



**STATE OF MARYLAND  
DEPARTMENT OF GENERAL SERVICES  
(DGS)**

**INVITATION FOR BIDS (IFB)**

**RENOVATION TO THE JOHN GRINDER HOUSE, LOCATED IN  
SMALLWOOD STATE PARK**

**IFB NUMBER: P-030-221-010**

**EMMA SOLICITATION NUMBER: BPM054183**

**ISSUE DATE: 11/26/2025**

A Prospective Bidder that has received this document from a source other than eMarylandMarketplace Advantage (eMMA) <https://procurement.maryland.gov> should register on eMMA <https://emma.maryland.gov/>

**MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS  
SOLICITATION.**

## KEY INFORMATION SUMMARY SHEET (KISS)

<b>Invitation for Bids</b>	Construction - Renovation to the John Grinder House, located in Smallwood State Park
<b>IFB Number:</b>	P-030-221-010
<b>IFB Issue Date:</b>	11/26/2025
<b>IFB Issuing Office:</b>	Department of General Services (DGS)
<b>Procurement Officer:</b>	Julissa Marcano 301 W Preston St, 12 <sup>th</sup> Floor, Baltimore, MD 21201
<b>Email:</b>	<a href="mailto:Julissa.marcano@maryland.gov">Julissa.marcano@maryland.gov</a>
<b>Phone Number:</b>	410-767-0017
<b>Project Manager:</b>	Ray Kaliush 301 W. Preston Street, 14th Floor, Baltimore, MD 21201
<b>Bids are to be sent to:</b>	Submit on <a href="http://emma.maryland.gov">emma.maryland.gov</a> under eMMA Solicitation Number BPM054183  Pricing is submitted through the eMMA pricing subtab. <a href="#">eMMA Quick Reference Guide - Responding to Solicitations - IFB</a>  To submit a bid, bidders must first register on <a href="http://emma.maryland.gov">emma.maryland.gov</a> . We recommend registering in advance to become acquainted with the site.
<b>No Bid Notice Feedback Form</b>	If you are not submitting a bid for this solicitation, submit <b>Attachment 1</b> with your reasons why.
<b>Pre-Bid Conference and Site Visit:</b>	Tuesday, December 9, 2025, at 11:00 A.M. Local Time, at <b>Grinder House site</b> <b>2750 Sweden Point Rd, Marbury, MD 20658</b> See <b>Section 4.3</b> for additional details.
<b>Questions Due Date and Time:</b>	Friday, December 12, 2025, by 3:00 P.M. Local Time

<b>Bid Due (Closing) Date and Time:</b>	Friday, December 26, 2025, by 2:00 P.M. Local Time Bidders are reminded that a completed Feedback Form is requested if a no-bid decision is made (see <b>Attachment 1 - No Bid Notice/Vendor Feedback Form</b> ).
<b>MBE Subcontracting Goal:</b>	An overall Minority Business Enterprise (MBE) subcontract participation goal of <b>20%</b> of the total contract dollar amount, including all renewal option terms, if any, has been established for this procurement.  Refer to <b>Exhibit 1</b> for information on how goal setting was determined. Also, refer to <b>Appendix 4</b> for information about the MBE program and goals.
<b>VSBE Subcontracting Goal:</b>	This solicitation includes a VSBE participation Goal of <b>0%</b>
<b>Procurement Method:</b>	A Contract will be awarded in accordance with the Competitive Sealed Bidding method under COMAR 21.05.02.
<b>Multiple or Alternate Bids:</b>	Multiple or alternate Bids will not be accepted.
<b>Contract Type:</b>	Firm Fixed Price
<b>Contract Duration:</b>	365 Calendar Days
<b>Primary Place of Performance:</b>	Smallwood State Park 2750 Sweden Point Road, Marbury, MD 20658
<b>SBR Designation:</b>	No
<b>Federal Funding:</b>	No

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## **1 Minimum Qualifications**

### **1.1 Bidder Minimum Qualifications**

There are no Bidder Minimum Qualifications for this procurement.

