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

October 20, 2016

Re: 17-IT-002 - eMM #: MDV0031028557
Large-Small Format Drawing and Electronic Files
Charles H. Hickey, Jr. School
9700 Old Harford Road
Baltimore, Maryland 21234
Small Business Reserve Procurement

Dear Potential Bidder:

The Maryland Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called "the Department," "Juvenile Services," or "DJS," is soliciting Invitation for Bids to provide all labor, equipment, materials, supplies, insurance, licenses and permits, etc., necessary to create a Microsoft database capturing all the pertinent information for each drawing or sets of drawing and provide a paper and electronic copy of the access database. Vendor is to create a paper print library of all print identified by Department of Juvenile Services. The location of the library is in Department of Juvenile Services (DJS), Charles H. Hickey, Jr. School, Building #8 located at 9700 Old Harford Road, Baltimore, Maryland 21234.

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 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award.

The Contract award will be made under Small Procurement Regulations COMAR 21.05.07.

You may obtain this solicitation document by going to the eMaryland Marketplace website www.emaryland.buyspeed.com. Click on "Contract & Bid Search", click on "Bids", populate "Bid #" field with Open Market bid number MDV0031028557 and click on "find it", the solicitation will be reflected at the bottom of page under "Results" to download the solicitation. You may also go to the DJS website at www.djs.maryland.gov.

If you have any questions, please submit them in writing to the Raelene Glasgow, Procurement Officer as soon as possible via fax or email. Fax number is 410-333-4191 and email is Raelene.glasgow@maryland.gov.

You must be registered with eMaryland Marketplace (EMM) in order to participate in this solicitation and receive an award. For information on registering please contact the Department of General Services, (410) 767-1492 or at dgs.eMaryland@maryland.gov.

Pre-Bid Conference followed by Mandatory Site Visit will be held on September 21, 2016 @ 11:30 AM at Department of Juvenile Services, Charles H. Hickey, Jr. School, located at 9700 Old Harford Road, Baltimore, Maryland 21234. Please refer to attached documentation for additional details.

Bids in response to this solicitation must be submitted as a lump sum bid as specified in the IFB. Bids must be submitted in a sealed envelope which clearly identifies the contract bid number and contract description. **Bids are due to the Procurement Officer by November 14, 2016 by 3:00 PM** (Local Time) and must be addressed to Raelene Glasgow, Office of Procurement, Department of Juvenile Services, One Center Plaza, 120 W. Fayette Street, Rm. 340, Baltimore, Maryland 21201. **Late Bids, faxed bids, bids submitted on eMaryland Marketplace and emailed bids will not be accepted.**

A Public Bid Opening will be held on November 14, 2016 at 3:30 PM in the 2nd Floor Conference Room at the DJS-Headquarters at One Center Plaza, 120 W Fayette Street, Baltimore, MD 21201.

Minority Business Enterprises (MBE's) and small businesses are encouraged to respond to this solicitation as a primary Contractor and are encouraged to obtain certification.

All questions related to the MBE certification process should be addressed to the Maryland Department of Transportation, Minority Business Enterprises, and P.O. Box 8755, BWI Airport, Maryland 21240-8755. You may contact MDOT at 1-800-544-6056 or by e-mail at www.mdot.maryland.gov.

If the prospective Bidder is a certified minority Contractor, the certification number must be provided on the bid page.

If you do not intend to respond to this procurement, please take a moment to fill out the No-Bid Response Form and submit it to the above fax number or email address. This information is used to improve the quality of the Department of Juvenile Services Proposals/Solicitations, and to make the procurement process more responsive and business friendly.

Sincerely,

Raelene Glasgow

Raelene Glasgow
Procurement Officer
Office of Procurement

cc: Bid File