



LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lieutenant Governor

DAVID R. BRINKLEY  
Secretary

MARC L. NICOLE  
Deputy Secretary

**Amendment #2 to  
Request for Proposals (RFP)  
Maintenance, Repair and Accident Management Program  
For State-owned Vehicles  
Project No. 050B6400003  
May 4, 2016**

Ladies and Gentlemen:

This Amendment is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who submitted a timely response to this RFP and remain under award consideration. Specific parts of the RFP 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 strikethrough (ex. ~~language deleted~~).

1. Revise, RFP Page iii, RFP Key Information Summary Sheet to read:

Procurement Officer: ~~William Bohlayer~~  
Phone: ~~(410) 260-6021~~  
e-mail: ~~bill.bohlayer@maryland.gov~~

**James Adelman**  
**(410) 260-4053**  
**james.adelman@maryland.gov**

Proposals are to be sent to: Maryland Department of Budget and Management  
45 Calvert Street  
Room 140-**141**  
Annapolis, MD 21401  
Attention: ~~William Bohlayer~~ **James Adelman**

2. Revise, RFP Page 44, Attachment A (Sections 1.7 and 35) to read:

1.7 "Procurement Officer" means the following Department employee identified as the Procurement Officer: ~~William Bohlayer~~ **James Adelman**, 45 Calvert St., Annapolis, MD 21401.

### 35. Notices

All notices hereunder shall be in writing and either delivered personally or sent by certified or registered mail, postage prepaid, as follows:

If to the State: Mr. ~~William Bohlayer~~ **James Adelman**  
Procurement Officer  
Department of Budget and Management  
45 Calvert Street, Room ~~137~~ **141**  
Annapolis, MD 21401

### 3. Amend RFP §3.6.1 as follows:

#### 3.6.1 General

(a) All invoices for services ~~shall be signed by the Contractor and~~ **shall be** submitted to the ~~Contract Monitor~~ **participating Agency on Contractor's letterhead**. All invoices shall include the following information:

- Contractor name and address;
- Remittance address;
- Federal taxpayer identification number (or if sole proprietorship, the individual's social security number);
- Invoice period (i.e. period during which services covered by invoice were performed);
- Invoice date;
- Invoice number;
- State assigned Contract number;
- State assigned (Blanket) Purchase Order number(s);
- Goods or services provided; and
- Amount due.

Invoices submitted without the required information cannot be processed for payment until the Contractor provides the required information.

### 2. Delete RFP §3.6.1(b) in its entirety:

~~(b) A pre-authorized representative of the Contractor must sign and date each invoice. Invoices submitted without the required information will not be processed for payment until the Contractor provides the required information. The Contractor's Account Manager shall be the authorized representative that signs each invoice, but the Contractor may choose a different individual, so long as the Contractor notifies the Contract Monitor in writing of the designated representative's name, phone number and email address not less than 10 Business Days before the change.~~

### 3. Change the designation for RFP §3.61(c) to RFP §3.61(b) as follows:

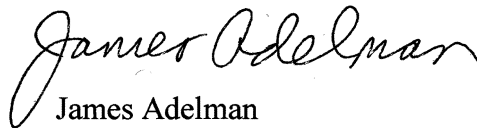
(b) **The Department reserves the right to reduce or withhold Contract payment in the event the Contractor does not provide the Department with all required deliverables within the time frame specified in the Contract or in the event that the Contractor otherwise materially breaches the terms and conditions of the Contract until such time as the Contractor brings itself into full compliance with the Contract. Also see the "Living Wage" provision of the Contract, if applicable, which allows for withholding of payment under certain circumstances. Any action on the part of the Department, or dispute of action by the Contractor, shall be in accordance with the provisions of Md. Code Ann., State Finance and Procurement Article §§ 15-215 through 15-223 and with COMAR 21.10.02.**

~~(c) The Department reserves the right to reduce or withhold Contract payment in the event the Contractor does not provide the Department with all required deliverables within the time frame specified in the Contract or in the event that the Contractor otherwise materially breaches the terms and conditions of the Contract until such time as the Contractor brings itself into full compliance with the Contract. Also see the "Living Wage" provision of the Contract, if applicable, which allows for withholding of payment under certain circumstances. Any action on the part of the Department, or dispute of action by the Contractor, shall be in accordance with the provisions of Md. Code Ann., State Finance and Procurement Article §§ 15-215 through 15-223 and with COMAR 21.10.02.~~

Acknowledgement of the receipt of addenda to the RFP issued after the Proposal due date shall be in the manner specified in the addendum notice. (See RFP §1.18.) Failure to acknowledge receipt of an addendum does not relieve the Offeror from complying with the terms, additions, deletions, or corrections set forth in the addendum. (See RFP §1.18.)

Please acknowledge receipt of Amendment #2 to Request for Proposals (RFP) Maintenance, Repair, and Accident Management Program for State-owned Vehicles 050B6400003. Should you require clarification of the information provided in this addendum, please contact me at (410) 260-4053 as soon as possible.

Sincerely,



James Adelman  
Procurement Officer