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## 2 Contractor Requirements: Scope of Work

### 2.1 Summary Statement

- 2.1.1 This Invitation for Bids (IFB) is issued to procure the goods or services, as specified in this Section 2, from a contract between the successful bidder(s) and the State of Maryland (“State”): Renovation to the John Grinder House, located in Smallwood State Park.

It is the State’s intention to obtain goods and services, as specified in this IFB, from a contract between the selected Bidder and the State.

- 2.1.2 This is a single award IFB. See IFB Section 4.21 Bid Evaluation Criteria and Award Basis for more Contract award information.

A Contract award does not ensure a Contractor will receive all or any State business under the Contract.

### 2.2 Contractor Responsibilities and Tasks

- A. Appendix 8 - P-030-221-010 Grinder House Renovation Project Manual
- B. Appendix 9 - P-030-221-010 Grinder House Renovation Drawings
- C. Appendix 10 - DGS General Conditions for Construction Contracts (July 2022)

### 2.3 Supplemental Category of Work Requirements and Responsibilities

See the attached documents listed below associated with this solicitation.

- 1. Appendix 11 – DGS Instructions to Bidders for Construction Projects (October 2025).
- 2. Exhibit 3 - Prevailing Wage Determination and Instructions for Contractors.
  - a. The Prevailing Wage law applies to all contracts in the amount of \$250,000 or more.
- 3. Construction Supplemental.

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### 3 Standard Terms and Conditions

#### 3.1 Contract Initiation Requirements

Once all approvals have been obtained and the Contract is fully executed, the Procurement Officer may schedule a kickoff meeting to be held prior to commencement of Contract performance.

#### 3.2 End of Contract Transition

The Contractor shall cooperate in the orderly transition of services from it to a subsequent contractor at the end of the contract term or upon receipt of a Notice of Termination from the State. Transition shall be provided in a prompt and timely manner and shall proceed in accordance with the schedule provided to the Contractor by the State in the Notice of Transition. Additional instructions regarding transition services may be provided in the event of a Notice of Termination issued by the State.

#### 3.3 Invoicing

Refer to Section 9 – Payments and Completion of Appendix 10 - DGS General Conditions for Construction Contracts (July 2022)

##### 3.3.1 Travel Reimbursement

Travel will not be reimbursed under this IFB.

#### 3.4 Liquidated Damages

##### 3.4.1 MBE Liquidated Damages

MBE liquidated damages are identified in **Exhibit 2 - Sample Contract**.

##### 3.4.2 Liquidated Damages other than MBE

Liquidated damages other than MBE are **\$500.00** per calendar day.

#### 3.5 Work Orders

THIS SECTION IS INAPPLICABLE TO THIS IFB.

#### 3.6 Payments by Electronic Funds Transfer

By submitting a Bid in response to this solicitation, the Bidder, if selected for award:

Agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller's Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$200,000. The successful 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, must include the business identification information as stated on the form, and must include the reason for the exemption. The COT/GAD X-10 form may be downloaded from the Comptroller's website at:

[http://comptroller.marylandtaxes.com/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GA\\_DX10Form20150615.pdf](http://comptroller.marylandtaxes.com/Vendor_Services/Accounting_Information/Static_Files/GA_DX10Form20150615.pdf).



### 3.7 Prompt Payment Policy

This procurement and the Contract(s) to be awarded pursuant to this solicitation are subject to the Prompt Payment Policy Directive issued by the Governor's Office of Small, Minority & Women Business Affairs (GOSBA) and dated August 1, 2008. Promulgated pursuant to Md. Code Ann., State Finance and Procurement Article, §§ 11-201, 13-205(a), and Title 14, Subtitle 3, and COMAR 21.01.01.03 and 21.11.03.01, the Directive seeks to ensure the prompt payment of all subcontractors on non-construction procurement contracts. The Contractor shall comply with the prompt payment requirements outlined in the Contract, **Section 31** "Prompt Pay Requirements" (see **Exhibit 2 - Sample Contract**). Additional information is available on GOSBA's website at: <http://www.gomdsmallbiz.maryland.gov/documents/legislation/promptpaymentfaqs.pdf>.

