



**DEPARTMENT OF
BUDGET & MANAGEMENT**

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

**Amendment #2 to
Invitation for Bids (IFB)
Process Server IFB Project No.: F10R7200002
January 26, 2007**

Ladies/Gentlemen:

This Amendment is being issued to change, add or delete 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 and the IFB change is detailed below:

1. Change Section 1.5 to read, "The Contract resulting from this IFB shall be for a period of three years commencing on or about February 25, 2007 and terminating three years from the actual start date."
2. Change Section 2.4 to read,
 - "2.4.1 The Department will pay a set unit price for normal perfected service as specified in the bid price sheet."
 - "2.4.2 In those instances when the Contractor is able to research and provide a more current address than the one provided by the Central Collection Unit combined with a perfected service, a higher set unit price shall be paid as specified in the bid price sheet."
 - "2.4.3 In those instances where the Office of the Attorney General requires the Contractor to prepare an Evasion of Service Affidavit, an additional set unit price shall be paid as specified in the bid price sheet."
 - "2.4.4 The Department will not pay for non-est (unserved), skip trace, and cancelled requests for service before service is obtained."
 - "2.4.5 The unit bid prices submitted on the bid form (Attachment F -Bid Price Instructions and Form) shall remain firm for the duration of the contract."
3. Change Section 2.5.1 to read, "Invoices for the payment of services shall be submitted to the Contract Manager for each perfected service, perfected service with an address update or Evasion of Service affidavit preparation no later than 5 business days after the service is rendered. The invoice shall include: the full name of the person served, date served and the unit rate. Invoices will be both the basis of payment and proof of service should it be required for an officer of the court or for any other official purpose. The Contractor shall also submit a monthly report to the Contract Manager no later than the 15th of the

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following month summarizing all perfected services showing the full name of persons served, date of service and the total amount invoiced for all perfected service during the preceding month.”

4. Remove and replace the Attachment F—Bid Form (see attachment)

Date Issued: January 26, 2007

By <signed>.
Mike Yeager
Procurement Officer

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Attachment F—Bid Form

ATTACHMENT F –Bid Form

An individual who is authorized to bind the Bidder to all statements, including products, support, and pricing must sign the Authorized Signature block in the bid.

Three Year \$ Unit Price for Perfected Service	Multiplied by	# of Estimated Cases	Equals	Total \$ Evaluated Bid Price for Perfected Service
	X	2,000	=	\$

Three Year \$ Unit Price for Perfected Service including Contractor Updated Address	Multiplied by	# of Estimated Cases	Equals	Total \$ Evaluated Bid Price for Perfected Service including Contractor Updated Address
	X	200	=	\$

Three Year \$ Unit Price for Affidavit of Evasion Preparation	Multiplied by	# of Estimated Cases	Equals	Total \$ Evaluated Bid Price for Affidavit of Evasion Preparation
	X	100	=	\$

Grand Total of the three Total \$ figures in right column	\$
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AUTHORIZED SIGNATURE

TITLE

DATE

TYPED NAME

FEDERAL EMPLOYER IDENTIFICATION #

E-MARYLANDMARKETPLACE REGISTRATION #

NAME OF BIDDER (COMPANY) _____

ADDRESS _____

PHONE NO. _____

FAX NO. _____