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OFFICE OF STATE PROCUREMENT

**EMMA AMENDMENT
June 17, 2021
AMENDMENT 1**

**STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
Office of Procurement and Logistics
CONTRACT NUMBER: # BPM019895 / 001IT821127
CONTRACT TITLE: Public Safety and Education & Training Center (PSETC)**

This Amendment 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 contract will be based. This Amendment becomes part of the bid package. COMAR 21.05.02.08 requires all Amendments issued to be acknowledged.

Issued by:

**State of Maryland
Department of General Services
Division of Procurement and Logistics
301 W. Preston Street - Room M-4
Baltimore, Maryland 21201**

Gwendolyn Adams
Gwendolyn Adams

**Procurement Representative
Facilities Maintenance Contracting**



**EMMA AMENDMENT
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Amendment #1 includes three attachments total:

- Amendment I cover
- Pre-Bid Minutes Meeting and Questions/Answers
- Additional Information for Bidders
- Attendance Sheet (attached separately)
- Example of how to accurately complete the MBE forms (attached separately)

A) Provides the date and time for the facility walkthrough/site visit:

Site: Maryland Police & Correctional Training Commissions
 When: Tuesday June 22, 2021
 1:00pm (EDT)
 Address: 6852 4th Street
 Sykesville, MD 21784 / Room C-213

B) 3.2.14.2 – Hours and Schedule of Work Hours: Corrects the Sunday hours:

DELETE:

Sunday	1600	0000	7.5	Saturday	0000	0800	8	Sunday	0800	1600	8
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REPLACE WITH:

Sunday	1600	0000	8	Saturday	0000	0800	8	Sunday	0800	1600	8
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C) 3.2.15 - State Holidays: Adds Labor Day to the list of State Holidays.

VIRTUAL PRE-BID PROPOSAL CONFERENCE MINUTES

Chairpersons: Gwendolyn Adams, Procurement Officer, DGS
Adam Pietrocarlo, DPSCS
Marvin Ostroff, DPSCS MBE Compliance Officer

Solicitation Title: Unarmed Uniformed Guards Service
Public Safety and Education & Training Center (PSETC)

Solicitation #: **ITB# 001IT821127/ Solicitation # BPM019895**
Minority Business Enterprise (MBE) Goal - 5%
Veteran Small Business Enterprise (VSBE) - 0%
Small Business Reserve – Yes

Date of Pre-Bid Conference: June 17, 2021 at 10:00am
Date Minutes Prepared: **June 20, 2021**

The Pre-Bid / Site Visit Conference began virtually at approximately 10:10a.m Please see attached Attendance Sheet.

The Procurement Officer reviewed the Additional Information to Bidders, eMaryland Marketplace Advantage (eMMA), and bid procedures. In addition, highlights of the procurement process were reviewed (under the Additional Information to Bidders). The DPSCS MBE Compliance Officer explained the MBE requirements to the bidder.

The Procurement Officer, the Chairpersons, and the Compliance Officer took questions from the perspective vendor as well as responses from questions emailed following the Prebid meeting. The following question was raised.

Q1. Is the facility large enough to accommodate motorized transport such as golf cart, segway or vehicle?

A1. Yes.

Q2. Does the solicitation allow for other no lethal equipment such as mace, Taser night sticks in addition to flashlights?

A2. See Section 3.2.6(j) **Rules, Regulation and Procedures for Guards that states**, “Guards shall not carry any weapons, such as knives, mace, or firearms”.

Q3. Is there any future plans for 24-7 protection for the campus?

A3. No, because guards are needed for guests entering the building only and no guests are coming in the after 4 pm.

Bidders are strongly encouraged not to wait until the last minute to submit their bid under the new system to allow time to obtain help from the eMMA Help Desk where assistance is “only” available via email at <https://procurement.maryland.gov/>. There is no phone number to request assistance.

-End of Minutes-

June 17, 2021
10:00 A.M.

**ADDITIONAL INFORMATION TO BIDDERS – Pre-Bid
MARYLAND DEPARTMENT OF GENERAL SERVICES
Unarmed Uniformed Guard Service at the
Public Safety and Education & Training Center (PSETC)
Solicitation #: 001IT821127/ BPM019895**

Good Morning everyone! Welcome to the Pre-Bid Conference Meeting for Janitorial Services for the Department of **Public Safety and Education & Training Center (PSETC)**.

My name is David Renfro. I am the Procurement Officer for this solicitation representing DGS.

I ask that everyone present to please sign the attendance sheet.

I have in attendance with me are:

Gwendolyn Adams, DGS
From the Maryland Police & Correctional Training Commissions:
Adam Pietrocarlo, DPSCS
Joanne Cunningham, DPSCS
Kathleen Gossard, DPSCS
Marvin Ostroff, DPSCS, MBE
Shawana Overby-Blackston, DPSCS

1. The purpose of this pre-bid is to clarify any questions or concerns Bidders may have about the specifications or scope of work, and to inspect the facility prior to submission of their bid on eMaryland Marketplace Advantage (eMMA). Changes to specifications or to the scope of work will be published as an Amendment and supersede the original published document as per COMAR 21.05.02.07. The pre-bid minutes will be published as a part of this solicitation. The solicitation number for this contract is **#001IT821127/ BPM019895**.
2. Bids are due for this solicitation, **by 2:00 P.M. on Friday, July 2, 2021**. All bids are accepted on eMaryland Marketplace only. The Bidder must bid all lines of the solicitation. Bids that are faxed or emailed will be deemed non-responsive.
3. The award shall be made to the responsive and responsible Bidder submitting the lowest evaluated base bid as defined within the specifications. **The contract term is for three (3) years beginning October 1, 2021 through September 30, 2024, with two (2) one (1) year renewal options.**
4. Please print out and read all attachments that are posted under this Solicitation on eMaryland Marketplace Advantage and review them carefully. Retain all attachments for future reference.
5. To receive a contract award, a vendor must be registered on eMaryland Marketplace Advantage. If you are not registered, please do so as early as possible. For assistance with

registration log on to the: eMaryland Marketplace Advantage Help Desk at <https://procurement.maryland.gov/> and

