



MARTIN O'MALLEY
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ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

Amendment #1
to
Invitation for Bids (IFB)
PROCESS SERVER
PROJECT NO. F10B3400002
November 14, 2012

Ladies and Gentlemen:

This Amendment is being issued to amend and clarify certain information contained 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 following revisions /deletions / additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Revise Key Information Summary Sheet on page ii, as follows:

Pre-Bid Conference: ~~Wednesday, November 19, 2012, 10:00 AM – 12:00 P.M. (Local Time)~~
Monday, November 19, 2012, 10:00 AM – 12:00 P.M. (Local Time)
Maryland Department of Transportation Headquarters
7201 Corporate Center Drive
TSO Conference Room - Testing & Training Front
Hanover, MD 21076
For directions see Attachment E

2. Revise Section 1.28 (Living Wage Requirement) on pages 8 and 9, as follows:

1.28 A solicitation for services under a State Contract valued at \$100,000 or more may be subject to Title 18 of the State Finance and Procurement Article of the Annotated Code of Maryland. Additional information regarding the State's Living Wage requirement is contained in this solicitation (see **Attachment J**, "Living Wage Requirements for Service Contracts & Affidavit of Agreement"). If a Bidder fails to submit and complete the Living Wage Affidavit of Agreement (see **Attachment J**), the State may determine a Bidder not to be responsible.

Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at least the minimum amount set by law for the applicable Tier area. The specific living wage rate is determined by whether a majority of services take place in a Tier 1 Area or Tier 2 Area of the State; **the per hour rate is subject to**

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an annual adjustment [*increase or decrease*]. The Tier 1 Area includes Montgomery, Prince George's, Howard, Anne Arundel and Baltimore Counties, and Baltimore City. The Tier 2 Area includes any county in the State not included in the Tier 1 Area. In the event that the employees who perform the services are not located in the State, the head of the unit responsible for a State Contract pursuant to §18-102(d) of the State Finance and Procurement Article shall assign the tier based upon where the recipients of the services are located.

The contract resulting from this solicitation has been determined to be a Tier **1** contract.

Information pertaining to current rates and reporting obligations may be found by going to the DLLR Website <http://www.dllr.state.md.us/> and clicking on Living Wage.

Questions regarding the application of the Living Wage Law relating to this procurement should be directed to the Procurement Officer.

NOTE: Whereas the Living Wage may change annually, the Contract price may not be changed because of a Living Wage change.

Date Issued: **November 14, 2012**

By: <signed>
Andrea R. Lockett
Procurement Officer