### 3.8 Federal Funding Acknowledgement

This Contract does not contain federal funds.

### 3.9 Conflict of Interest Affidavit and Disclosure

The Bidder shall complete and sign the Conflict of Interest Affidavit and Disclosure (**Attachment I**) and submit it with its Bid.

By submitting a Conflict of Interest Affidavit and Disclosure, the Contractor shall be construed as certifying all Contractor Personnel and subcontractors are also without a conflict of interest as defined in COMAR 21.05.08.08A.

Additionally, a Contractor has an ongoing obligation to ensure that all Contractor Personnel are without conflicts of interest prior to providing services under the Contract. For policies and procedures applying specifically to Conflict of Interests, the Contract is governed by COMAR 21.05.08.08.

Participation in Drafting of Specifications: Disqualifying Event: Bidders are advised that Md. Code Ann. State Finance and Procurement Article §13-212.1(a) provides generally that "an individual who assists an executive unit in the drafting of specifications, an invitation for bids, a request for proposals for a procurement, or the selection or award made in response to an invitation for bids or a request for proposals, or a person that employs the individual, may not: (1) submit a bid or proposal for that procurement; or (2) assist or represent another person, directly or indirectly, who is submitting a bid or proposal for that procurement." Any Bidder submitting a Bid in violation of this provision shall be classified as "not responsible."

### 3.10 Non-Disclosure Agreement

#### 3.10.1 Non-Disclosure Agreement (Bidder/Offeror)

A Non-Disclosure Agreement (Bidder/Offeror) is not required for this procurement.

#### 3.10.2 Non-Disclosure Agreement (Contractor)

A Non-Disclosure Agreement (Contractor) is not required for this procurement.

### 3.11 Maryland Healthy Working Families Act Requirements

On February 11, 2018, the Maryland Healthy Working Families Act went into effect. All Bidders should be aware of how this Act could affect your potential contract award with the State of Maryland. See the Department of Labor, Licensing and Regulations website for Maryland Healthy Working Families Act Information: <https://dllr.state.md.us/paidleave/>.

### **3.12 The State of Maryland’s Commitment to Purchasing Environmentally Preferred Products and Services (EPPs)**

[Maryland’s State Finance & Procurement Article §14-410](#) defines environmentally preferable purchasing as “the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose.” Accordingly, Bidders are strongly encouraged to offer EPPs to fulfill this contract, to the greatest extent practicable.

### **3.13 Insurance Requirements**

The Contractor shall maintain, at a minimum, the insurance coverages outlined below, or any minimum requirements established by law if higher, for the duration of the Contract, including option periods, if exercised:

Refer to Section 10 – Insurance Requirements of Appendix 10 - DGS General Conditions for Construction Contracts (July 2022)

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## 4 Bid Submission Information and Instructions

### 4.1 eMaryland Marketplace Advantage (eMMA)

eMMA is the electronic commerce system for the State of Maryland. The IFB, Pre-Bid Conference (Conference) summary and attendance sheet, Bidders' questions and the Procurement Officer's responses, addenda, and other solicitation-related information will be made available via eMMA.

To receive a contract award, a vendor must be registered on eMMA. Registration is free. Go to [emma.maryland.gov](http://emma.maryland.gov), click on "New Vendor? Register Now" to begin the process, and then follow the prompts.

### 4.2 Electronic Means

The following transactions related to this procurement and any Contract awarded pursuant to it are not authorized to be conducted by electronic means:

- A. Submission of Bond documents determined by the State to require original signatures; or
- B. Any transaction, submission, or communication where the Procurement Officer has specifically directed that a response from the Contractor or Offeror be provided in writing or hard copy.

