

***Maryland’s Human Services Agency***

**DEPARTMENT OF HUMAN SERVICES**

Division of Administrative Operations/Property Management

**SMALL PROCUREMENT SOLICITATION FOR**

Furniture Rental Services

**DHS AGENCY CONTROL NUMBER: DHS/DAO/PM/19-001-S**

1. **SUMMARY STATEMENT**

The Department of Human Services/ Division of Administrative Operations intends to rent one hundred and forty (140) electrically powered cubicle-style team tables which meet all requirements of a pre-designed Architectural Diagram **(ATTACHMENT #1)** at the Maryland Total Human Services Information Network Technology (MDTHINK) Development Center location, 849 International Drive, Linthicum, MD. The rental contract will be for a period of eight (8) weeks commencing May 13, 2019 and concluding July 8, 2019.

1. **BACKGROUND**

MDTHINK is creating interagency communication and the rental of temporary team tables is required for this effort.

1. **SCOPE OF THE PROJECT**

A.The Contractor shall furnish all labor, materials, equipment, and resources necessary to   
 install one hundred and forty (140) team tables which sit 6-8 people. (**See ATTACHMENT   
 #1).**

B. The tables shall be standard in width, length and height: 24”x48”x 30”.

C. The tables shall be neutral in color.   
  
 D. The tables shall be electrically powered by way of an electrical outlet installed in an   
 accessible location on each.

E. The tables shall be installed on May 13th, 2019. It is expected that installation will require   
 three days for completion. The installation location is the first floor of the MDTHINK   
 Technology Center, 849 International Drive, Linthicum, MD 21090

1. **BIDDER QUALIFICATIONS**
2. Maintain Commercial General Liability Insurance to cover losses resulting from, or arising out of, Contractor action or inaction in the performance of the Contract by the Contractor, its agents, servants, employees, or subcontractors, with a limit of $500,000 per occurrence and $100,000 aggregate. The Contractor shall Maintain Automobile and/or Commercial Truck Insurance as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.
3. All bidders will provide a minimum of three (3) professional references which show previous experience in performing the work identified in this solicitation within the past two (2) years.
4. **CONTRACTOR REQUIREMENTS**

A. The Contractor shall determine the quantities of and types of equipment required to  
 meet the specifications of **ATTACHMENT #1 (Diagram).** The Contractor shall  
 provide the appropriate number of dollies and hand trucks and other special   
 tools as suggested by the Contractor to accomplish this project. As there is no   
 loading dock at the facility, delivery shall be via the front entrance of 849   
 International Drive, Linthicum, MD 21090. The destination from   
 the entry point to placement on the 1st floor of the facility is approximately one   
 hundred (100) feet - and the travel way from the entry point to   
 the placement area is generally unobstructed.

B. The Contractor shall have appropriate equipment used to conduct the delivery and   
 installation of 140 electrically powered cubicle-style team tables.

C. The Contractor shall be responsible for putting down floor protection during the   
 installation and shall install Masonite one hundred (100) feet from the entry door   
 to the identified installation space on the first floor - so that dollies, carts and hand   
 trucks will not mark up or otherwise damage the floor finish.

D. All Contractors interested in bidding must be insured.

E. Complete all the work during working hours, Monday - Friday, 9am-5pm except   
 State Holidays which can be found at: [**www.dbm.maryland.gov**](http://www.dbm.maryland.gov) – keyword: State   
 Holidays.

F. Maintain professional attire (i.e. identifiable uniforms) and each person who is an   
 employee shall display his or her company ID badge at all times while on State   
 premises.  Upon request of authorized State personnel, each such employee or   
 agent shall provide additional photo identification.

G. Contractor shall provide a full Maintenance Service Agreement covering all Rental   
 Furniture and components – including the electrical outlets installed on each of the   
 Team Tables. The Maintenance Service Agreement shall be for the entire   
 contracted rental period.

1. **CONTRACT TERM AND DELIVERABLES**

The Contract resulting from this solicitation will be for eight (8) weeks of rental beginning May 13, 2019 and ending July 8, 2019 and shall be for the rental of electrically powered team cubicle team tables as specified in **ATTACHMENT #1 (Diagram).**

1. **STATE PROJECT MANAGER**

A. The State Project Manager for this Contract is:

Shawn Caple Senior Property Manager

311 W. Saratoga St. Baltimore, Md. 21201

410 808-7343

[Shawn.caple@maryland.gov](mailto:Shawn.caple@maryland.gov)  
  
 B. After Contract award, this person will serve as the primary point of contact for the   
 Contractor in regards to the Contract(s) resulting from this Solicitation. However,   
 for certain contract related actions the Procurement Officer may communicate with   
 the Contractor.

