

**Department of General Services**  
**Pre-Bid Meeting Date: August 1, 2024 @ 10:30 AM**

**Pre-Bid Meeting Minutes**

**PROJECT NUMBER: SM-850-230-002**

**PROJECT DESCRIPTION: Renovation to Farthing's Bathroom at Historic St. Mary's Commission**

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

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

**CALENDAR DAYS TO COMPLETE THE PROJECT: 120**

**LIQUIDATED DAMAGES: \$350.00 per day**

**MBE: 15% VSBE: N/A SBR: Yes**

**BID DUE DATE: August 15, 2024 @ 2:00 p.m.**

**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.

DGS Project Manager explained the bidding process to include Procurement Officer, Bid Due Date, Small Business Reserve solicitation only. Project Number & Name, Bidder's Inquires date, Bond requirement, Bid/Proposal Affidavit, Bid Bond, MBE Forms, Payment of Employee Health Care Expenses Certification, Attachment P and Liquidated Damages. The DGS Project Manager opened a discussion on the bidding process to the attendees, and all the attendees were clear on the procurement process.

The DGS Project Manager provided a detailed description of the project scope during pre-bid. The Project Manager opened discussion of the project scope to the attendees, and all the attendees were clear on the logistics of the scope with the exception of the forthcoming questions.

The attendees conducted a site walk through in order for the contractors to survey the scope of work and to ask any additional questions.

**Question Deadline – The deadline for questions has been established is**  
**August 8, 2024 @ 2:00 p.m.**