



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

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## Addendum No. 1

Date; July 14, 2025  
STATE OF MARYLAND  
DEPARTMENT OF GENERAL SERVICES  
**Atif Chaudhry, Secretary**  
Project No.: BC-235-201-003 (IQC)  
Elevator Upgrades at Joseph D Carter DC/MSC

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.

### **Attention:**

This addendum includes the **Bid Due Date Extension information** and **Pre-Bid meeting minutes and Pre-Bid sign in sheet**.

- A. To allow additional time for contractors to prepare and submit their bids, the bid due date has been extended. The original bid due date of **Wednesday, July 30, 2025**, is hereby extended to **Monday, August 11, 2025, at 2:00 p.m. (Local Time)**.

All Question must be submitted in writing to the procurement office by **Friday, August 1, 2025 at 2:00 pm**.

- B. Pre-Bid Meeting Minutes and Sign in sheet is attached to this addendum.

End of Addendum No. 1  
Issued by: Fari Farokhi  
State of Maryland  
Office of State Procurement  
301 W. Preston Street, Room 1204  
Baltimore, MD 21201  
Justin Whitcome  
Procurement Officer

PRE-BID CONFERENCE SIGN - IN SHEET

July 9, 2025 @ 11am

Project No. BC-235-201-003

Elevator Upgrades at Joseph D Carter DC  
Leonardtown, MD

Please Print Clearly

Please Print Clearly

Name	Organization	MBE (Y/N)	Bidding as GC or SC	Telephone	E-Mail Address
Fari Farokhi	DGS			4107674495	Fari.farokhi@maryland.gov
Tim Marshall	ARUNDEL			410-440-1830	TMARSHALL@ATIS.COM
Russell Briggner	ESB			413 374 5862	RussellBriggner@yahoo.com
ADAM BACKES	ELCON			202-309-5923	adam@elevatorcontrolservice.com
CLIVE DIAR	Stratified		GC	202-360-1913	estimating@stratified.us
Rich Lambird	American Elevator			240-876-5560	rlambird@americanelevator.org
Jonathan Adams	Hayes Construction		GC	410-628-7900	jadam@hayesconstruction.net
Devon Chichester	JB Contracting, Inc.		GC	301-384-1500	devon@JB-Contractinginc.com
Zach Book	REG. Eastern Elevator		SC	814-44-1639	Zachary.Book@EasternElevator.com
Gil Broomfield	DGS		UA	443-610 8589	Gilbert.Broomfield@Maryland.gov
Lisa I. Ritter	DCM		Tenant	410-370-2046	lisa.ritter@mdcourts.gov

PRE-BID CONFERENCE SIGN - IN SHEET

July 9, 2025 @ 11am  
 Project No. BC-235-201-003  
 Elevator Upgrades at Joseph D Carter DC  
 Leonardtown, MD

Please Print Clearly

Please Print Clearly

Name	Organization	MBE (Y/N)	Bidding as GC or SC	Telephone	E-Mail Address
Fari Farokhi	DGS			4107674495	Fari.farokhi@maryland.gov
Ted Garrido	THAGGART BROWN & ASSOC.	Y	GC	240-375-4919	TEA@TAGGARTBROWN.COM
John Calantonio	Nichols Contracting, Inc.	N	GC	301-921-6133	jcalantonio@nicholscontracting.com
Josh Gomes	SE DAVIS CONSTRUCTION	Y	GC	240 4604999	Josh.G@sedavisconstruction.com
Jeff Sawyer	Delaware Elevator	N	SC	301870 2400 443-235-3885	JSawyer@DelawareElevator.com
Ronald Mitchell	DGS	N	UP	443-478-6698	ronaldmitchell1@maryland.gov



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Pre-Bid Meeting Minutes  
Date: July 9, 2025, at 11:00am

**PROJECT NUMBER:** BC-235-201-003  
**PROJECT DESCRIPTION:** Elevator Upgrades at Joseph D Carter DC/MSC  
**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:** “D” (\$1,000,000-\$2,500,000)  
**BID DUE DATE:** July 30, 2025, at 2:00 PM  
**CALENDAR DAYS TO COMPLETE THE PROJECT:** 270 Days  
**PROCUREMENT OFFICER:** Justin Whitcome justin.whitcome@maryland.gov  
**DGS PROJECT MANAGER:** Fari Farokhi fari.farokhi@maryland.gov  
**The MBE subcontracting participation goal for this solicitation is:** 15%

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

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

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.
- 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 the procurement officer.

**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.

### **Overview**

The purpose of this meeting was to provide a general overview of the project and to address any questions from potential bidding contractors. The following items summarize the key points discussed during the meeting: The DGS Project Manager, [Fari Farokhi], began by reading aloud the Procurement Officer's Summary for the project. She then provided a detailed explanation of the bidding process, including all requirements outlined in the Notice to Bidders Solicitation Fact Sheet, as well as the specific project requirements. Tim Marshal A/E representative reviewed the project requirements as detailed in the Scope of Work. The Using Agency was invited to share its facilities-related needs, Ms. Lisa Ritter (Director, Engineering & Central Services) and Mr. Gilbert Broomfield (Regional Manager) presented the building requirements also Mr. Sean Stinnett (MBE/VSBE Compliance Office Supervisor) He joined the meeting via conference call and explained all the MBE requirements for the project. All topics were open for discussion with attendees. It was confirmed that all participants had a clear understanding of the procurement process, the scope of work, and the facility's operational requirements and regulations. All attendees were encouraged to conduct a site visit to inspect the existing cooling tower, review the project scope firsthand, and become familiar with the site conditions and project expectations.

### **Facility points of contact:**

Gilbert Broomfield (Regional Manager)  
[gilbert.broomfield@maryland.gov](mailto:gilbert.broomfield@maryland.gov)  
443-610-8589- M 301-298-4242-O

DGS point of contact  
Fari Farokhi (Project Manager)  
[Fari.farokhi@maryland.gov](mailto:Fari.farokhi@maryland.gov)  
(410)767-4495- O

### **Base Bid:**

The Base Bid shall include the total cost for the complete replacement of the Three elevators at St Mays's DC/MCS, as specified in the bid documents. This is a turnkey project, and the scope of work is not limited solely to the items listed in the project manual/drawings. All materials, labor, equipment, Inspection and any other necessary components required to deliver a fully functional and operational system shall be included as part of the scope of work and Base Bid.

### **Items Discussed During the Meeting**

1. All work on the detainee elevator situated between the two courtrooms shall be performed exclusively during weekends or outside of regular operating hours
2. Contractors and their subs must have DGS Contractor ID or submitting their information to DGS for background check.
3. All work must be coordinated in advance with the District Court representative
4. The Elevator between two courtrooms must be fully completed during the designated weekend period and must be coordinated in advance as part of the approved work schedule.

5. The contractor and all subcontractors are required to sign in at the District Court front desk upon each entry to the facility.
6. The Department of General Services and the District Court Representative will coordinate and collaborate to ensure access to the Correctional Center tunnel is provided to the elevator company throughout the modernization process
7. The contractor has been authorized to place external containers for material storage; however, the location of these containers must be discussed and approved in coordination with the User Agency (U.A.).
8. The contractor must not block the judge's parking spaces in at any time during building operating hours.
9. All codes and standards referenced in the bid documents, including drawings, shall comply with the most current and updated versions of the applicable codes and standards in effect at the time of the contract

End of Meeting Minutes

7/14/2025

State of Maryland

Department of General Services

Facilities Engineering Division

Fari Farokhi

301 West Preston St. Baltimore, MD 21201

Justin Whitcome

Procurement Officer