1. **SUBMISSION INFORMATION**

A. The original, to be so identified, and three (3) copies of each Bid must be received by the   
 Procurement Officer by Monday, May 6th, 2019 at 2:00 p.m. in order to be considered.   
 Requests for extension of this date or time shall not be granted. Vendors mailing Bids   
 should allow sufficient mail delivery time to insure timely receipt by the Procurement   
 Officer. Bids or unsolicited modifications to Bids arriving after the closing time and date   
 will not be considered, except under the conditions identified in COMAR 21.05.02.10 B   
 and 21.05.03.02 F.

B. Bids are to be delivered to:

Richard Wright, Procurement Specialist

OTHS/Maryland Department of Human Services

1100 Eastern Boulevard  
Essex, MD 21221

(410) 238-1267 (office) (410) 238-1941 (fax)  
richard.wright@maryland.gov

C. Inquiries must be directed to the Department at the above telephone number and   
 Address.

D. Bid Submission shall include:

1. A Bid Form **(ATTACHMENT #2)**

2. Three (3) Professional References as required. See Section 4-B.

3. Oral, electronic mail, and facsimile Bids will not be accepted.

4. Copy of Liability Insurance

**9. RECEIPT, OPENING, AND RECORDING OF BIDS**:

Receipt: 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.

The Bid Opening shall be at on Monday, May 6th, 2019 at 2 p.m. at the Office of Technology for Human Services, 1100 Eastern Blvd., Essex, MD 21221.

Opening and Recording: Bids and timely modifications to Bids shall be opened publicly, at the time, date and place designated in the Solicitation. The name of each Bidder, the total Bid price, and such other information as is deemed appropriate shall be read aloud or otherwise made available.

**10. BASIS FOR AWARD**

The Contract will be awarded to the responsible Bidder whose submits a responsive Bid that meets the specifications set forth in the Small Procurement Solicitation, and provides the most favorable Bid Price.

In the event of tie bids, the provisions of COMAR 21.05.02.14 shall determine the successful bidder.

**11. DEPARTMENT CONTRACT**

The successful offeror will be expected to sign a contract with the Department (sample enclosed as **ATTACHMENT #3).**

**12. CANCELLATION OF BIDS**

The State may cancel this Solicitation, in whole or in part, whenever this action is determined to be fiscally advantageous to the State or otherwise in the State’s best interest. If the Solicitation is canceled, a notice of cancellation will be provided to all prospective Bidders/Offerors who were sent this Solicitation or otherwise are known by the Procurement Officer to have obtained this Solicitation.

**13. ACCEPTANCE OF BIDS**

The State reserves the right to accept or reject any and all Bids, in whole or in part, received in response to this Solicitation, or to waive or permit cure of minor irregularities to serve the best interests of the State of Maryland.

**14. TIME OF BID ACCEPTANCE**

The content of this Solicitation and the Bid of the successful Bidder will be included by reference in any resulting Contract. All prices, terms and conditions in the Bid are irrevocable for 90 days after the closing date for receipt of Bids. This period may be extended by written mutual agreement between the Bidder/Offeror and the requesting State organization.

**15. PAYMENT**

The successful vendor shall bill the Department monthly. Invoices must be addressed to:  
  
Leah Hinson, Financial Management Director

Office of Technology for Human Services

Maryland Department of Human Services

1100 Eastern Boulevard  
Essex, MD 21221

leah.hinson@maryland.gov

**16. PROCUREMENT METHOD**

This award will be made in accordance with Code of Maryland Regulations (COMAR) 21.05.07, Small Procurement Regulations. Small procurement is defined as the use of procedures to obtain items reasonably expected by the Procurement Officer to cost $50,000 or less.   
  
**17.** **EMARYLAND MARKETPLACE (eMM)**In order to receive a contract award, a vendor must be registered on eMM.  Registration is free.  Go to <https://emaryland.buyspeed.com/bso/login.jsp>, click on “Register” to begin the process, and then follow the prompts

**Minority Business Enterprises are strongly encouraged to respond to this solicitation.**