

DEPARTMENT OF HUMAN RESOURCES **SMALL PROCUREMENT SOLICITATION NOTICE**

BIDS ARE BEING ACCEPTED FOR THE FOLLOWING:
Courier and Mail Services

CHILD SUPPORT ENFORCEMENT ADMINISTRATION
(APPLICABLE STATE ADMINISTRATION)

DHR SOLICITATION NUMBER: CSEA/COURI/14-002 S

DESCRIPTION: The Contractor shall provide daily round trip pickup and delivery of mail and packages from the Maryland State Disbursement Unit (SDU), located at 6000 Metro Drive, Suite 110, Baltimore, Maryland 21215, the Baltimore City Office of Child Support Enforcement (BCOCSE), located at 1 North Charles Street, 5th Floor, Baltimore, Maryland 21201, and the Department of Human Resources (DHR) mailroom, located in the basement, Room B-15, at 311 W. Saratoga Street, Baltimore, Maryland 21201. The regularly scheduled roundtrip pickups and deliveries will occur weekdays between the hours of 10:00 a.m. and 2:00 p.m. (except Maryland State Holidays). Courier route may change during term of contract.

USER AGENCY: CHILD SUPPORT ENFORCEMENT ADMINISTRATION (CSEA)

BIDS DUE: September 6, 2013 1:00 P.M.

All bids must be received by Friday, September 6, 2013, by 1:00 p.m. All Bids shall be submitted in a sealed envelope with the Vendor's Name, the Solicitation Name, Solicitation Number, due date and time. NO ON-LINE OR FAXED BIDS WILL BE ACCEPTED

BASIS FOR AWARD: Most Favorable Bid Price

ADDITIONAL INFORMATION: Solicitation documents are available on eMaryland Marketplace at www.eMarylandMarketplace.com under Solicitation #MDN0031010527.

A. All inquiries are to be received by Wednesday, September 4, 2013, by 3:00 p.m. Inquiries are to be directed to Mrs. Vashti Green at Vashti.Green@Maryland.Gov.

B. All inquiries will be responded to on Thursday, September 5, 2013, at 12:00 p.m. at eMarylandMarketplace, at www.eMarylandMarketplace.com under solicitation #MDN0031010527.

CONTRACTORS INTERESTED IN SUBMITTING A BID ON THE ABOVE LISTED PROJECT SHOULD DIRECT INQUIRIES TO:

**Mrs. Vashti Green, Director
Grants & Contract Services Division
State of Maryland**

**Department of Human Resources
Child Support Enforcement Administration
311 W. Saratoga Street, 3rd Floor
Baltimore, Maryland 21201
Vashti.Green@Maryland.Gov**

THE STATE OF MARYLAND ENCOURAGES MINORITY BUSINESS ENTERPRISES TO
PARTICIPATE IN THIS PROCUREMENT PROCESS