

## PRE BID MEETING

Contract No.: RP18824

Federal Aid No. N/A

State Hwy Adm. No. N/A

Contract Title: Renovations to the Towanda Recreation Center

Project Manager: Raymond Nyakoe Phone: (410)396-7948

Contract Administrator: Ganiyat Adigun Phone: (410)396-7948

Department of Recreation and Parks

Contract Administration

2600 Madison Avenue

Baltimore, MD 21217

### BIDS DUE JUNE 17, 2020

1. The **minority goals** are: MBE 22% WBE 9%
2. **Minority Participation:**  
Locally funded construction projects - Prime contractors must select Minority Business Enterprise (**MBE**) and Women Business Enterprise firms (**WBE**) certified by Baltimore City Minority and Women's Business Opportunity Office (**MWBOO**). Visit <http://cityservices.baltimorecity.gov/mwboo>; or contact Tamara Y. Brown (410)396-4313.
3. All contractors bidding on this contract must first be **prequalified** by the Baltimore City Department of Public Works Office of Boards and Commissions (OBC). Subcontractors intending to perform work in excess of \$50,000.00 on this contract must also be prequalified by the OBC.  
For additional information visit <http://cityservices.baltimorecity.gov/dpw/dcp/public> or contact Ms. Deena Joyce at (410)396-6883.
4. All minority info must be submitted with the Bid on the designated **bid due date, and time**.
5. All bidders must be registered with **eMarylandMarketplace**. Visit <https://procurement.maryland.gov/> or 410-767-1492.
6. **All prime contractors as well as the subs** must be in good standing with the State Department of Assessment and Taxation (**SDAT**).
7. All vendors are directed to the attached listing of **Minority owned banks**. The Federal Reserve Board compiles quarterly data on financial institutions that participate in the Department of the Treasury's Minority Bank Deposit Program and releases the data about twelve weeks after the end of each quarter. The list may also be obtained by visiting [www.federalreserve.gov/releases](http://www.federalreserve.gov/releases).

8. All prime contractors must file with the State Board of Elections a statement disclosing political contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election (If you do not have contributions during the reporting period that is \$500 or more, you still need to file). For additional information visit [www.businessdisclosure.elections.maryland.gov](http://www.businessdisclosure.elections.maryland.gov).
9. The entire contract specification (bid) must be completely filled out and must be submitted along with any and all addendums and the duplicate bid package in the envelop provided. All of these items MUST be delivered to City Hall Room 204 on the date and time designated in the contract documents.
10. Contract specifications, plans and a bidders list can be purchased at 401 E. Fayette Street – 1<sup>st</sup> floor Department of Transportation (DOT) Right of Way Division 410-396-4508.
11. All technical questions must be directed via email to the Project Manager.
12. Any **addendums** must be attached to the original bid specification. Failure to do so will deem your bid NON RESPONSIVE. **ONLY SUBMIT THE ADDENDUM IN VOLUME ONE OF A TWO VOLUME SET.**
13. All prime contractors as well as subs must have a **DUNS Number and CAGE Code** number and be registered with the System Award Management, [www.SAM.gov](http://www.SAM.gov).
14. Any and all changes made by the bidder in the contract specification (e.g. made by white out, striking thru information, and/or redacting) must be initialed. If changes are made to minority forms they must be initialed by the prime and subcontractor. Failure to adhere to this will have your bid deemed non responsive.

*Ganiyat Adigun /Contract Administrator*

*05/29/20*

**NAME/TITLE**

**DATE**

Department of Recreation and Parks  
Capital Development and Planning



"Keeping Baltimore Moving Safely"



## IMPORTANT NUMBERS

- ✚ Contract Administration, Department of Recreation & Parks for bid & award results
  - Benita Randolph (410)396-7948 or [benitaj.randolph@baltimorecity.gov](mailto:benitaj.randolph@baltimorecity.gov)
  
- ✚ Contract Administration, Department of Transportation for bid and award results
  - Brenda Simmons (410)396-6818 or [brenda.simmons@baltimorecity.gov](mailto:brenda.simmons@baltimorecity.gov)
  
- ✚ Contract Administration, Department of Public Works for bid and award results
  - Tonorah Houston-Burgee, (410)396-4041 or [Tonorah.Houston@baltimorecity.gov](mailto:Tonorah.Houston@baltimorecity.gov)
  
- ✚ Minority and Women's Business Opportunity Office (MWBOO) for Local MBE and WBE Certification
  - Tamara Y. Brown, Chief (410)396-4313 or [tamara.brown@baltimorecity.gov](mailto:tamara.brown@baltimorecity.gov)
  
- ✚ Maryland Department of Transportation for State MBE/DBE Certification
  - Monica Crusse (410)865-1381 or [MCrusse@mdot.state.md.us](mailto:MCrusse@mdot.state.md.us) or visit [www.marylandtransportation.com](http://www.marylandtransportation.com)
  
- ✚ Boards and Commissions for Prequalification of Contractors and Consultants
  - Deena Joyce, (410)396-6883 or [deena.joyce@baltimorecity.gov](mailto:deena.joyce@baltimorecity.gov)
  
- ✚ Department of Transportation Right of Way Division for purchase of Construction Specifications, Plans and Bidder's List
  - Sarena Washington (410)396-4508 or [sarena.washington@baltimorecity.gov](mailto:sarena.washington@baltimorecity.gov)

- ✚ Bureau of Procurement
    - Erin Sher (410)396-5700 or [Erin.Sher@baltimorecity.gov](mailto:Erin.Sher@baltimorecity.gov) or visit [CitiBuy@baltimorecity.gov](mailto:CitiBuy@baltimorecity.gov); [BureauOfProcurement@baltimorecity.gov](mailto:BureauOfProcurement@baltimorecity.gov)
  
  - ✚ State Board of Elections
    - Visit [www.businessdisclosure.elections.maryland.gov](http://www.businessdisclosure.elections.maryland.gov)
  
  - ✚ Office of Civil Rights and Wage Enforcement
    - Darnell E. Ingram (410) 396-3141 or [civilrights@baltimorecity.gov](mailto:civilrights@baltimorecity.gov)
  
  - ✚ Local Hiring Law/MOED Business Services
    - (443) 984-3014 or [hirelocal@oedworks.com](mailto:hirelocal@oedworks.com)
- ✚ visit [www.baltimorecity.gov](http://www.baltimorecity.gov) for additional information