



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

**Amendment #1 to
Process Server (IFB), Project # F10B0400009
March 25, 2010**

Ladies/Gentlemen:

This Amendment #1 is being issued to change, add or delete certain information contained in the above named IFB. Specific parts of the IFB have been amended and the IFB changes are detailed below. The new language has been **double underlined and marked in bold** and deleted language has been marked with a ~~strikeout~~ (ex. ~~strike-out~~). These markings will help you more easily identify what has changed.

1. Change the Key Information Summary Sheet as follows:

Closing Date/Time: ~~Tuesday, March 30th~~, **Monday, April 5th**, 2010, 2:00 PM
(Local Time)

2. Change IFB Section 1.8 to read:

An unbound original, plus two (2) copies, and an electronic version of the paper submission copy on a diskette and CD (See Section 3.2.6i) of each bid must be received by the Procurement Officer, at the address listed in Section 1.5A, no later than ~~Tuesday, March 30th~~, **Monday, April 5th**, 2010, at 2:00 PM, Local Time, in order to be considered. Requests for extension of this date or time shall not be granted. Bidders mailing bids should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.02.10, bids received by the Procurement Officer after the closing time and date will not be considered. Bids delivered by email or facsimile shall not be considered.

Bids will be opened on ~~March 30~~, **April 5th**, at 2:30 PM, Local Time, in Room 164A, 45 Calvert Street, Annapolis Maryland in accordance with the provisions of COMAR 21.05.02.11B. Bids will be made available for public inspection at or within a reasonable time after bid opening. Any material claimed to be confidential or proprietary by the bidder must be clearly marked and shall be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid. The reason for each claim shall be included.

~Effective Resource Management~

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3. Change IFB Section 2.5.1 to read:

~~Invoices for the payment of services shall be submitted to the Contract Manager or designee for each perfected service no later than 5 business days after the service is made.~~

The Contractor shall submit a monthly invoice to the Contract Manager or designee no later than the 10th of the following month detailing all perfected service for the preceding month, with the detail in section 2.5.2.

4. Delete IFB Section 2.5.3 in its entirety:

~~The Contractor shall also submit a monthly report to the Contract Manager or designee no later than the 15th of the following month summarizing all perfected service for the preceding month, showing the full names of persons served, dates of service and the total amount invoiced for all perfected service during the preceding month.~~

Date Issued: March 25, 2010

By <signed>.
Mike Yeager
Procurement Officer