

Boyd K. Rutherford  
Lt. Governor

Larry Hogan  
Governor

Sam Abed  
Secretary

July 27, 2016

**Re: SOLICITATION NO. 16-CS-003/MDV0031027131- CATERING SERVICES FOR JUVENILE REPORTING CENTERS IN PRINCE GEORGE'S COUNTY**

## **SMALL BUSINESS RESERVE**

Dear Potential Bidder:

The Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called "the Department," "DJS," or "Juvenile Services," is soliciting Contractors to provide catering services at two (2) juvenile reporting centers in Prince George's County: one at 5150 Annapolis Road, Bladensburg, Maryland ("North Site") and a second center located at 2001 Shadyside Avenue, Suitland, Maryland ("South Site"). This is one-year contract.

**This is a Small Business Reserve procurement for which award is limited to certified small business vendors. Only businesses that meet the requirements set forth in State Finance and Procurement Article, §§ 14-501-14-501-14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Reserve Program are eligible for award.**

**A Pre-Bid Conference (the Conference) will be held on August 1, 2016 at Department of Juvenile Services, 99 Commerce Place, 2nd Floor, Largo, MD 20774 at 10:30 AM. If you have additional questions, please contact Julia Bouie at 410-230-3364 or [Julia.bouie1@maryland.gov](mailto:Julia.bouie1@maryland.gov).**

**Bids are to be submitted by September 2, 2016 no later than 1:00 PM. Only bids via courier service, US Mail or hand delivery will be accepted.**

You may obtain this solicitation document by accessing the eMaryland Marketplace website [emaryland.buyspeed.com/bsol/](http://emaryland.buyspeed.com/bsol/). Click on Bidding Opportunities and enter the eMaryland Marketplace number **MDV0031027131** to download the solicitation. Please review and submit all required documents. If you are unable to obtain a copy from our website, please call Julia Bouie, 410-230-3364 for assistance.

If you do not intend to respond to this procurement, please take a moment to fill out the Non-Bidders Response Form and submit it to my office at 410-333-4191. This information is required by the Department of Budget and Management to ensure outreach methods were made to seek vendors for this procurement and to get feedback from vendors regarding this solicitation.

If you have any questions, please submit them in writing to Julia Bouie, Procurement Specialist, as soon as possible via fax at 410-333-4191 or e-mail at [Julia.bouie1@maryland.gov](mailto:Julia.bouie1@maryland.gov).

Sincerely,

Julia Bouie  
Office of Procurement