



**SMALL PROCUREMENT SOLICITATION**

**STATE OF MARYLAND  
DEPARTMENT OF HUMAN RESOURCES  
COURIER SERVICES  
OBF/CFU/16-001-S**

**AMENDMENT NO. 1  
August 5, 2015**

Dear Prospective Bidders:

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

**1. Revise SOLICITATION Section B. as follows:**

1. The contractor is required to provide proof of insurance adequate to cover cash placed in transit (**typically 3-5 days per month week**) and reconstruction of checks placed in transit. Deposits are rarely in excess of \$200.00 cash daily and /or fifty (50) checks. Price should be quoted on a Fully Loaded Fixed Unit Price per diem basis for the entire time of performance. No rate increase may take place during the term of this Contract, unless there is a change in service requirement.

Bidders are reminded that they must acknowledge receipt of all amendments issued against the SOLICITATION in their Transmittal Letter. If you require clarification of the information provided in this amendment, please contact me at (410) 767-7370, or via email at [Shirelle.green@maryland.gov](mailto:Shirelle.green@maryland.gov).

By:  
Shirelle Green

Shirelle Green  
Procurement Officer