INFORMATION TO BIDDERS

- PLEASE READ THOROUGHLY -

SOLICITATION No. BPM029473 PROJECT No. EC22-09502-22

Title: Cambridge Marine Terminal, Metal Shop Roof Replacement, 301 Cemetery Avenue, Cambridge, Dorchester County, Maryland 21613.

Minority Businesses Are Encouraged to Respond to this Solicitation

For the purpose of this solicitation the Instructions to Bidders have been supplemented by the following:

1. NOTICE TO BIDDERS:

A. The bid due date for this solicitation is: May 24th, 2022, at 2:00 p.m.

B. A Pre-Bid Conference is scheduled for May 10th 2022, at 10:00 a.m., Cambridge Marine Terminal, 301 Cemetery Avenue, Cambridge, Dorchester County, Maryland 21613.

C. Carefully review the **Information to Bidders and Terms & Conditions which is attached to this solicitation.**

D. The Project Classification for this solicitation is: **Under $50,000**

E. If you have any questions regarding this solicitation, contact the Procurement Officer, Perry Otwell at 410-260-8911 or by email to: Perry.Otwell@Maryland.gov. Please submit all questions regarding the project in writing by emailing Marybeth Downes, marybeth.downes@maryland.gov. All questions shall be submitted by May 17th, 2022, by 2:00 p.m. to allow time for the Project Manager to respond to the questions.

2. BID FORMS:

A. The bidder shall submit his/her bid upon the blank form(s) furnished by the Department for this particular contract. The bidder shall state prices in dollars and cents, in both words and numerals. If there is any conflict between the written words and the numerals, the written words shall govern unless circumstances apparent on the face of the bid make it clear the contractor intended the bid to be based in the amount stated by the numerals.

B. The bid form(s) shall be filled out in ink or typed. Any erasures and/or alterations shall be initialed in ink by the signer.

C. The bid form, if submitted by an individual, shall be signed by the individual; if submitted by a partnership, it shall be signed by such member or members of the partnership as having authority to bind the partnership; if submitted by a corporation, it shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary. If not signed by an officer, as aforesaid, there must be attached a copy of that portion of the By-Laws or a copy of a Board resolution, duly certified by

the corporate secretary, showing the authority of the person so signing on behalf of the corporation.

D. Any contractor calling itself a "joint venture" shall be, as between the contractor and the State, an ordinary partnership, whose partners are liable to the State as provided in Corporations and Associations Article §9-307 of the Annotated Code of Maryland.

3. BID OPENING:

A. This is an ONLINE SOLICITATION ONLY. Please do not mail or deliver the bid packets. Bid documents and all attachments must be submitted online to the solicitation via eMMA https://emma.maryland.gov.

4. LICENSES AND CERTIFICATES:

A. If the State of Maryland or other regulatory body requires a license or certificate to perform the services required, please provide the copy of license number and date of issuance in submission with other required documentation. **A copy must be mailed or faxed.**

5. COMPLETION TIME AND LIQUIDATED DAMAGES:

A. The Contractor agrees that the price will be firm for a time period of ninety (90) calendar days from the bid opening date to execution of the contract by the State. The work shall be completed within 90 calendar days from the date of notice to proceed. If the work is not completed within the time period specified, the contractor will be liable for liquidated damages of $150.00 per calendar day as specified in the "General Conditions".

6. AWARD AND EXECUTION OF THE CONTRACT:

A. The basis of award will be to the lowest responsive and responsible bidder submitting the lowest Base Bid amount excluding any alternates not awarded. All Unit Prices listed will be evaluated and awarded.

B. If notified by the Procurement Officer of Intent to Award the following must be provided to the Department of Natural Resources, Engineering & Construction, D-3, 580 Taylor Avenue, Annapolis, MD 21401:

(1) Certificate of Insurance

(2) Contract Affidavit (unless submitted with bid response)

Failure to submit these documents within 10 days of the notification of "Intent to Award" may result in the rejection of your bid.

C. Upon review and approval of the Department and/or the Board of Public Works an executed contract will be mailed to the Contractor. The Contract issued as a result of the Bid Solicitation and any subsequent amendments, modifications or options issued relevant to the Bid Solicitation or Contract, shall comply with all of the terms,

conditions and specifications issued with the Bid Solicitation and are incorporated in and made part of the Contract.

7. ALL NON-RESIDENT BIDDERS:

A. Provide information with your bid as required by Section 12.A (3) of the Instruction to Bidders.

8. PAYMENT TO CONTRACTORS:

PAYMENT OF STATE OBLIGATIONS:

A. Payments to the Contractor pursuant to this Contract shall be made no later than 30 days after the State's receipt of a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, or by the Public Service Commission of Maryland with respect to regulated public utilities, as applicable, are prohibited.