



Department of Public Safety and Correctional Services

Office of the Secretary

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DPSCS Q0014001

HVAC PREVENTIVE MAINTENANCE SERVICE FOR PCTC ADDENDUM #1

July 30, 2013

Dear Vendors:

This addendum is being issued to amend and clarify certain information contained in the above named Invitation for Bids (IFB). All information contained herein is binding on all bidders who respond to this IFB. Specific parts of the IFB have been amended. The following changes/additions are listed below; new language has been underlined and marked in bold (i.e. **word**) and language deleted has been marked with a strikeout (i.e; ~~word~~).

1. Amend Pre-Bid Conference Date and Time on the Key Information Summary Sheet, of the IFB as follows:

Pre-Bid Conference Date and Time: ~~Tuesday, August 6, 2013 @ 10:00 AM (Local Time)~~
Monday, August 5, 2013 @ 10:00 AM (Local Time)

2. Amend Section 1.5 of the IFB as follows:

- 1.5 A Pre-Bid Conference shall be held on ~~Tuesday, August 6~~ **Monday, August 5**, 2013 beginning at 10:00 AM (local time) at the Police and Correctional Training Commission, 6852 4th Street, Sykesville, Maryland 21784. The Site Visit will take place immediately after the Pre-Bid Conference at the locations listed in § 3.1. All bidders will be responsible for their own transportation during the site visits. All bidders should plan at least four (4) hours to conduct the Pre-Bid Conference and Site Visit.

Attendance at the Pre-Bid Conference is not mandatory but all interested bidders are encouraged to attend in order to facilitate better preparation of their bids. In addition, attendance may facilitate the Bidders ability to meet the State's Minority Business Enterprise (MBE) goals. Interested vendors are requested to submit Attachment ~~F~~ **H** Pre-Bid Conference Response Form to the Procurement Officer by 2:00 PM, Friday, August ~~5~~ **2**, 2013.

Site visits will not be used to answers questions about the solicitation; rather the purpose of the site visit is to familiarize potential bidders with the geography and physical layout of the area within the facility the services will be performed.

3. Amend Attachment H of the IFB as follows:

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

HVAC Preventive Maintenance at PCTC

Solicitation Number DPSCS Q0014001

A Pre-Bid Conference and Site Visits will be held at ~~Tuesday, August 6~~ **Monday, August 5**, 2013 @ 10:00 a.m. at the Department of Police and Correctional Training Commissions, 6852 4th Street, Sykesville, Maryland 21784. The site visit will take place immediately after the Pre-Bid Conference at the locations listed in § 3.1. All bidders will be responsible for their own transportation during the site visits. All bidders should plan at least four (4) hours to conduct the Pre-Bid Conference and Site Visit. Please return this form by 2:00 PM ~~Friday, August 5, 2013~~ **Friday, August 2, 2013** advising whether you plan to attend.

Return this form to:

Department of Public Safety and Correctional Services
Rosetta Rose, Procurement Officer
300 E Joppa Road, Suite 1000
Towson, MD 21286
rrose@dpscs.state.md.us

Please indicate:

_____ Yes, the following representatives will be in attendance:

1. _____

2. _____

3. _____

_____ No, we will not be in attendance.

Signature

Title

Name of Company

Date

Email

Phone

Date Issued: July 30, 2013 By: _____

Rosetta Rose
Deputy Director of Procurement Services