Any e-mail transmission is only authorized to the email addresses for the identified person as provided in the solicitation, the Contract, or in the direction from the Procurement Officer or Contract Monitor.

"Electronic means" refers to exchanges or communications using electronic, digital, magnetic, wireless, optical, electromagnetic, or other means of electronically conducting transactions. Electronic means includes e-mail, internet-based communications, electronic funds transfer, specific electronic bidding platforms (e.g., <https://procurement.maryland.gov>), and electronic data interchange.

### 4.3 Pre-Bid Conference

If a Conference will be held, the date, time, and location is indicated on the **Key Information Summary Sheet**. Attendance at the Conference is not mandatory, but all interested parties are encouraged to attend in order to facilitate better preparation of their Bids. If the solicitation includes an MBE participating goal, failure to attend the Conference will be taken into consideration as part of the evaluation of a bidder's good faith efforts if there is a waiver request.

It is highly recommended that all Prime Contractors bring their intended subcontractors to the Conference/Site Visit to ensure that all parties understand the IFB requirements and the socio-economic goals for this solicitation.

MBE subcontractors are encouraged to attend the Conference to market their participation to potential prime contractors.

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 Conference date. Reasonable effort will be made to provide such special accommodation.

If the Conference is in person, attendees should bring a copy of the solicitation and a business card to help facilitate the sign-in process.

#### 4.4 Questions

All questions, including concerns regarding any applicable MBE or VSBE participation goals, shall identify in the subject line the Solicitation Number and Title for this IFB and must be submitted in writing via e-mail to the Procurement Officer no later than the date and time specified in the Key Information Summary Sheet. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Bid due date.

- 4.4.1 Answers to all questions that are not clearly specific only to the requestor will be distributed via the same mechanism as for IFB amendments and posted on eMMA.
- 4.4.2 The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the State unless it issues an amendment to the solicitation in writing.

#### 4.5 Bid Due (Closing) Date and Time

Bids must be received by the Procurement Officer no later than the Bid due date and time indicated on the **Key Information Summary Sheet** to be considered. Except as provided in COMAR 21.05.02.10. Bids received after that date will not be considered. Requests for an extension of this date or time shall not be granted.

Bids may be modified or withdrawn by written notice received by the Procurement Officer before the time and date set forth in the **Key Information Summary Sheet** for receipt of Bids.

Potential Bidders not responding to this solicitation are requested to submit the “No Bid/Proposal Notice/Vendor Feedback” form **Attachment 1**, which includes company information and the reason for not responding (e.g., too busy, cannot meet mandatory requirements).

#### 4.6 Receipt, Opening and Recording of Bids

Upon receipt, each Bid and any timely modification(s) to a Bid shall be stored in a secure place until the time and date set for Bid opening. Before Bid opening, the State may not disclose the identity of any Bidder.

Bids shall be opened publicly via eMMA. The name of each Bidder and the Total Bid Price is available and recorded at the time of Bid opening on eMMA.

#### 4.7 Duration of Bids

Bids submitted in response to this IFB are irrevocable for the latest of the following: **120 days** following the Bid due date and time or the date any protest concerning this IFB is finally resolved. This period may be extended at the Procurement Officer’s request only with the Bidder’s written agreement.

#### 4.8 Revisions to the IFB

- 4.8.1 All revisions to the IFB before the due date for Bids will be published in an addendum to the IFB and posted on eMMA and reasonable effort will be made to provide such addenda to all prospective Bidders that were sent this IFB or are otherwise known by the Procurement Officer to have obtained this IFB. It is the responsibility of all prospective Bidders to check eMMA for any addenda issued prior to the submission of Bids.
- 4.8.2 Bidders shall acknowledge in the Bid the receipt of all addenda to this IFB issued before the Bid due date.

