



MARYLAND TRANSIT ADMINISTRATION

MARYLAND DEPARTMENT OF TRANSPORTATION

Martin O'Malley, Governor • Anthony G. Brown, Lt. Governor
James T. Smith, Jr., Secretary • Robert L. Smith, Administrator

MEMORANDUM

TO: Holders of Contracts Documents

FROM: Nannette C. Gibson, Procurement Administrator
Maryland Transit Administration
Procurement Division
6 Saint Paul Street, 7th Floor
Baltimore, Maryland 21202-1614

SUBJECT: Addendum No. 1
Invitation for Bids (IFB) for
Contract No. T8000-0442
Sweeping and Cleaning Services for MTA's Light Rail Park and Ride Lots

DATE: July 16, 2014

Issued herewith and effective this date is Addendum No. 1. The Bidder shall include acknowledgement of receipt of this Addendum in accordance with Section 1, Item C.13 of this IFB and reported on the BID FORM INCLUDING UNIT PRICE SCHEDULE, Section IV, Item # 9, Page 3 of 8 on the Bid Form.

ITEM ONE:

The due date, location, and public opening of "sealed bids" remain unchanged, as originally stated in the IFB: "All bids must be received, no later than 2:00P.M. (Eastern Standard Time), on July 31, 2014".

ITEM TWO:

THE FOLLOWING PAGES/SECTIONS TO THE IFB ARE REVISED AS INDICATED:

- **SECTION I – SOLICITATION INFORMATION AND INSTRUCTIONS – (SEE REVISED PAGES ATTACHED – ALL CHANGES ARE IN ITALICS)**

Addendum No.1

There is a Minority Business Enterprise (MBE) goal of 15% with no subgoal for this IFB solicitation. A bidder who is certified as a Minority Business Enterprise and awarded the contract that results from this IFB is not exempt and must, therefore, still meet the MBE goal for this IFB with certified MBE subcontractors as detailed in this IFB.

ITEM THREE:

➤ QUESTIONS INQUIRES/MTA RESPONNSES:

Question # 1:

Do you know what the price of these services was the previous year?

MTA Response:

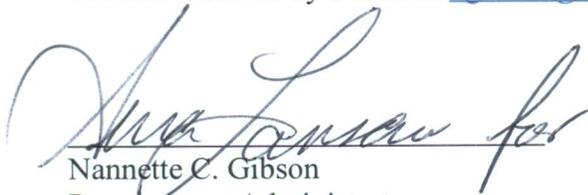
Yes, bid amount was \$101,700.00

ITEM FOUR:

REMINDER:

This procurement has been designated for the **Small Business Reserve Program**. Only certified small businesses can bid on this procurement and be awarded the contract that results from this IFB.

The information issued with this Addendum will become part of the contract awarded to the successful bidder. If you have any questions regarding this Addendum, please contact me at 410-767-0813 or by e-mail at ngibson@mta.maryland.gov



Nannette C. Gibson
Procurement Administrator
MTA Procurement Division

**MARYLAND TRANSIT ADMINISTRATION
SWEEPING AND CLEANING SERVICES FOR MTA'S LIGHT RAIL PARK AND
RIDE LOTS
CONTRACT NO. T-8000-0442**

SECTION I – SOLICITATION INFORMATION AND INSTRUCTIONS

A. BACKGROUND

The Maryland Transit Administration (MTA) is a modal administration within the Maryland Department of Transportation. The Administration directly operates bus, metro, light rail and mobility transit services in the "Metro Transit District" comprising Baltimore City, and the surrounding counties. The Administration also contracts with several companies to operate statewide and commuter bus services, mobility services and commuter rail services ("MARC").

B. PURPOSE

The Maryland Transit Administration (MTA) desires a Contractor who can provide equipment, labor, fuel, tools and supervision necessary to sweep and clean the Light Rail Park and Ride Lots. The Contractor shall ensure that these sweeping and cleaning services are performed approximately once each month during the length of the Contract. A detailed description of the work to be performed is provided in the "Scope of Work" of this IFB (See Section II).

This procurement has been designated for the **Small Business Reserve Program**. Only certified small businesses can bid on this procurement and be awarded the contract that results from this IFB.

