



Government User Quick Reference Guide

Creating a Bid Amendment

This Quick Reference Guide will walk you through the process of creating a bid amendment.

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Locate your bid in eMaryland Marketplace. Click on the Bid # next to the bid you would like to open.

Advanced Search ▾										
Results										
Bid #	Description	Purchase Order #	Purchase Method	Bid Opening Date	Organization	DeptLoc	Purchaser	Total	Status	Alternate Id
MDDGS31020538	Pre-Built Equipment Shelters for the Maryland Department of the Environment		Open Market	06/01/2015 02:00:00 PM	Maryland Department of General Services	00117 / 00117	Christine Vasiliau	\$0.00	Sent	00117819911 & 00117819855
Exit										
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The General tab of the bid will open. Click on the **Amendments** tab.

Open Market Bid MDDGS31020538											Status: ZBS - Sent	
General	Items	Address	Accounting	Routing	Attachments(1)	Notes	Bidders	Questions	Amendments	Q & A	Reminders(3)	Summary
Bid Number: MDDGS31020538											Description: Pre-Built Equipment Shelters for the Maryland Department of the Environment	

If this is the first amendment you have created for the bid, there will be no amendments listed. If you have previously entered an amendment, they will be displayed here.

To create a new bid amendment, click **Create Bid Amendment**.

Open Market Bid MDDGS31020538											Status: ZBS - Sent	
General	Items	Address	Accounting	Routing	Attachments(1)	Notes	Bidders	Questions	Amendments	Q & A	Reminders(3)	Summary
There are no bid amendments for this document.												
Create Bid Amendment												
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The General tab will open in an edit format.

On the General tab you may change the following information:

- Purchaser
- Show on Web
- Allow Electronic Response
- Available Date
- Bid Opening Date
- Info Contact
- Pre-Bid Conference
- Quote Notification

If you would like to change any of this information, make those changes now and click **Save & Continue**.

Bid Amendment - Open Market Bid MDDGS31020538											Status: ZBS - Sent
General	Items	Attachments(1)	Summary	Back to Bid							
Bid Number:	MDDGS31020538	Description:	Pre-Built Equipment Shelters for the Maryland Department of the Environment								
Status:	ZBS - Sent	Purchaser:	Vasiliau, Christine								
How Solicited:	Email	Type Code:	IT - Invitation to Bid (ITB)								
Department:	00117 - COMMODITY PROCUREMENT/17	Fiscal Year:	2015								
Location:	00117 - COMMODITY PROCUREMENT/17	Organization:	Maryland Department of General Services								
Show on Web:	<input checked="" type="checkbox"/>	Allow Electronic Response:	<input checked="" type="checkbox"/>								
Required Date:		Bid Opening Date:	06/01/2015 02:00:00 PM								
Available Date:	05/04/2015 04:00:00 PM	Purge Date:									
Bid Type:	Open Bid	Informal Bid:	<input type="checkbox"/>								
Control Code:		Estimated Cost:	\$0.00								
Print Dest Detail:		Alternate ID:	00117819911 & 00117819855								
Purchase Method:	Open Market	Solicitation Enabled:	<input type="checkbox"/>								
Tax Rate:		Info Contact:	christine.vasiliau@maryland.gov (410) 767-4281								
Item Single Award Only:	<input type="checkbox"/>	Pre-Bid Conference:	Thursday, May 14, 2015 at 10:00am 301 W. Preston Street Baltimore, MD 21201 Conference Room H-6 on the Mezzanine.								
Info Contact:		Bulletin Desc:	The Maryland Department of the Environment is seeking bids for Pre-Built Equipment Shelters. Please see IFB Package for complete specifications.								
Pre-Bid Conference:		Quote Notification:	<input checked="" type="checkbox"/>								
(Max size: 250 characters)		Date Last Updated:	05/05/2015 04:23:06 PM								
User last Updated:	Christine Vasiliau	Save & Continue									
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If you would like to update, cancel, or add items, click on the **Items** tab.

To update an item, click on the Item # next to the item you would like to update. Make the necessary changes then click **Save & Continue**.

To cancel an item, select the box under Cancel next to the item you would like to cancel. Click **Save & Continue**.

To add an item, click **Add Item**. Complete the new item information and click **Save & Continue**.

Bid Amendment - Open Market Bid MDDGS31020538 Status: ZBS - Sent

General **Items** Attachments(1) Summary [Back to Bid](#)

Sort by Column: Print Sequence Sort Descending

Item #	Print Sequence	Item Description							Total Cost	Cancel
		Quantity	UOM	Unit Cost	Net Unit Cost	Total Discount Amt.	Tax Rate	Tax Amount		
1	1.0	CONSTRUCTION OF SHELTERS FOR THE ESSEX MONITORING SITE. SEE IFB PACKAGE FOR COMPLETE SPECIFICATIONS.							\$0.00	<input type="checkbox"/>
		1.0	EA	0.00	\$0.00	\$0.00	0.0	\$0.00	<input type="checkbox"/>	
2	2.0	CONSTRUCTION OF SHELTERS FOR PINEY RUN & HUBBELTSVILLE MONITORING SITES. SEE IFB PACKAGE FOR COMPLETE SPECIFICATIONS.							\$0.00	<input type="checkbox"/>
		2.0	EA	0.00	\$0.00	\$0.00	0.0	\$0.00	<input type="checkbox"/>	
								Total	\$0.00	

If you would like to add attachments to your amendment, select the **Attachments** tab. You may also delete attachments from here.

