



## Department of Public Safety and Correctional Services

### Office of the Secretary

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## DPSCS Q0012004

## DRUG TESTING

## AMENDMENT #3

August 5, 2011

STATE OF MARYLAND

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PATUXENT INSTITUTION

MARYLAND COMMISSION ON  
CORRECTIONAL STANDARDS

CORRECTIONAL TRAINING  
COMMISSION

POLICE TRAINING  
COMMISSION

MARYLAND PAROLE  
COMMISSION

CRIMINAL INJURIES  
COMPENSATION BOARD

EMERGENCY NUMBER  
SYSTEMS BOARD

SUNDRY CLAIMS BOARD

INMATE GRIEVANCE OFFICE

Ladies/Gentlemen:

This Amendment #3 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 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. ~~strikeout~~). These markings will help you more easily identify what has changed.

Additionally, please be advised, there will be four attachments issued separately but simultaneously with Amendment #3. There will be REVISED ATTACHMENTS B and C, REVISED ATTACHMENT F showing additions/deletions to list of State collection sites and a NEW ATTACHMENT J providing clarification of the State's requirements as they pertain to the implementation dates for the State's various collection sites. There will also be additional addenda to be released very shortly.

1. Change the Key Information Summary Sheet as follows:

**Closing Date and Time:** ~~Wednesday Monday, August July 17 10 25,~~ 2011,  
1:00 PM (Local Time)

**Bid Opening Date and Time:** ~~Wednesday Monday, August July 17 10 25,~~ 2011,  
2:00 PM (Local Time)

2. Change IFB Sec 1.8 to read:

**One original and one (1) bound copy of each bid** shall be received by the Procurement Officer, at the address listed in Section 1.4, no later than **1:00 P.M. (local time) on Wednesday Monday, August July 17 10 25,** 2011 in order to be considered. Also provide a copy of the bid on a **CD** diskette and ensure that the **CDs** diskettes are labeled with the date, IFB title, IFB number and Bidder's name.

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 at the Procurement Officer's office. Except as provided in COMAR 21.05.02.10, bids or unsolicited amendments to bids arriving after the closing time and date shall not be considered. **Bids delivered by facsimile or email shall not be considered.**

3. Change IFB Sec 1.26 to read:

Bids will be opened in accordance with the provisions of COMAR 2.05.02.11B. Specifically, the Bids will be opened ~~Wednesday~~ ~~Monday~~, ~~August~~ ~~July 17~~ ~~10~~ ~~25~~, **2011 at 2:00 P.M. (local time)** at 45 Calvert Street, Conference Room 164-A, Annapolis, MD 21401.

Bids shall be made available for public inspection at or within a reasonable time after bid opening. **Any material deemed 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.**

4. See Revised Attachment B – REVISED BID-PROPOSAL AFFIDAVIT

5. See Revised Attachment C – REVISED CONTRACT AFFIDAVIT

6. See Revised Attachment F – REVISED COLLECTION SITES, which has several additions and deletions to the State’s collection sites. Changes will be evident based on the referenced methodology in the introductory paragraph of this Amendment.

7. See New Attachment J- COLLECTION SITE COMMENCEMENT DATES. The State is issuing this Amendment #3 to provide additional clarification of the State’s requirements as they pertain to the various implementation dates of collection sites.

8. Change the Table of Contents (ATTACHMENTS SECTION) as follows:

ATTACHMENT A- CONTRACT DOCUMENT  
ATTACHMENT B- **REVISED** BID/PROPOSAL AFFIDAVIT  
ATTACHMENT C- **REVISED** CONTRACT AFFIDAVIT  
ATTACHMENT D- PRE-BID CONFERENCE FORM  
ATTACHMENT E- BID FORM AND INSTRUCTIONS  
ATTACHMENT F- **REVISED** COLLECTION SITES  
ATTACHMENT G- CERTIFICATION OF ANALYSIS  
ATTACHMENT H- LIVING WAGE REQUIREMENTS AND AFFIDAVIT  
ATTACHMENT I - ELECTRONIC FUNDS TRANSFER FORM COT/GAD X-10  
**ATTACHMENT J – COLLECTION SITE COMMENCEMENT DATES**

9. Change the ATTACHMENTS PAGE (pg. 32) as follows:

ATTACHMENT A- CONTRACT DOCUMENT – The State’s Contract - provided with the IFB for informational purposes but not required at Bid submission time; must be completed, signed and returned to the Procurement Officer by the selected Bidder upon notification of proposed Contract award

ATTACHMENT B- **REVISED** BID/PROPOSAL AFFIDAVIT- Bidder’s Bid Affidavit must be completed and submitted with the Bidder’s Bid

ATTACHMENT C- **REVISED** CONTRACT AFFIDAVIT– Contract Affidavit - not required at Bid submission time; must be completed, signed and submitted to the Procurement Officer by the selected Bidder within 5 working days of notification of proposed Contract award

ATTACHMENT D- PRE-BID CONFERENCE FORM Pre-Bid Conference Response Form – completed and submitted by potential Bidders who plan to attend conference

ATTACHMENT E- BID FORM AND INSTRUCTIONS - Price Bid/Instructions/Forms – comprises the Bidder’s Price Bid; must be completed, signed and submitted by the Bidder with Bid submission

ATTACHMENT F – **REVISED** COLLECTION SITES

ATTACHMENT G -CERTIFICATION OF ANALYSIS

ATTACHMENT H - LIVING WAGE REQUIREMENTS AND AFFIDAVIT- completed, signed and submitted by the Bidder with Bid submission

ATTACHMENT I - ELECTRONIC FUNDS TRANSFER FORM COT/GAD X-10

**ATTACHMENT J – COLLECTION SITE COMMENCEMENT DATES**  
**(NEW ATTACHMENT)**

Please be certain the revised ATTACHMENTS are submitted with your Bid, as required.

Date Issued: August 5, 2011 By:                     <signed>                      
Mike Yeager, Procurement Officer