C. ADMINISTRATIVE/CONTRACTUAL INFORMATION

1. Issuing Office

This IFB is issued by the MTA Procurement Department. The sole point of contact for this IFB is the Procurement Officer at the issuing office address as shown below:

Nannette C. Gibson, Procurement Officer
Maryland Transit Administration
William Donald Schaefer Tower
6th Saint Paul Street, 7th Floor
Baltimore, MD 21202-1614
Telephone 410-767-0813
Facsimile at 410-333-4810
E-mail address: ngibson@mta.maryland.gov

2. Pre-Bid Conference

A Pre-Bid Conference will be held on **Thursday, July 10, 2014**, at the MTA's **Procurement Division, 6 Saint Paul Street, 7th Floor, Room 731, Baltimore, Maryland 21202, beginning at 10:00 a.m.** Although all Bidders are encouraged to attend the Pre-Bid Conference, attendance is not mandatory. The number of representatives from each firm planning to attend the Pre-Bid Conference is limited to no more than two (2) persons. Please complete the Pre-Bid Conference Attendance Form (Attachment 4) and submit by **Wednesday, July 11, 2014 at 2:00 pm to Nannette C. Gibson, Procurement Officer, via e-mail at ngibson@mta.maryland.gov or via fax at 410-333-4810. Ms. Gibson may also be contacted via telephone at 410-767-0813.**

A written summary of the Pre-Bid Conference and all known questions and answers provided at the time of the conference, will be distributed on the MTA's website (www.mta.maryland.gov).

3. Inquiries

Written questions from prospective Bidders will be accepted by the Procurement Officer prior to the due date for bid opening. Questions may be submitted by mail, facsimile, or by e-mail to the Procurement Officer. **The submission deadline for written inquiries is Thursday, July 17, 2014 by 4:00 p.m. (Eastern Time).** In case of questions not received in a timely manner, the Procurement Officer shall, based on the availability of time to research and communicate an answer, decide whether an answer can be given before the bid due date. Answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors who are known by the Procurement Officer to have received a copy of the IFB.

4. Approved Equals And/Or Exceptions

Requests for approved equals and/or exceptions to the specifications must be in writing on the form provided in Attachment 3 of this IFB. Any questions and/or clarifications regarding the specifications must also be submitted in writing on the contractor's letterhead. All exceptions/approved equals and questions/clarifications must be submitted no later than **4:00 P.M., July 17, 2014**. Facsimile inquiries should be forwarded to 410-333-4810, Attention: Nannette C. Gibson. Facsimile messages will not be accepted unless accompanied by telephone notifications at (410) 767-0813. Any verbal responses will not be binding on the MTA.

Bidders are cautioned that any exceptions to the proposed contract or exceptions to other material requirements shall render their bid non-responsive unless approved prior to the opening of the bid.

5. Submission Deadline

In order to be considered, bids must be received no later than **2:00 p.m. (Eastern Time) on Thursday, July 31, 2014** by the Procurement Officer at the address listed in Section I,C.1. Bidders submitting bids by mail should allow sufficient mailing and delivery time to ensure timely receipt by the Procurement Officer. Bids arriving after the closing date and time are late and shall be rejected in accordance with applicable regulations. Electronic and fax bids will not be accepted. A public bid opening will be held at the address referenced in Section I,C.1. of this IFB.

The "Unit Price Schedule" form shall not be altered in any way and shall contain only the price or prices stipulated on the form. The "Unit Price Schedule" form must contain all cost information in the format specified. All bids recorded shall be "fully loaded" and, as such, be inclusive of the direct and indirect cost (i.e. over head, hourly rates, general administration, profit, taxes, and fringe benefits, etc) associated with the delivery of services of this contract. The State does not guarantee a minimum or maximum numbers of service hours, for any Bidder awarded this contract.

A bid, request for modification, or request for withdrawal is late if it is not received by the Procurement Officer at the place and by the date and time specified in Section I,C.1 of this IFB.

A late bid, late modification, or late request for withdrawal shall not be considered. Exceptions may be made when a late bid, modification, or withdrawal is received before Contract award, and the bid, modification, or withdrawal would have been timely but for the action or inaction of State personnel directing the procurement activity or their employees. A late modification of a successful bid that makes its terms more favorable to the State shall be considered at any time it is received and may be accepted.