- 4.8.3 Failure to acknowledge receipt of an addendum does not relieve the Bidder from complying with the terms, additions, deletions, or corrections set forth in the addendum, and may cause the Bid to be deemed not responsive.

#### 4.9 Cancellations

- 4.9.1 This IFB may be cancelled as provided in COMAR 21.06.02.02
- 4.9.2 The State reserves the right to cancel this IFB, accept or reject any and all Bids, in whole or in part, received in response to this IFB and to waive or permit the cure of minor irregularities.
- 4.9.3 In the event a government entity proposes and receives the recommendation for award, this procurement may be canceled, and the award processed in accordance with COMAR 21.01.03.01.A(4).
- 4.9.4 If the services that are the subject of the IFB are currently being provided under an interagency agreement with a public institution of higher education and the State determines that the services can be provided more cost effectively by the public institution of higher education, then the IFB may be canceled in accordance with Md. Code Ann., State Finance and Procurement Art., § 3-207(b)(2).

#### 4.10 Incurred Expenses

The State will not be responsible for any costs incurred by any Bidder in preparing and submitting a Bid or performing any other activities related to submitting a Bid in response to this solicitation.

#### 4.11 Protest/Disputes

Any protest or claim related to this IFB or the Contract award hereunder shall be subject to the provisions of COMAR 21.10 (Administrative and Civil Remedies).

#### 4.12 Bidder Responsibilities

- 4.12.1 A Bidder, either directly or through its subcontractor(s), must be able to provide all goods and services and meet all of the requirements requested in this solicitation and the successful Bidder (the Contractor) shall remain responsible for Contract performance regardless of subcontractor participation in the work.
- 4.12.2 If applicable, subcontractors utilized in meeting the established MBE or VSBE participation goal(s) for this solicitation shall be identified using **Attachment D** or **Attachment E** as appropriate. Guidance for completing the Attachments is provided in the appropriate Appendix or Appendices to this IFB (see “**Appendix 4 - MBE Participation Goal**” and “**Appendix 5 - VSBE Participation Goal**”).
- 4.12.3 If the Bidder is the subsidiary of another entity, all information submitted by the Bidder, including but not limited to references, financial reports, or experience and documentation (e.g., insurance policies, bonds, letters of credit) used to meet minimum qualifications, if any, shall pertain exclusively to the Bidder, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Bidder’s Bid shall contain an explicit statement, signed by an authorized representative of the parent organization, stating that the parent organization will guarantee the performance of the subsidiary.

- 4.12.4 A parental guarantee of the performance of the Bidder under this section will not automatically result in crediting the Bidder with the experience or qualifications of the parent under any evaluation criteria pertaining to the actual Bidder's experience and qualifications. Instead, the Bidder's responsibility will be assessed to the extent to which the State 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 Contract, and the value of the parent's participation as determined by the State.

#### 4.13 Acceptance of Terms and Conditions

By submitting a Bid in response to this IFB, the Bidder, if selected for award, is deemed to have accepted the terms and conditions of this IFB and the Contract, attached hereto as **Exhibit 2 – Sample Contract**. Any questions or exceptions to this IFB or the Contract must be submitted by the "Questions Due Date and Time" prior to Bid submission. Changes to the solicitation, including the Bid Form or Contract, made by the Bidder may result in Bid rejection.

#### 4.14 Compliance with Laws/Arrearages

By submitting a Bid in response to this IFB, 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 Contract.

By submitting a response to this solicitation, each Bidder represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and shall not become so in arrears during the term of the Contract if selected for Contract award.

#### 4.15 Verification of Registration and Tax Payment

Before a business entity can do business in the State, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. For registration information, visit <https://egov.maryland.gov/BusinessExpress/>.

It is strongly recommended that any potential Bidder complete registration prior to the Bid due date and time. The Bidder's failure to complete registration with SDAT may disqualify an otherwise responsive successful Bidder from final consideration and recommendation for Contract award.