<https://procurement.maryland.gov/wp-content/uploads/sites/12/2019/08/1-eMMA-QRG-Registering-as-a-Vendor-v5.pdf>

6. When you place your bid do so as early as possible and remember to hit the submit/send button. EMMA rounds: **Note:** A vendor may submit its bid early, however, the bid must be resubmitted after each published amendment, which in eMMA is called a “round”. No matter what, **be sure to submit your bid in the “final round”** of the solicitation, otherwise, it will not be included when the bid closes.
7. An Electronic Fund Transfer is a *mandatory* requirement on all contracts over \$200, 000.00 pursuant of COMAR 25.03.02.02.
8. The Contractor must provide Insurance - General Liability, three (3) million in aggregate, Worker Compensation and a Fidelity Bond. **Also, in the “DESCRIPTION OF OPERATIONS” box, the Certificate of Liability Insurance must include the State of Maryland, Department of General Services, as an additional insured. See Section 3.4.**
9. The vendor awarded a contract from this solicitation will be required to provide a license to perform the services required.
10. Please make sure your taxes are in order with the Comptrollers Office. If you are an out of State Business, please make sure you are registered with the Comptrollers Office. Not being registered with the Comptrollers Office and not having your taxes in order may find you to be a not responsible Bidder and your bid being rejected.
11. In addition, please note that the company name you submit your bid under in eMMA, must match exactly as your company is registered in the State of Maryland with the Office of the Comptroller and Department of Assessments and Taxation.
12. If you are an out of State business, you must have a State of Maryland business license and a resident business office in the State of Maryland.
13. Review of eMMA Attachments
 - There are five (5) eMMA Line Items. **You must submit a price on ALL lines. Should the Bidder fail to bid ALL Lines Items in eMMA, the bid will be deemed non responsive.**
 - The Invitation For Bids (IFB) Includes but not limited to:
 - Mandatory Terms and Conditions;
 - Mandatory Affidavits
 - Required Contract Provisions;
 - Detailed Specifications...

Scope of Work

Work schedule
Insurance requirements
Qualifications of Bidders
Basis of Award

- Living Wage requirements (for contracts \$100,000 or more) (Submit with bid)
- Attachment K Company Profile (Submit with bid)
- Bid Proposal Affidavit (Submit with bid)
- Hiring Agreement (for contract \$200,000 or more) - (submit upon request of the Procurement Officer)
- Attachment A- Contract (Vendor recommended for award will be required to sign the Contract Agreement and it will become part of the executed Contract in addition to the Blanket Purchase Order (BPO).

Bidders must acknowledge all Amendments - NOT ACKNOWLEDGING AMENDMENTS MAY DEEM YOUR BID NON RESPONSIVE.

Note: Please do not hesitate to contact the eMMA Help Desk for assistance as you prepare your bid at eMMA.helpdesk@maryland.gov.

14. References will be contacted. Only work that can be substantiated may be used for a responsibility determination. The Procurement Officer is not responsible for incorrect or outdated phone numbers or references that fail to respond within three (3) working days. All requirements mentioned must be met in the time limit provided by the Procurement Officer. Unreasonable failure to supply information promptly in connection with a determination of responsibility is grounds for the rejection of the bid. The Bidder is required to satisfy a minimum of **three (3) references**.
 - a. These references must reveal that the work you performed for the client was comparable in scope, type, size, magnitude, and complexity to those required at the PSETC. Each reference must show that they have provided unarmed guard service for a minimum of three years.
19. There is a 5% Minority Business Enterprise goal assigned to this contract. Carefully review Sections 3.7 and the information you **download from Attachment D (Minority Business Enterprise Forms)** to ensure that your company submits a responsive bid.
20. The solicitation is for Small Business Reserve only. Carefully review Sections 1.44 and Attachment P (Small Business Contract Affidavit) to ensure that your company meets the requirements of an SBR. Any Bidder or potential bidder failing to meet the minimum qualifications of a “small business” specified in § 14-501© of the State Finance and Procurement Article will be ineligible to participate in a procurement designated for the Small Business Reserve (SBR) Program under § 14-504. Any person or company bidding on a Small Business Reserve procurement and not qualifying as a small business under § 14-501© will have its bid rejected on the ground that the bidder is not responsible.

15. Bidders will have the opportunity to submit additional questions in writing only. These questions are to be submitted to me no later than **Wednesday June 23rd**. Please send to my attention at: gwendolyn.adams@maryland.gov. All questions and responses will be published as an amendment to the solicitation on eMMA.
16. Reminder: Only information communicated by the DGS Procurement Officer in writing shall be the official position of the Department of General Services. DGS assumes no responsibility for information communicated by any other source.
17. Questions and Answers Session

In-person Site Visit/Inspection – Schedule June 22, 2021 at 1:00 PM at the facility.

Thank you for attending this Pre-Bid Conference. I wish you all the best!

Note:

A vendor may submit its bid early, however, the bid must be resubmitted after each published amendment, which in eMMA is called a “round”. No matter what, be sure to submit your bid in the “final round” of this solicitation whether you make any changes or not, otherwise, it will not be included when the bid closes on July 2, 2021 at 2:00 P.M.

This is now round 2.

End of Amendment #1