6. Bids

Bids shall be prepared simply and economically, providing a straightforward, concise description of the Bidder's ability to meet the requirements of this IFB. The Bidder shall ensure that prices submitted on the Bid Form Unit Price Schedule (Section IV) in response to this IFB are fully loaded and include all materials, direct and indirect labor costs, other costs and profits for the Bidder. All bids become the property of the Agency, and neither the Agency nor the State of Maryland will be responsible for any expenses incurred by the Bidders in preparing or submitting their bids or for any other associated costs.

Bidders shall complete and submit their bids on the Bid Form Including Unit Price Schedule (Section IV of this IFB). Oral, telegraphic, electronic mail, facsimile or mailgram bids shall not be accepted. The Bid and all bid forms of each Bidder shall be signed by a corporate officer, partner, proprietor or individual authorized to legally bind the Bidder.

The State does not guarantee a minimum or maximum numbers of service hours, for any Bidder awarded this contract.

All bids shall be accompanied by a completed Bid/Proposal Affidavit (Attachment 1 of this IFB), Conflict of Interest Form (Attachment 5 of this IFB), Experience and References Form (Attachment 10 of this IFB), Living Wage Affidavit (Attachment 11 of this IFB), and any other documents, as applicable. The sample Contract Agreement and Contract Affidavit (Section V and Attachment 2 of this IFB, respectively) are included for reference only and shall be completed only by the Bidder recommended for contract award.

7. Performance Guaranty –

Performance Guaranty- to ensure its performance in accordance with the terms and conditions of the Contract and to protect the MTA and its patrons in the event of the Contractor's default on its contractual obligations, the Contractor shall be required to submit a Performance Guaranty to the MTA prior to commencement of the contract. The Guaranty shall equal ten percent (10%) of the total, five-year, estimated contract price and be in one of the forms specified below.

The Bidder shall state in the bid section which of the four forms of performance guaranty it wishes to utilize.

- a) *A performance bond in the format specified in Attachment 15. The completed form shall be delivered to the MTA with the signed contract documents after receipt of Letter of Intent. The following Surety Bond Qualifications shall apply:*

(I) Bonds shall be written through surety insurers authorized to do business in the State of Maryland as surety, with a rating of at least "B V" as to management and financial strength according to the latest edition of Best's Insurance Guide, published by A. M. Best Company, Oldwick, New Jersey.

Surety insurers shall be listed in the latest Circular 570 of the U.S. Department of the Treasury entitled "Surety Companies Acceptable on Federal Bonds", published annually. The bond amount shall not exceed the underwriting limitations as shown in this circular.

(II) Surety Bonds guaranteed through the U.S. Government Small Business Administration or Contractors Training and Development Inc. will also be acceptable.

(III) The attorney-in-fact or other officer who signs a contract bond for a surety company must file with such bond a certified copy of their power of attorney authorizing him or her to do so. The contract bond must be countersigned by the surety's resident Maryland Agent.

- b) *A pledge of U.S. Government Securities or cash held in escrow by a Maryland bank in the amount of ten percent (10%) of the total, five-year estimated contract ceiling price to be held by a Maryland bank in escrow for the term of the contract and any extensions thereto. The form of the pledge*

must allow the MTA to direct the bank to liquidate the securities and withdraw funds from the escrow account upon presentation to the bank of a certification from the MTA Administrator that the Contractor has been issued a notice of termination for default in accordance with the terms of the contract. No countersignature or approval of the Contractor shall be required. The pledge must be signed and notarized by authorized officials of both the Contractor and the bank.

- (c) *An irrevocable Letter of Credit (LOC) issued by a Maryland financial institution in a form acceptable to the MTA in the amount of ten percent (10%) of the total, five-year estimated contract ceiling price. The form of the LOC must allow the MTA to draw upon the funds upon presentation to the bank of a certification from the MTA Administrator that the Contractor has been issued a notice of termination for default in accordance with the terms of the contract. No countersignature or approval of the Contractor shall be required. The LOC must be signed and notarized by authorized officials of both the Contractor and the bank.*
- (d) *Retainage of a portion of the contractor's gross billing amount until the termination of the contract or when the retainage equals ten percent (10%) of the total, five-year estimated contract ceiling price, whichever occurs first. The portion retained shall be ten percent (10%) of each monthly billings for all billings covering the first year of services and five percent (5%) thereafter until the 10% ceiling is reached. If the contract is terminated for default, the retainage shall be forfeited. Forfeiture shall not be construed as a waiver of any other remedies the MTA is entitled to exercise under the contract or at law.*

Attachment 14

8. Signatures

An officer authorized to make a binding commitment for the firm(s) making the bid shall sign all bids.