#### 4.16 False Statements

Bidders are advised that Md. Code Ann., State Finance and Procurement Article, § 11-205.1 provides as follows:

In connection with a procurement contract a person may not willfully:

- A. Falsify, conceal, or suppress a material fact by any scheme or device;
- B. Make a false or fraudulent statement or representation of a material fact; or
- C. Use a false writing or document that contains a false or fraudulent statement or entry of a material fact.

A person may not aid or conspire with another person to commit an act under this section.

A person who violates any provision of this section is guilty of a felony and on conviction is subject to a fine not exceeding \$20,000 or imprisonment not exceeding five (5) years or both.

#### 4.17 Confidentiality of Bids / Public Information Act Notice

The Bidder should give specific attention to the clear identification of those portions of its Bid that it considers to contain confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4. This information should be identified by page number and placed in the Transmittal Letter with the Bid.

The Bids shall be tabulated or a Bid abstract made. The opened Bids shall be available for public inspection at a reasonable time after Bid opening, but in any case before contract award, except to the extent the Bidder designates trade secrets or other proprietary data to be confidential as set forth in this solicitation. Material so designated as confidential shall accompany the Bid and shall be readily separable from the Bid to facilitate public inspection of the non-confidential portion of the Bid, including the Total Bid Price.

For requests for information made under the PIA, the Procurement Officer shall examine the Bids to determine the validity of any requests for nondisclosure. Nondisclosure is permissible only if approved by the Office of the Attorney General.

#### 4.18 Use of Bidder's Form Not Binding on State

The Bidder may not substitute, modify, or provide any other document in lieu of the documents provided with this Bid. Only those forms and documents provided with this solicitation and by the Procurement Officer will be considered acceptable as bid submission.

#### 4.19 Attachments and Documents Required with the Bid (Table A)

A Bidder shall include the following Attachments with its Bid as a single Bid Package:

Attachments A through E = Bid will be rejected if the required Attachment is not submitted or is incomplete.

Attachments F through R = Bid may be rejected if the required Attachment is not submitted or is incomplete.

TABLE A - Attachments and Documents Required with the Bid	
Attachment	Attachment Name
A	<b>Bid/Proposal Affidavit</b> A Bid submitted by the Bidder must be accompanied by a completed Bid/Proposal Affidavit. <a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-A.-Bid-Proposal-Affidavit.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-A.-Bid-Proposal-Affidavit.pdf</a>
B	N/A



**TABLE A - Attachments and Documents Required with the Bid**

Attachment	Attachment Name
<b>C</b>	<b>Bid Bond</b> Submit a bid bond in accordance with the requirements in Section 5 of Appendix 11 - Instructions to Bidders for Construction Projects (October 2025). The original bid bond will be requested from the apparent low bidder.
<b>D</b>	<b>MBE Forms D-1A</b> (Forms can be downloaded from the attachments section of the eMMA solicitation)
<b>E</b>	N/A
<b>F</b>	<b>Bidder Information Sheet</b> <a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-F.-Bidder-Offeror-Information-Sheet.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-F.-Bidder-Offeror-Information-Sheet.pdf</a>
<b>G</b>	N/A
<b>H</b>	N/A
<b>I</b>	<b>Conflict of Interest Affidavit and Disclosure</b> <a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-I.-Conflict-of-Interest-Affidavit.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-I.-Conflict-of-Interest-Affidavit.pdf</a> <i>Note: If this solicitation will result in the “selection of a contractor who will assist a unit in the formation, evaluation, selection, award, or execution of another State contract” the Bidder shall provide this Affidavit and other times as requested by the Procurement Officer.</i>
<b>J</b>	N/A
<b>K</b>	N/A
<b>L</b>	<b>Reference Checks</b> (Each reference shall be from a customer for whom the Bidder has provided goods or services within the most recent past five (5) years) <a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-L.-Reference-Checks.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-L.-Reference-Checks.pdf</a>
<b>M</b>	<b>List of Current or Prior State Contracts</b> <a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-M.-List-of-Current-or-Prior-State-Contracts.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-M.-List-of-Current-or-Prior-State-Contracts.pdf</a>
<b>N</b>	<b>Legal Action Summary</b> <a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-N.-Legal-Action-Summary.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-N.-Legal-Action-Summary.pdf</a>



