

AMENDMENT OF SOLICITATION

1. AMENDMENT NUMBER A001	2. DATE ISSUED 05/15/2026	3. NUMBER OF PAGES TWO AND TWO ATTACHMENTS
4. ISSUED BY SALISBURY UNIVERSITY 1101 CAMDEN AVE SALISBURY, MD 21801 POINT OF CONTACT: Elaine P. Allnutt TELEPHONE NUMBER: 410-543-6506 EMAIL: SUProcurement@salisbury.edu		5A. AMENDMENT OF SOLICITATION NUMBER IFB SU-2617-SS (SU-IT-27-26) IT BUILDING - DEHUMIDIFIERS
		5B. SOLICITATION ISSUE DATE 05/07/2026

6. AMENDMENT OF SOLICITATION

The solicitation identified in 5A above is amended as set forth in Item 7.

The due date and time specified for receipt of offers/bids is extended, ☒ is not extended.

CONTRACTOR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT ON EXHIBIT K – “AMENDMENT ACKNOWLEDGEMENT” FORM WHERE INDICATED.

FAILURE OF CONTRACTOR'S ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR RECEIPT OF OFFERS/BIDS PRIOR TO THE DUE DATE AND TIME SPECIFIED MAY RENDER CONTRACTOR'S OFFER UNACCEPTABLE/NON-RESPONSIVE AND SUBJECT TO REJECTION.

7. DESCRIPTION OF AMENDMENT (Use additional pages if required)

The following attachments are incorporated in the Contract Documents by reference and modify the original IFB Documents:

- 1. Pre Bid Meeting Minutes (1 page)**
- 2. Copy of Pre Bid Attendance Sheet (1 page)**

Except as provided herein, all terms and conditions of the document referenced in Item 5A, including previous amendments, if any, shall remain in full force and effect.

8. NAME OF PROCUREMENT OFFICER

ELAINE P. ALLNUTT

Description of Amendment (Continued):

The following changes are made to the solicitation referenced in Block 5A of the previous page.

CLARIFICATION: Contractor shall provide testing and balancing services on all new HVAC equipment.

END OF AMENDMENT

Attendance sheet was passed around and all were requested to sign in. Introductions were made.

Elaine Allnutt, Procurement, reviewed the administrative portions of the Invitation For Bid (IFB).

Emphasis was made as follows:

All questions must be written and directed to the issuing Procurement office. Requests for clarification must be submitted to the University no later than, **05/19/2026 at 4:00 p.m.** in order for the University to be able to timely issue any amendment(s) that may be needed.

The Bids are due by 2:00 pm, **05/28/2026**. Bids will only be accepted via Bid Locker secure online bid submission services. **NO physical copies or emails will be accepted.** You can sign up for Bid Locker for free. Please refer to the **KEY INFORMATION SUMMARY** for the link. It is the responsibility of each participating respondent(s) to refer daily to the Bid Locker website to check for any available amendments or addenda, responses to inquiries and/or questions, cancellations, and any and all additional information regarding this opportunity. It is not Salisbury University's responsibility to notify participating respondents by email or any other means of any of the above.

This **IS NOT** a Small Business Reserve Only Solicitation however, if your company qualifies as a Small Business by the State of Maryland, we ask that you obtain certification in the program. There **ARE NO** Bond requirements, and there **ARE NO** Prevailing Wage Rates associated with this procurement.

There are **NO** MBE participation requirements for this solicitation.

SU estimates this project to be less than \$100K and is looking for Total Base Contract Price.

Contractors must review the Certificate of Liability Insurance Coverage Requirements. These amounts will not be decreased for this contract so please base your bid with these requirements included if necessary.

There **will not** be any additional walk-thru's conducted.

Projected Schedule: NTP **06/11/2026** and contractor to have **44** calendar days to reach Substantial Completion with an additional **14** calendar days to reach Final Completion/Acceptance.

Joe Patterson, Project Manager, reviewed the scope of work.

A site inspection was conducted.

END OF MINUTES

SALISBURY UNIVERSITY
PRE - BID CONFERENCE SIGN-IN SHEET
SOLICITATION NO.: SU-2617-SS PROJECT NO.: SU-IT-27-26
IT BUILDING (B1) - DEHUMIDIFIERS
05/14/2026 @ 10:00 a.m.

PRINTED NAME	ORGANIZATION	PHONE #	EMAIL ADDRESS
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