9. Procurement Method

This procurement is being conducted in accordance with the Code of Maryland Regulation (COMAR), Title 21, State Procurement Regulations, COMAR 21.05.02, Procurement by Competitive Sealed Bidding. In accordance with COMAR 21.05.02.13, the State intends to award a contract to the responsible and responsive bidder whose bid meets the requirements set forth in the IFB and is the most favorable bid price.

10. Small Business Reserve (SBR)

This is a Small Business Reserve procurement for which award will be limited to Certified Small Business Vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, § 14-501 – 14-505, Annotated Code of Maryland,

and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

All Bidders shall submit the Small Business Contract Affidavit with their bid (See Attachment 13).

11. Contract Duration

This contract shall be in force for a period of **three (3) years** from the start date stated in the *Notice to Proceed* letter.

11. Incurred Expenses

The State will not be responsible for any costs incurred by Bidders in preparing and submitting a response to this IFB or for any other associated costs.

13. Addenda and Revisions To The IFB

If it becomes necessary to revise this IFB before the due date for bids, an addendum to the IFB will be posted on the MTA Website as described in the Prospective Bidders Letter. Bidders shall acknowledge receipt of all addenda in the transmittal letter of the Bid. (See Section IV).

14. Cancellation And Rejection Of Bids

The Agency reserves the right to cancel this solicitation or accept or reject any or all bids, in whole or in part. The Agency also reserves the right to waive minor irregularities in bids, or allow the Bidder to correct a minor irregularity, if either action is determined to be in the best interest of the State. If the solicitation is canceled, a notice of cancellation will be provided to all Vendors who were sent this solicitation or are otherwise known by the Procurement Officer to have obtained this solicitation. The Agency reserves the right to cancel this IFB in accordance with COMAR Regulation 21.06.02.

15. Duration Of Bid

Bids submitted in response to this IFB are irrevocable for one hundred twenty (120) days following the closing date of bids. This period may be extended at the Procurement Officer's request only with the Bidder's written agreement.

16. Contract Type

The contract to be awarded, as a result of this IFB, will be a Fixed Price contract pursuant to COMAR 21.06.03.02.

17. Compliance With Law

By submitting a bid in response to this IFB, the successful Bidder(s) selected for award

agrees that it shall comply with all Federal, State and local law applicable to its activities and obligations under the Contract.

18. Arrearages

By submitting a response to this IFB, the Bidder(s) represents that it is not in arrears in the payment of any obligation due and owing to the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become in arrears during the term of this contract if selected for the contract award.

19. Acceptance of Terms and Conditions

- a. By submitting a bid in response to this IFB, Bidders shall be deemed to have accepted all the terms and conditions, set forth in this IFB and in the attached General Conditions for Maintenance Contract, Attachment 9.
- b. In the event of a conflict between provisions of the Contract, the IFB, the General Conditions, or any other document incorporated by reference into the Contract, the following order of precedence shall determine the prevailing provisions:
 - 1. The Contract
 - 2. The Invitation for Bid, including any addenda.
 - 3. The MDOT General Conditions for Maintenance Contracts, as amended July 2002.
 - 4. The Contractor's Bid, including any amendments.
- c. Section 52, Disputes, of the MDOT General Conditions for Maintenance was amended to incorporate the following language:

“Unless a lesser period is provided by applicable statute, regulation, or this Contract, the Contractor must file a written notice of claim with the Procurement Officer within 30 days after the basis for the claim is known or should have been known, whichever is earlier. Contemporaneously with or within 30 days of the filing of a notice of claim, but no later than the date of final payment under the Contract, the Contractor must submit to the Procurement Officer its written claim containing the information specified in COMAR 21.10.04.02.”

20. Procurement Regulations

This IFB and any resulting contract shall be governed by the State Finance and Procurement Article and by COMAR Title 21, State Procurement Regulations, as amended.

