



ADDENDUM NO. 1

TO: Interested Parties

FROM: Todd Moser
Real Property Administrator

DATE: Tuesday, June 18, 2024

RE: REAL ESTATE CONSULTING & BROKERAGE SERVICES FOR DISPOSITION
OF SURPLUS PROPERTY ON BEHALF OF WASHINGTON COUNTY BOARD
OF COUNTY COMMISSIONERS

Acknowledge receipt of this **Addendum No. 1** by signing in the space provided below and returning with your Bid.

Failure to sign and return with your Bid may subject the Bidder to disqualification. This Addendum No. 1 forms a part of the Bid Documents, it supplements and modifies them as outlined herein.

This **Addendum No. 1** consists of **5 pages**, including this page and attachments.

I hereby acknowledge receipt of **Addendum No. 1**:

By: _____ Date _____
Signed Name

Typed Name

Title

For: _____
Firm

ADDENDUM NO. 1


REAL ESTATE CONSULTING & BROKERAGE SERVICES
FOR DISPOSITION OF SURPLUS PROPERTY ON BEHALF OF
WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

Date Issued: Tuesday, June 18, 2024

Bids Due: Wednesday, June 26, 2024
2:00 P.M., Local Time

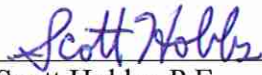
The following addendum material is hereby made a part of the Bid Documents.

Please note the following changes, information, and/or instructions in connection with the proposed work and submit proposals accordingly.



Todd Moser
Real Property Administrator
Division of Engineering

By Authority of:
Board of County Commissioners
Washington County, Maryland



Scott Hobbs, P.E.
Director
Division of Engineering

ADDENDUM NO. 1

**REAL ESTATE CONSULTING & BROKERAGE SERVICES
FOR DISPOSITION OF SURPLUS PROPERTY ON BEHALF OF
WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS**

TO: All prime Contractors and all others to whom specifications have been issued.

ITEM 1.01 Pre-Bid Conference held Wednesday, June 12, 2024 @ 1:30 PM:

Pre-Bid Conference Meeting Minutes (consisting of 3 pages) (**Attachment A**), shall be incorporated into the Contract Documents.

ITEM 1.02 Questions and Responses, received by the deadline on June 14, 2024:

No written questions received.

ITEM 1.03 Location For Submitting Bids:

Sealed Bids, properly designated, will be received and time-stamped at the following location:

**Washington County Administrative Annex Building
Division of Engineering
747 Northern Avenue
Hagerstown, MD 21742-2723**

Attachments: Pre-Bid Teleconference Meeting Minutes (2 total pages)

END OF ADDENDUM NO.1

WASHINGTON COUNTY, MARYLAND
DIVISION OF ENGINEERING

REAL ESTATE CONSULTING & BROKERAGE SERVICES
FOR DISPOSITION OF SURPLUS PROPERTY ON BEHALF OF
WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

PRE-BID TELECONFERENCE MEETING MINUTES AND ATTENDANCE

Wednesday, June 12, 2024, at 1:30 p.m.

PB1. WELCOME/INTRODUCTIONS:

Todd Moser, Real Property Administrator, opened the meeting and welcomed participants.

PB2. ATTENDANCE:

Name	Organization	Email Address
Todd Moser	Washington County	tmoser@washco-md.net
Monica Lindsay	Washington County	mlindsay@washco-md.net
Emaniece Gordon	Dekka Realty	info@dekkarealty.com

PB3. PROJECT OVERVIEW:

This contract is a one-year contract with the County having the sole option to renew for three subsequent one-year periods. Future properties may include commercial properties, residential properties, and vacant land with restrictions. All properties will be sold "AS-IS" unless otherwise noted.

PB4. ADDENDA AND INTERPRETATIONS

Todd Moser explained that bidders may submit bid inquiries in writing by 4:00 pm on Friday June 14, 2024, via email to the attention of Todd Moser at ebidquestions@washco-md.net. Contract addenda will be issued to all plan holders via email and will also be advertised on EMaryland Marketplace Advantage and posted on the Division of Engineering's page on the Washington County website. Addenda will include minutes from today's pre-bid conference meeting.

PB.5. BID DUE DATE AND LOCATION

Participants were advised that sealed bids, properly designated, are due by 2:00 P.M. Wednesday, June 26, 2024, after which time they will be publicly opened in a conference room located at 747 Northern Avenue, Hagerstown Maryland 21742. Bidders are encouraged to attend the public bid opening.

PB6. QUESTIONS

Clarification was requested about prior Washington County Real estate contracts, commission structure, and a bidder's prior experience working in Washington County. Participants were advised to submit their questions in writing via email to the attention of Todd Moser at ebidquestions@washco-md.net. The participant indicated that she would submit her questions in writing.

PB-7. MEETING ADJOURNMENT:

Attendees were thanked for their attendance, and the meeting was adjourned at 1:50 PM.