

# DEPARTMENT OF HUMAN RESOURCES

## SOLICITATION NOTICE

BIDS ARE BEING ACCEPTED FOR THE FOLLOWING:

**DHR – Office of the Secretary/Division of Administrative Operations**  
STATE ADMINISTRATION

**DHR SOLICITATION NUMBER:**           **DAO/HRDT/09-002-S (REPLACES DAO/HRDT/09-001)**

**DESCRIPTION:**                           Patching and Painting of Human Resources Development and Training Offices

**SUMMARY STATEMENT:**           The Department of Human Resources Division of Administrative Operations, Facilities Unit intends to acquire a contractor to patch and paint the Human Resources Development and Training Department. This is 7686 sq. ft. vacant area on the third floor of the 311 W. Saratoga St building. Walls, doors frames, and doors must be painted to match existing color. One coat of primer and at least 2 coats of paint must be used on all surfaces. Work is to be done during normal business hours Monday through Friday 8:00 am-5:00 pm beginning on or about Monday May 18, 2009. Contractor's vehicles will be allowed access to the garage entrance on 310 W. Mulberry St. The successful Bidder will be given two weeks to complete all work.

**REQUIREMENTS:**                   Bidders must be licensed to conduct business in the State of Maryland and be properly insured. The Division of Administrative Operations Facilities Unit needs the following completed:

- Move all furniture and cabinets to middle of floor.
- Patch and paint common areas, 27 offices and door in the HRDT space.
- Repair and replace black cove base trim in HRDT area.
- Contractor to provide all paint and material.

**ADDITIONAL INFORMATION:** A walk-through will be conducted on **Wednesday, May 13, 2009 beginning at 10:00 am** at the Department of Human Resources, 311 West Saratoga Street; Baltimore, Maryland. The walk-through is designed to allow Bidders an opportunity to familiarize themselves with the specifications and measurements of the work area.

**USER AGENCY:**                           Division of Administrative Operations

**BIDS DUE:**                               12:00 PM Friday, May 15, 2009

**BASIS FOR AWARD:**           Award of this contract will be made to the responsive and responsible bidder submitting the most favorable (lowest) bid price in accordance with COMAR 21.05.07.06.D (2).

VENDORS INTERESTED IN SUBMITTING A BID ON THE ABOVE LISTED PROJECT SHOULD DIRECT INQUIRES TO:

**Shawn Caple, Sr., Project Manager**  
**Department of Human Resources**  
**Division of Administrative Operations**  
**311 West Saratoga Street, Office 847**  
**Baltimore, MD 21201**  
**(410) 767-8918/Office**  
**(410) 333-2317/Fax**  
**[Scaple@dhr.state.md.us](mailto:Scaple@dhr.state.md.us)**

**Note: Facsimile or Electronic Bids will NOT be accepted.**

Solicitations documents are available on eMaryland Marketplace at [www.emarylandmarketplace.com](http://www.emarylandmarketplace.com) under Solicitation # **N00SO254467**.

**Minority Business Enterprises are encouraged to respond to this solicitation.**