

## **SPECIAL NOTICE FOR REVIEW OF BIDS**

DURING THE STATE OF EMERGENCY CAUSED BY THE CORONA VIRUS PANDEMIC, THE BALTIMORE CITY COMPTROLLER'S OFFICE REMAINS COMMITTED TO CONDUCTING CITY BUSINESS.

IN ACCORDANCE WITH THE DIRECTIVES OF THE MAYOR AND GOVERNOR RELATING TO SOCIAL DISTANCING, PROHIBITIONS ON GATHERINGS OF MORE THAN 10 PEOPLE, AND OTHER MEASURES TO DECREASE THE SPREAD OF COVID-19, THE COMPTROLLER'S OFFICE HAS ADOPTED THE FOLLOWING PROCEDURES TO ALLOW BIDDERS AND MEMBERS OF THE PUBLIC TO REVIEW BIDS SUBMITTED FOR CITY CONTRACT SOLICITATIONS.

THE PROCEDURES SET FORTH BELOW WILL REMAIN IN EFFECT FOR THE DURATION OF THE STATE OF EMERGENCY AS DECLARED BY THE MAYOR OF BALTIMORE AND THE GOVERNOR OF MARYLAND.

### **- PROCEDURES -**

**BIDS WILL ONLY BE AVAILABLE FOR REVIEW BY APPOINTMENT** ON MONDAYS AND WEDNESDAYS FROM 1:00 P.M. – 4:00 P.M. IN ROOM 204 CITY HALL IN 25 MINUTE INCREMENTS UNTIL FURTHER NOTICE.

PERSONS ARE REQUIRED TO CALL THE BOARD OF ESTIMATES AT 410-396-4755, TO REQUEST AN APPOINTMENT.

PLEASE HAVE THE FOLLOWING INFORMATION, WHEN YOU CALL FOR AN APPOINTMENT:

1. YOUR FULL NAME
2. NAME OF ORGANIZATION
3. SOLICITATION NUMBER, AND
4. OPENING DATE

REMINDER: YOU MUST HAVE AN OFFICIAL CITY OR STATE ISSUED ID TO ENTER CITY HALL.

BID RESULTS ANNOUNCED AT 12 NOON MEETING WILL BE POSTED BY CLOSE OF BUSINESS ON WEDNESDAY.

**NOTE: THE HYMAN PRESSMAN BOARD ROOM WILL BE CLOSED FOR THE 9:00 A.M. AND THE 12:00 NOON (BID OPENINGS) MEETINGS**