

**NOTICE TO BIDDERS**  
Solicitation Fact Sheet  
**THIS IS A SMALL BUSINESS RESERVE (SBR) ONLY SOLICITATION**  
**-PLEASE READ THOROUGHLY-**

SOLICITATION No: \_\_\_\_\_ PROJECT No: HT-000-250-003  
Title: Roof Replacement/Repair and Gutter Replacement on Buildings 1-7

For the purpose of this solicitation, the Instructions to Bidders for Construction Projects (March 2022) and the General Conditions for Construction Contracts (July 2022) have been supplemented as follows:

1. **NOTICE TO BIDDERS:**

A. The Bid Due Date and Time for this solicitation is: May 28, 2026, at 2pm  
**All Bids and Required Documents Must Be Submitted Electronically on eMarylandMarketPlaceAdvantage (eMMA).**

B. Pre-Bid Conference is scheduled for Date: May 18, 2026 Time: 9am on site at:  
Jefferson Patterson Park & Museum 10515 MacKall Rd St. Leonard, MD 20685

C. Carefully review the Department of General Services General Conditions for Construction Contracts (July 2022) available at:  
<https://dgs.maryland.gov/Documents/ofp/GeneralConditionsforConstruction2022.pdf>

D. If you have any questions regarding use of eMarylandMarketPlace, or if you have any questions or problems regarding submission of your bid, contact eMMA eMarylandMarketPlaceAdvantage by email to: [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@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. To register for eMMA, all interested parties should contact [emma.maryland.gov](http://emma.maryland.gov)

E. The Project Cost Classification for this solicitation is: **Small Procurement Category III, under \$200,000. Minority Business Enterprises are encouraged to respond to this Solicitation. MBE Goal is 10 %**

F. **Procurement Source Selection: Competitive Sealed Bids under COMAR 21.05.02 (Contract shall be awarded to the Responsive and Responsible Bidder who submits the Lowest Bid Price)**  
**NOTE: Bidders should NOT provide any comments in the comments box for each line item. If comments are provided, the bid will be determined to be non-responsive and that firm's bid will be rejected. Questions or comments should be submitted to the Procurement officer by the deadline for questions noted in Item #6 of this Notice To Bidders document.**

G. **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.

- H. The following bonds are required if the Contract Amount, including Unit Prices, Allowances and Alternates as applicable, is in excess of \$200,000.00.
- 1) Bid Bond in the amount of 5%
  - 2) Payment and Performance Bonds in the amount of 100%
- I. ALL BIDDERS are directed to obtain the Contract Documents directly from eMMA. Please go to the “Forms and 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 eMMA. Downloading the Contract Documents will permit the bidder to take the Contract Document 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.

NOTE: The Procurement Officer will issue a “Notice to all Bidders” which can be found under the Forms and Attachments section of the Solicitation advising bidders that an addendum has been issued.

2. **FORMS AND ATTACHMENTS:** For this solicitation, the following forms must be submitted with the bid:
- A. **Bid Proposal Affidavit** -- in accordance with the Instructions to Bidders for Construction Projects, Item 2.B.(6)
  - B. **SBR Contract Affidavit**

ALL forms required to be submitted with the bid must be attached to the eMMA solicitation response form, preferably as one attachment. Faxed copies or emails will not be accepted.

3. **ELECTRONIC TRANSACTION FEE:**

A) **Contractor shall pay an electronic transaction fee to the State in the amount of one percent (1%) of the total contract sales. The electronic transaction fee is calculated based on all sales transacted under the contract, minus any returns or credits. 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 contractor’s bid.**

B) **The electronic transaction fee shall be submitted to the Office of State Procurement: Fiscal Services Division, 301 W. Preston Street, Room 1309 Baltimore, MD, 21201 No later than Forty-five (45) calendar days after the end of each reporting period along with a Monthly Usage Report documenting all contract sales. An excel version of the Monthly Usage Report shall be emailed to [dgs.statewidecontractsusagereport@maryland.gov](mailto:dgs.statewidecontractsusagereport@maryland.gov).**

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.**

D) **Prior to Award, Contractors will be asked to confirm in writing that their bid price includes the one percent (1%) electronic transaction fee.**

**4. COMPLETION TIME AND LIQUIDATED DAMAGES:**

The work shall be completed within 240 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 per calendar day as specified in the “General Conditions”.

**5. INSURANCE REQUIREMENTS:**

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.

**6. QUESTIONS DEADLINE:**

The deadline for questions has been established as May 22, 2026 , at 12:00 pm to assure that there is enough time to allow the A/E to provide responses and Addendum issuance if necessary. Please submit all questions to the Procurement Officer responsible for your solicitation in eMMA. ([Lakecia.Dingle@maryland.gov](mailto:Lakecia.Dingle@maryland.gov) , [Samantha.Delp@maryland.gov](mailto:Samantha.Delp@maryland.gov) and [Elsie.Bateman1@maryland.gov](mailto:Elsie.Bateman1@maryland.gov)