**DEPARTMENT OF HUMAN SERVICES**

**SMALL PROCUREMENT FOR CARPET REPLACEMENT FOR THE CECIL COUNTY DEPAPTMENT OF SOCIAL SERVICES (CEDSS)**

sOLICITATION NUMBER: dhs/pm-23-001-S

emmA PUBLISHED # BPM 035320

**AMENDMENT #1**

**dATE: jANUARY 24, 2023**

Dear Prospective Bidders:

This amendment is being issued to amend certain information in the above-named IFB. All information contained herein is binding on all Bidders who respond to this IFB. Specific parts of the IFB have been amended. The changes are listed below. New language has been double underlined and marked in **bold (i.e. word)**, and language that has been deleted has been marked with a strikethrough (i.e. word).

1. **Revise Section 5 Contractor Requirements as follows:**

E. Become responsible for the freestanding furniture, and all the other items that are required to be moved for carpet installation.

* 1. **DHS shall be responsible for:**
     1. **Locking file cabinets. If there is not a key for a file cabinet, the top drawer of the file cabinet will be emptied and the doors taped shut.**
     2. **Removing all computer equipment.**
  2. **The Contractor shall:**
     1. **Provide rug protectors.**

1. **Revise Section 8 Submission Information as follows:**
2. Bids must be submitted through eMaryland Marketplace Advantage by **Thursday** ~~Wednesday~~, January **26** ~~25~~, 2023 at 2:00PM. Please refer to this Quick Reference Guide for instructions on how to submit a Bid:

<https://procurement.maryland.gov/wp-content/uploads/sites/12/2021/01/4-eMMA-QRG-Responding-to-SolicitationsIFB.pdf>

Requests for extension of this date or time shall not be granted. 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.

1. Bid Opening: A **VIRTUAL** bid opening will be held on **Thursday** ~~Wednesday~~, January **26** ~~25~~, 2023, at **3:30PM** ~~4:00~~pm via Google Meet. The joining information is provided below.
2. Video call link: **meet.google.com/nuy-eony-evb** [~~https://meet.google.com/dct-gjpn-yne~~](https://meet.google.com/dct-gjpn-yne); or
3. By phone **(US)** **+1 857-285-2362‬ PIN:**
4. Bid Submission shall include:
5. A completed Bid Form. See Exhibit 3.
6. All Bidder Qualifications documentation (see Section 4) which includes:
   1. three (3) references submitted on the company’s letter head
   2. **Walk-through Affidavit** - **Exhibit 2**.
7. Other Requested Documents for Submission
   1. Certificate of Insurance
   2. **Bid/Proposal Affidavit – Exhibit 4**
   3. **Contract Affidavit – Exhibit 5**
   4. A copy of the manufactures warranty for the carpet titles for a Minimum of 10 years as described in the Department of General Services (DGS) Standard and Specification (<http://dgs.maryland.gov/Documents/RealEstate/StandardsandSpecifications.pdf>) per Section VI.F.C (1).
   5. A **Digital** Sample copy of the carpet tile.
   6. **The number of workers that will be performing the services**
   7. **Indicate whether a dumpster will be used and the size of the dumpster.**

**QUESTIONS AND RESPONSES**

**Question 1:** Do you want transition strips to be used on the carpet?

**Response:** **No.**

**Question 2:**  Is there a room at Cecil County DSS to store the furniture while the carpet is being installed?

**Response: No.**

If you require clarification of the information provided in this amendment and questions, please contact me at (410) 767-7637, or via email at [**cora.traynham@maryland.gov**](mailto:cora.traynham@maryland.gov)**.**

Cora Traynham, Procurement Officer

January 24, 2023