**TABLE A - Attachments and Documents Required with the Bid**

Attachment	Attachment Name
O	<p><b>Payment of Employee Healthcare Expenses Certification</b></p> <p><a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-O.-Payment-of-Employee-Healthcare-Expenses-Certification.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-O.-Payment-of-Employee-Healthcare-Expenses-Certification.pdf</a></p>
P	<p><b>Prime Contractor List of ALL Subcontractors Anticipated/Used During Contract</b></p> <p><a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-P.-Prime-Contractor-List-of-ALL-Subcontractors.xlsx">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-P.-Prime-Contractor-List-of-ALL-Subcontractors.xlsx</a></p> <p>The Bidder shall provide a complete list of 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), if applicable. This list 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. If applicable, subcontractors utilized in meeting the established MBE or VSBE participation goal(s) for this solicitation shall be identified as provided in the appropriate attachment(s) of this IFB.</p>
Q	N/A
R	<p><b>Corporate Diversity Addendum</b></p> <p><a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-R.-Corporate-Diversity-Addendum.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-R.-Corporate-Diversity-Addendum.pdf</a></p> <p>This addendum is required to be submitted with a BID or PROPOSAL when the contract award is estimated to be <b>\$1,000,000 or more</b>. <i>Note: This document is for data collection only.</i></p>
AA	<p><b>Contractor Questionnaire</b></p> <p>(Uploaded to the attachments section of the eMMA solicitation)</p>
AB	<p><b>Construction Firm License</b></p> <p>(A construction license must be issued in the county where the construction business has its principal place of business, or a nonresident construction license must be issued in the county where the construction business first does construction business in the State)</p>
AC	<p><b>Certification of American-Manufactured Goods</b></p> <p>(Uploaded to the attachments section of the eMMA solicitation)</p>

**Additional Required Documents with the Bid**

**Minimum Qualifications Documentation.** The Bidder shall submit any Minimum Qualifications documentation that may be required, as set forth in IFB Section 1. If references are required in IFB Section 1, those references shall be included in **Attachment L. Reference Checks.**

**Acknowledgement** of all addenda to this IFB. You may provide a letter in your company's letterhead.

#### **4.20 Bid Delivery Instructions**

Each Bidder shall submit its Bid Package as specified below.

Bids shall only be accepted via the State's internet-based electronic procurement system, eMMA.

Bidders shall provide their Bids in one submission through eMMA following the Quick Reference Guides (QRG) labeled "**4 - eMMA QRG Responding to Solicitations (IFB)**" for single envelope submissions.

#### **4.21 Bid Evaluation Criteria and Award Basis**

The Bids will be evaluated based on the Total Bid Price, as per COMAR 21.05.02.13. All Bids will be ranked from the lowest (most favorable) to the highest (least favorable) price based on the Total Bid Price as submitted in its Bid.

A Contract shall be awarded to the responsible Bidder(s) submitting a responsive Bid with the most favorable Bid Price or most favorable evaluated Bid Price for providing the goods and services as specified in this IFB.

The award for this solicitation will be made BY LOT to the responsive and responsible Vendor with the lowest price, as determined by the Procurement Officer to be in the best interests of the State of Maryland. BY LOT is defined as all items or none. The bidder must bid ALL line items.

Award of this contract will not be final and complete until after: (1) the Contractor submits complete and satisfactory documentation required under the Contract and/or documentation required by the Procurement Officer; and (2) the Contract is signed by the Department following any approvals of the Contract required by law or regulation.