21. Conflict Of Interest

The Bidder covenants that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the

services required under this IFB. (Attachment 5)

22. Incorporation By Reference

All terms and conditions of the IFB and amendments thereto, all provisions of the successful Bid and submittals in response to the IFB and amendments thereto, all applicable State and Federal Laws, statutory and regulatory provisions and orders, shall be incorporated by reference and made a part of the contract to be entered into as result of this IFB.

23. Alternate Bids and Multiple Bids

Alternate or multiple bids will not be accepted.

24. Resident Business Reciprocal Preferences

When awarding by competitive sealed bids, the Agency may, in accordance with COMAR 21.05.01.04, give a preference to the lowest responsive and responsible bid from a “resident business” (as defined in COMAR 21.05.01.04A(3)) if the State in which the non-resident business is located gives its residents preference. The preference given shall be identical to the preference given by the other state to its residents, unless this conflicts with any federal grant or regulation affecting this Contract.

25. Verification Of Registration And Tax Payments

Before a corporation can do business in the State of Maryland it must be registered with the Department of Assessments and Taxation, State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. They can be reached at 410-767-1330, or online at www.dat.state.md.us. It is strongly recommended that any potential Bidder complete registration prior to the due date for receipt of bids. A Bidder’s failure to complete registration with the Department of Assessments and Taxation may disqualify an otherwise successful Bidder from final consideration and recommendation for contract award.

All corporations doing business in Maryland are also required to register with the Department of Labor, Licensing and Regulation and must have a resident agent. The resident agent must be either an individual (not the corporation itself) with an address within the boundaries of Maryland or a corporation that represents other corporations as a resident agent.

26. Use of “e-Maryland Marketplace”

“e-Maryland Marketplace” is an electronic commerce system administered by the Maryland Department of General Services. In addition to using the e-Maryland marketplace web site (<http://www.ebidmaryland.com>) and other means for transmitting the IFB and associated materials, the solicitation and minutes of the pre-bid conference, vendors questions and MTA responses, addenda, and other solicitation related information will be provided by the Procurement Officer.

This means that all such information is immediately available to subscribers to e-Maryland Marketplace. Because of the instant access afforded by e-Maryland Marketplace, it is recommended that all vendors interested in doing business with Maryland State agencies subscribe to e-Maryland Marketplace.

27. Electronic Funds Transfer (EFT)

By submitting a response to this solicitation, the Bidder/Offeror agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Bidder/Offeror shall register using the attached form COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form (Attachment 6). Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form and must include the business identification information as stated on the form and include the reason for the exemption.(Attachment 6).

28. False Statements

Bidders are advised that Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland provides as follows:

- (a) In connection with a procurement contract a person may not willfully:
- (1) falsify, conceal, or suppress a material fact by any scheme or device;
 - (2) make a false or fraudulent statement or representation of a material fact; or
 - (3) use a false writing or document that contains a false or fraudulent statement or entry of a material fact.
- (b) A person may not aid or conspire with another person to commit an act under subsection (a) of this section.

A person who violates any provision of this section is guilty of a felony and on conviction is subject to a fine not exceeding \$20,000 or imprisonment not exceeding 5 years or both.

29. Invoice Submission Requirements

The Contractor shall submit, on a monthly basis, an invoice for work performed, completed, and accepted by MTA. Payment to the Contractor shall be made no later than thirty (30) days after the MTA's receipt of an approved invoice.

An approved invoice shall consist of the following information:

- The Contractor's Federal Employer Identification Number (FEIN) or Social Security Number, and the Contract Name and Number shall appear on the face of each invoice.
- A detailed description of the work performed and materials used must be included with each invoice. All prices will remain firm, in accordance with the prices

submitted on the “Bid Form/Unit Price Schedule.

- Address all invoices to the **Project Manager, David Morris** at the following address:

David Morris, Project Manager
Facilities Maintenance - Light Rail
344 West North Avenue
Baltimore, Maryland 21217
Phone: 410-454-7617
Fax: 410-454-7594

- 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 are prohibited.

