



**INVITATION TO BID (IFB)  
Small Procurement Solicitation**

**WASHINGTON COUNTY DEPARTMENT OF SOCIAL SERVICES  
Uniformed Unarmed Guard Services  
WASH/ADMIN/14-100-S**

**AMENDMENT NO. 1  
August 27, 2013**

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 1, **SUMMARY STATEMENT** as follows:

The Washington County Department of Social Services (WCDSS) intends award one (1) Contract for the purpose of providing quality uniformed, unarmed security guard services to the WCDSS facility located at 122 North Potomac Street, Hagerstown, MD 21740. The WCDSS facility is a four story building, 54,000 square feet with one adjacent parking lot and one parking lot approximately 1 ½ blocks away.

The Contract will be for a ~~four (4) month period, beginning September 1, 2013 and ending December 31, 2013~~ **three (3) month period, beginning September 1, 2013 and ending November 30, 2013.**

**NOTE:** This will be a small procurement (Category III). The Contract resulting from this procurement cannot exceed \$25,000.

2. Revise Section 11, **CONTRACT TERM AND DELIVERABLES** as follows:

The Contractor shall provide uniformed unarmed guard services for a period of ~~(4) four months, beginning September 1, 2013 and ending December 31, 2013~~ **three (3) months, beginning September 1, 2013 and ending November 30, 2013.** This will be a small procurement, category III contract that cannot exceed \$25,000.

3. Revise Section 13, **SUBMISSION INFORMATION** as follows:

The original, to be so identified, and three (3) copies of each Bid must be received by the Procurement Officer by ~~August 27, 2013 at 3:00pm~~ **August 28, 2013 at 12:00 noon** in order to be considered. Requests for extension of this date or time shall not be granted. Vendors mailing Bids should allow sufficient mail delivery time to insure timely receipt by the Procurement Officer. 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.

**Oral, electronic mail, and facsimile Bids will not be accepted.**

Bids/Proposals are to be delivered to:

Joni Spickler-Procurement Officer  
Washington County Department of Social Services  
122 North Potomac Street  
Hagerstown, Md. 21740  
Telephone: 240-420-2518  
Fax: 240-420-2125  
Email address: [joni.spickler@maryland.gov](mailto:joni.spickler@maryland.gov)

Inquiries must be directed to the Department at the above telephone number and address.

Bid/Proposal Submission shall include:

- A. **Attachment A. Bid Form**
- B. A copy of the guard license for the State of Maryland; TITLE 19, Subtitle 4 of the Maryland Code Annotated Business Occupation & Profession Article. (See Section 4)
- C. A statement that the bidder possesses the minimum three (3) years of successful experience providing services of comparable type, scope, complexity and magnitude of services described in the solicitation (See Section 4).
- D. At least three (3), and no more than five (5) references (See Section 4).

**NOTE:** A site visit will not be conducted for this procurement. **For more site information, contact Bruce Massey at (240) 420-2510.**

4. Revise **Attachment A- Bid Form, Section 4** as follows:

(4) **SOLICITATION NO:** ~~WASHI/ADMIN/14-100-S~~ WASH/ADMIN/14-100-S

5. Revise **Attachment A- Bid Form, Section 7** as follows:

(7) **TOTAL BID\*:** \$ \_\_\_\_\_

The Base Bid shall be the **TOTAL FOUR (4) MONTH THREE (3) MONTH** PRICE for providing uniformed guard services as detailed in these specifications and calculated as follows:

Line 0001 -	\$ _____ X	696 =	\$ _____
	Hourly Billing Rate	Estimated Hours	Base Bid
Line 0002 -	\$ _____ X	348 =	\$ _____
	Hourly Billing Rate	Estimated Hours	Base Bid

Line 0003 - \$ \_\_\_\_\_ X 348 = \$ \_\_\_\_\_  
Hourly Billing Rate Estimated Hours Base Bid

If the bidder fails to bid on all lines, the Procurement Officer shall deem the bid non-responsive. The estimated hours listed are for evaluation purposes only and may be revised based on fund availability.

\*The Evaluated Base Bid shall be the total bid price of lines 0001, 0002, and 0003.

Should you require clarification of the information provided in this Amendment, please contact me by email at [joni.spickler@maryland.gov](mailto:joni.spickler@maryland.gov) or by phone at (240) 420-2518.

By:  
*Joni Spickler*  
Procurement Officer

Issued: August 27, 2013