryland.gov**



Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Secretary

Office of Procurement & Logistics
Pre-Bid Meeting Date: April 23, 2024 at 10:00am
Procurement Officer's Summary

PROJECT NUMBER: SM-023-230-002

PROJECT DESCRIPTION: HSMC HVAC System in Chapel Exhibit

PROCUREMENT SOURCE SELECTION: Competitive Sealed Bids COMAR 21.05.02
(Contract award to Responsive and Responsible Bidder who submits the Lowest Bid Price).

PROJECT COST CLASSIFICATION: "B" (\$100,000-\$500,000)

BID DUE DATE: May 7, 2024 at 2:00 PM

CALENDAR DAYS TO COMPLETE THE PROJECT: 120

LIQUIDATED DAMAGES: \$350 per Day

PROCUREMENT OFFICER: Justin Whitcome justin.whitcome@maryland.gov

DGS PROJECT MANAGER: Charles Davidson

MINORITY BUSINESS ENTERPRISE:

The MBE subcontracting participation goal for this solicitation is: 25%

The MBE participation shall be a percentage of the TOTAL CONTRACT VALUE.

If the bidder fails to accurately complete and submit MBE Attachment D-1A with the bid, the procurement officer shall deem the bid non-responsive and reject the bid.

Refer to the "Minority Business Enterprise Utilization Procedures – February 5, 2021" for further information.

VETERAN-OWNED SMALL BUSINESS ENTERPRISE:

The VSBE subcontracting participation goal for this Solicitation is: 5%

The VSBE participation shall be a percentage of the TOTAL CONTRACT VALUE.

Please review all VSBE information carefully. Refer to "Attachment E – Veteran-owned Small Business Enterprise" for further information.

eMarylandMarketplaceAdvantage (eMMA): <https://emma.maryland.gov>

This project solicitation is being performed using the State's eMarylandMarketplaceAdvantage (eMMA) on-line electronic bidding program. Bids for this project will be accepted solely through the use of eMMA.

eMMA Electronic Bid Form: For this solicitation, the Pricing contains 9 line items – Base Bid, Unit Prices 1-8
Bidders are to submit a bid for ALL LINES.
Paper bids will not be accepted.

ATTACHMENTS:

ALL forms required to be submitted with the bid must be attached to the eMMA bid response.

NOTE: For this solicitation, the following forms **MUST** be submitted with the bid.

- **Completed Bid Bond Form** (if bid is over \$100,000) – submit in accordance Item 5 in the Instructions to Bidders for Construction Projects.
- **MBE Attachment D-1A** – submit in accordance with Minority Business Enterprise Attachment D – February 5, 2021.
- **VSBE Attachment E-1, E-1A, & E-1B** – submit in accordance with Attachment E – Veteran-owned Small Business Enterprise – September 1, 2022.
- **Bid/Proposal Affidavit** – submit in accordance with Item 2.B(6) in the Instructions to Bidders for Construction Projects.
- **Payment of Employee Health Care Expenses Certification** – submit in accordance with State Finance & Procurement Article Title 17, Subtitle 8.
- **Corporate Diversity Addendum** – (if bid is over \$1,000,000) submit in accordance with Corporate Diversity Addendum – August 12, 2022.
- **Attachment P** – Prime Contractor List of ALL Subcontractors Anticipated/Used During Contract

The apparent low bidder will be required to submit the original bid bond within 72 hours of notification from procurement officer.

ELECTRONIC TRANSACTION FEE:

- a. For projects with Project Classifications valued at \$5,000,000.00 and below, a Contractor shall pay an electronic transaction fee to the State equal to one percent (1%) of the amount paid to the Contractor by the State for accepted work. The electronic transaction fee shall not be charged directly to the customer, e.g., as a separate line item, fee or surcharge, but shall be included in the price listed in the Contractor's Project Quotation.
- b. Within forty-five (45) days of receiving payment from the State for accepted work, the Contractor shall submit the electronic transaction fee to the Office of State Procurement: Fiscal Services Division, 301 W. Preston Street, Room 1309 Baltimore, MD, 21201.
- c. Failure to remit transaction fees in a timely manner or remittance of fees inconsistent with the Contract's requirements may result in the State exercising all recourse available under the contract including, but not limited to, a third-party analysis of all Contract activity, deeming the Contractor in default of the Contract, and Contract termination.

- d. Prior to the award of a PO Agreement, the Contractor will be asked to confirm in writing that the price included in its Project Quotation includes the one percent (1%) electronic transaction fee.

PREVAILING WAGE RATES:

Prevailing wage rates apply to all contracts in the amount of \$250,000 or more. Wage rates applicable to projects of \$250,000 or more are attached to the specifications.

INSURANCE REQUIREMENT:

The base bid shall include without limitation, labor, materials, bailing, shoring, removal, overhead, profit, insurance (including builder's risk insurance, if applicable) etc.

NOTE: Refer to the General Conditions for Construction Projects, 10.01: Insurance Requirements.

QUESTIONS DEADLINE:

The deadline for Questions has been established as: April 30, 2024 at 2:00 p.m.

All Questions must be submitted, in writing, to the Procurement Officer.