



MARYLAND
Department of
Juvenile Services

Successful Youth • Strong Leaders • Safer Communities

One Center Plaza
120 West Fayette Street
Baltimore, MD 21201

Boyd K. Rutherford
Lt. Governor

Larry Hogan
Governor

Sam Abed
Secretary

November 17, 2016

Re: MDV0031029834/16-SH-007 – Laboratory Services in DJS Operated Facilities

Dear Potential Bidder/Offeror:

The Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called “the Department,” “DJS,” or “Juvenile Services,” is soliciting vendors to provide laboratory services for youth at nine (9) facilities including but not limited to daily pick-up of all laboratory specimens at each facility.

A Pre-Bid Conference/Site Visit has been scheduled for this procurement on **December 7, 2016 at 1:00 pm**. The meeting will be held at DJS Headquarters, 4th Floor Conference Room, One Center Plaza, 120 W. Fayette Street, Baltimore, MD 21201. To ensure proper seating and materials are available to accommodate attendees, we ask that you register for this conference.

Bids are to be submitted by **December 28, 2016** no later than **2:00 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 at <https://www.emaryland.buyspeed.com/bsol/>. Click on Bidding Opportunities and enter the eMaryland Marketplace number MDV0031029834 to download the solicitation. Please review and submit all required documents. If you are unable to obtain a copy from our website, please call Raelene Glasgow, 410-230-3327 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 Raelene Glasgow, Procurement Specialist, as soon as possible via fax or email. The Fax number is 410-333-4191 and the email address is raelene.glasgow@maryland.gov.

Sincerely,

Raelene Glasgow
Office of Procurement