To delete an attachment, select the box under Delete next to the attachment you would like to remove from the bid. Click **Save & Continue**.

To add an attachment, click **Add Attachment**.

Bid Amendment - Open Market Bid MDDGS31020538 Status: ZBS - Sent

General **Items** **Attachments(1)** Summary [Back to Bid](#)

Name	Description	Show Vendor	Attached By	Attached Date	Delete
IFB Package.pdf	IFB Package 001T819911/MDDGS31020538	<input checked="" type="checkbox"/>	Christine Vasilau	05/05/2015	<input type="checkbox"/>

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The Add File screen will open.

Select the file you would like to add. You may add a description of the file if you would like. Click **Save & Continue**.

Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name*:

Description:

File*: No file chosen

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You may add additional attachments or, if you are finished adding attachments, select the **Summary** tab.

Bid Amendment - Open Market Bid MDDGS31020538 Status: ZBS - Sent

General **Items** **Attachments(2)** **Summary** [Back to Bid](#)

Name	Description	Show Vendor	Attached By	Attached Date	Delete
IFB Package.pdf	IFB Package 001T819911/MDDGS31020538	<input checked="" type="checkbox"/>	Christine Vasilau	05/05/2015	<input type="checkbox"/>
Amendment 1 - MDDGS31020538-1.pdf	Amendment 1 - update bid closing date, Q&A due date, site-visit date and add pre-bid minutes	<input checked="" type="checkbox"/>	Cristen Ervin	05/20/2015	<input type="checkbox"/>

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The Summary tab will summarize all of the changes you made to the bid, including any changes made on the General tab, any changes to the items, and any changes to the attachments.

Each change will be marked with a description. You may edit this field.

You may enter a comment for the whole amendment or individually for each change.

There is also a box indicating Show to Vendor. Make sure this box is marked so the vendor is notified of the changes.

After adding any additional information or making changes to this page, click **Apply Bid Amendment**.

Bid Amendment - Open Market Bid MDDGS31020538 Status: 2BS - Sent

General | Items | Attachments(2) | **Summary** | Back to Bid

Comment for the whole bid amendment:

Header/Item Changes
There are no recorded header/item changes.

Attachment Changes

Modified Field	Item #	File	Description	User Updated	Date Updated	Show to Vendor
File #	Header	Amendment 1 - MDDGS31020538-1.pdf	File "Amendment 1 - MDDGS31020538-1.pdf" added	Cristen Ervin	05/20/2015 11:21:17 AM	<input checked="" type="checkbox"/>

Comment:

After you click 'Apply Bid Amendment', all the changes will be updated in the real document.

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The Vendor Notification Result screen will display. This screen shows a list of all vendors who received notification of the change. If necessary, print this screen for your records.

Vendor Notification Result

Subject: Bid Amendment Notification - Bid # MDDGS31020538, Pre-Built Equipment Shelters for the Maryland Department of the Environment

Email Recipients

Delivery Date: 05/20/2015 11:23:08 AM

Vendor ID	Vendor Name	Email Address

You may see a section at the bottom of the Vendor Notification Result screen indicating Paper Mail Recipients. If there are vendors listed under this section, be advised that these vendors will not receive email notification of the amendment. If you choose to send notification via mail, you may do so; however, eMaryland Marketplace DOES NOT send paper mail notifications.

Click OK to return to the bid solicitation.

Paper Mail Recipients

Vendor ID	Vendor Name	Mailing Address	Print
00003290	Horizon Land Development Corp.	James Hosken 105 S. Centre Street Cumberland, MD 21502 US Email: jhosken@specseng.com Phone: (301)777-2510	Print

When the amendment is complete, the Summary tab will open.

Open Market Bid MDDGS31020538 Status: 2BS - Sent

General | Items | Address | Accounting | Routing | Attachments(2) | Notes | Bidders | Questions | Amendments(1) | Q & A | Reminders(3) | **Summary**

Header Information

Bid Number: MDDGS31020538	Description: Pre-Built Equipment Shelters for the Maryland Department of the Environment	Status: 2BS - Sent
Purchaser: Christine Vasilau	Minor Status:	How Solicited: Email
Organization: Maryland Department of General Services		

You will notice there is now a (1) in the Amendments tab indicating there is one amendment on the bid.

Open Market Bid MDDGS31020538								Status: 2B5 - Sent				
General	Items	Address	Accounting	Routing	Attachments(2)	Notes	Bidders	Questions	Amendments(1)	Q & A	Reminders(3)	Summary
Bid Amendment #	Status	Vendor Bid Amendment Sequence #	Comment	Posted Date	Posted User	Created Date	Created User					
1	Sent	1		05/20/2015 11:23:05 AM	Cristen Ervin	05/20/2015 11:18:53 AM	Cristen Ervin					
Create Bid Amendment												
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