30. **Minority Business Enterprise Notice**

Minority Business Enterprises (MBE) are encouraged to respond to this solicitation notice and are therefore encouraged to obtain certification from the Maryland Department of Transportation. All questions related to certification must be directed to the Maryland Department of Transportation Office of Minority Business Enterprise/Equal Opportunity:

Maryland Department of Transportation
Office of Minority Business Enterprise/Equal Opportunity
7201 Corporate Center Drive
P. O. Box 548
Hanover, MD 21276
Telephone: 410-865-1240

Bidders attempting to classify themselves as minority contractors, within the meaning of the State procurement laws and regulations shall not be so viewed until and unless they are certified as such by the Office of Minority Business Enterprise/Equal Opportunity. The assigned certification number must appear on invoices.

31. **Minority Business Enterprise Subcontract Participation Goal**

An overall **Minority Business Enterprise (MBE) subcontract participation goal of 15%** of the total contract dollar amount has been established for this procurement with no sub-goals.

By submitting a response to this solicitation, the Bidder agrees that these dollar amounts of the contract shall be performed by MDOT certified minority business enterprises.

Refer to the MBE participation instruction in Attachment 12.

32. Protests

Any Bidder or other interested person who is aggrieved by the award or proposed award of the Contract resulting from this solicitation may protest that decision. Please note that the Maryland Board of Public Works does not have jurisdiction to consider protests relating to this solicitation or an award of contract under this solicitation.

All protests relating to this solicitation, the selections and/or award must be filed in writing with the Administration's Procurement Officer, and within the time limitation set forth in the code of Maryland Regulations (COMAR) 21.10.02. Bid protests shall be filed not later than seven (7) days after the basis for protest is known, or should have been known, whichever is earlier. Oral protests will not be considered.

The specific details of the protest procedures to be followed by aggrieved actual or prospective bidders are contained in COMAR 21.10. A written summary of this procedure will be provided, upon request, by the Contract Administration Department of the Maryland Transit Administration in the above address.

33. Public Information Act Notice

Bidders should give specific attention to the identification of those portions of their bids that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland. Bidders are advised that, upon request for this information from a third party, the MTA is required to make an independent determination as to whether the information may or must be disclosed to the requesting party.

34. State Ethics Law

Under State Government Article, § 15-508, Annotated Code of Maryland, a Bidder who employs an individual who assists the Agency in drafting specifications for an invitation for bids or a request for proposals for a procurement may not submit a bid or proposal for the procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for that procurement. A Bidder with any questions regarding the applicability of this provision of the State Ethics Law in connection with this procurement should contact the State Ethics Commission, 9 State Circle, Suite 200, Annapolis, Maryland 21401 (Telephone: 410-974-2068).

35. Prospective Bidders

Prospective Bidders are those persons or firms who: (i) were sent this IFB; (ii) requested this IFB in writing; or (iii) otherwise obtained this IFB and notified the Procurement Officer in

writing that they obtained this IFB.

36. Living Wage Requirements

A solicitation for services under a State contract valued at \$100,000 or more may be subject to Title 18, State Finance and Procurement (SFP) Article, Annotated Code of Maryland. Additional information regarding the State's wage requirement is contained in this solicitation (see Attachment 11 entitled Living Wage Requirements for Service Contracts). If the Bidder fails to submit and complete the required documentation under State law, the State may determine a Bidder to be not responsible.

Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at least \$13.19 per hour, if State contract services valued at 50% or more of the total value of the contract are performed in the Tier 1 Area. If State contract services valued at 50% or more of the total value are performed in the Tier 2 Area, a Bidder shall pay each covered employee at least \$9.91 per hour. The specific Living Wage rate is determined by whether a majority of services take place in a Tier 1 Area or Tier 2 Area of the State. The Tier 1 Area includes Montgomery, Prince George's, Howard, Anne Arundel, and Baltimore Counties, and Baltimore City. The Tier 2 Area includes any county in the State not included in the Tier 1 Area. In the event that the employees who perform the services are not located in the State, the head of the unit responsible for a State contract pursuant to §18-102 (d) shall assign the tier based upon where the recipients of the services are located.

The contract resulting from the solicitation has been determined to be a Tier 1 contract.

37. Procurement Schedule (All dates tentative.)

<u>Activity</u>	<u>Date</u>
IFB Advertising Date	July 1, 2014
Pre-Bid Conference	July 10, 2014
Bid Inquiry Deadline (4:00 p.m.)	July 17, 2014
Closing Date for Receipt of Bids (2:00 p.m.)	July 31, 2014
Anticipated Board of Public Works Approval	Oct. 29, 2014

END OF SECTION I