#### **4.22 Tie Bids**

Tie Bids will be decided pursuant to COMAR 21.05.02.14.

#### **4.23 Reciprocal Preference**

Although Maryland law does not authorize procuring agencies to favor resident Bidders in awarding procurement contracts, many other states do grant their resident businesses preferences over Maryland contractors. COMAR 21.05.01.04 permits procuring agencies to apply a reciprocal preference under the following conditions:

- A. The Maryland resident business is a responsible Bidder;

- B. The lowest responsive Bid is from a responsible Bidder whose principal office, or principal base of operations is in another state;
- C. The other state gives a preference to its resident businesses through law, policy, or practice; and
- D. The preference does not conflict with a federal law or grant affecting the procurement Contract.

The preference given shall be identical to the preference that the other state, through law, policy, or practice gives to its resident businesses.

#### 4.24 Documents Required upon Notice of Recommendation for Contract Award (Table B)

Upon receipt of a notification of recommendation for contract award, along with submitting the signed **Contract (see Exhibit 2 - Sample Contract)**, the following documents shall be completed and submitted by the recommended awardee within ten (10) business days, unless otherwise directed by the Procurement Officer.

Click the link to download each required Attachment in the **Table B** below:

TABLE B - Documents Required upon Notice of Recommendation for Contract Award	
Attachment	Attachment Name
D	<p><b>MBE Forms D-1B, D-1C, D-2, D-3A, D-3B</b></p> <p><a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2018/05/AttachmentDMBE-Forms-1.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2018/05/AttachmentDMBE-Forms-1.pdf</a></p> <p><b>Important:</b> Attachment D-1C, if a waiver has been requested, is also required within 10 days of recommended award.</p>
E	N/A
S	N/A
T	N/A
U	<p><b>Contract Affidavit</b></p> <p><a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-U.-Contract-Affidavit.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-U.-Contract-Affidavit.pdf</a></p>
V	N/A
W	<p><b>Performance Bond</b></p> <p><a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-W.-Performance-Bond.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-W.-Performance-Bond.pdf</a></p>

TABLE B - Documents Required upon Notice of Recommendation for Contract Award	
Attachment	Attachment Name
X	<b>Payment Bond</b> <a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-X.-Payment-Bond.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2024/07/Attachment-X.-Payment-Bond.pdf</a>
Y	N/A
Z	<b>Certificate of Insurance</b> (Refer to Section 10 of Appendix 10 - General Conditions for Construction Contracts)

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

## 5 IFB Appendices and Exhibits

The Appendices and Exhibits listed below in Tables C and D are reference documents as needed to assist the bidders in preparing their bids in response to this solicitation. If a specific Appendix or Exhibit is not required for this solicitation, it is listed in the tables as “Not applicable” or “N/A”.

### 5.1 Appendices (Table C)

TABLE C - APPENDICES	
Appendix #	Appendix Name
1	Abbreviations and Definitions
2	N/A
3	N/A
4	<b>MBE Participation Goal</b> (Uploaded to the attachments section of the eMMA solicitation)
5	N/A
6	N/A
7	<b>Bonds</b> (this document lists the types of Bonds that may be required for this solicitation and resulting contract.)
8	<b>P-030-221-010 Grinder House Renovation Project Manual</b>
9	<b>P-030-221-010 Grinder House Renovation Drawings</b>

TABLE C - APPENDICES	
Appendix #	Appendix Name
10	DGS General Conditions for Construction Contracts (July 2022)
11	DGS Instructions to Bidders for Construction Projects (October 2025)

**5.2 Exhibits (Table D)**

TABLE D - Exhibits	
Exhibit #	Exhibit Name
1	MBE, VSBE, and SBR Research Factors for P-030-221-010
2	Sample Contract
3	Prevailing Wage Determination and Instructions for Contractors.
4	1% Monthly Usage Report.xlsx