



# Administrative Office of the Courts

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## Operations Division

**Amendment #2  
Invitation for Bids  
Project # K20-0091-40  
2020 Model- Five (5) each Executive Sedans**

This Amendment is being issued to amend and clarify 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. The following changes/additions are listed below; new language has been underlined (ex. new language) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

**1. Replace the following in Section 1 – General Information:**

**1.4 Closing Date**

~~An unbound original must be received by the Procurement Officer at the address listed in the key information Summary Sheet by May 12, 2020, 2:00 p.m. EST, in order to be considered. Bids shall be marked IFB No. K20-0091-40; FY 2020 Model-Three Executive Vehicles, on the outside of the envelope. An electronic version of the must be enclosed with the original bid. Electronic versions are to be labeled with the date, IFB title, IFB number, and bidder's name, and packaged with the original copy of the appropriate bid.~~

~~Requests for extensions of this date or time will not be granted. Bidders mailing bids should allow sufficient mail and internal delivery time to ensure timely receipt by the Issuing Office. Bids may not be submitted by e-mail or facsimile.~~

**1.4.1 Bids may be submitted via hand delivery as described in Option 1 or submitted via e-mail as described in Option 2.**

**Option 1 (Hand Delivery Option):**

One unbound original copy of the Bid must be received by the Procurement Officer **no later than 2:00 p.m. (local time) on May12, 2020** in order to be considered. Bids shall be marked **IFB No. K20-0091-40; 2020 Model -Five (5) each Executive Sedans**, on the outside of the envelope, and the envelope must be addressed to the Procurement Officer (address listed in Section 1.2 of this IFB).

One electronic version of the Bid must be must be enclosed with the bid submission envelope. The electronic version must be labeled with the IFB title, IFB number, and Offeror's name and be packaged with the original copy of the IFB.

**Option 2 (E-mail Option):**

**One e-mail containing the Bid is required.**

**The Bid must be received by the Procurement Officer via e-mail at [karen.hoang@mdcourts.gov](mailto:karen.hoang@mdcourts.gov) no later than 2:00 p.m. (local time) on May 12, 2020 in order to be considered. Offerors shall label e-mail subject line for the Bid as follows:**

- K20-0091- 40; 2020 Model- Five (5) each Executive Sedans
- BID SUBMISSION- **COMPANY NAME**

1.4.2 Requests for extensions of this date or time will not be granted. Bidders mailing bids should allow sufficient mail and internal delivery time to ensure timely receipt by the Issuing Office.

**3.1 BID FORMAT**

3.1.1 The Bidder must submit a transmittal letter on the bidder's stationery. The sole purpose of the transmittal letter is to transmit the bid. It should be brief and signed by an individual who is authorized to commit the bidder to the services stated in this IFB. Submit the transmittal letter with the following documents to the ~~Issuing Office~~ Procurement Officer (address listed in Section 1.2 of this IFB) prior to the submission deadline:

- Completed Bid/Proposal Affidavit with Resident Agent (IFB Attachment B)
- Bid Sheets (separate IFB Attachment D) signed by authorized personnel.
- Copies of Insurance Certificates (Section 2.5)

~~**Bids must be submitted in a sealed envelope that clearly indicates it contains a bid.**~~  
**Bids may be submitted via hand delivery or submitted via e-mail as described in Section 1.4.**

Issued by: Karen Hoang  
Procurement Officer  
May 7, 2020