

FROM

NAME & TITLE	Matthew W. Garbark, Acting Director <i>Signature for Matthew Garbark</i>
AGENCY NAME & ADDRESS	Director of Public Works 200 Holliday – 6 <sup>th</sup> Floor
SUBJECT	Office of Boards and Commissions Extensions/Suspensions of Services

CITY of  
BALTIMORE  
**MEMO**



DATE: March 23, 2020

TO

All Firms

Due to the threat of COVID-19 (coronavirus) pandemic, the Department of Public Works (DPW) *Office of Boards and Commissions* (OBC) must practice social distancing. Our staff is limited and we must extend or suspend the following services, effective, Monday March 23, 2020.

1. **Submittals** due Friday March 27, 2020 (NOON) will be *extended to Friday May 8, 2020 (NOON)*. The following **Project(s)** are:
  - a. 1296R;
  - b. 1301;
  - c. 1326; and
  - d. 1328
2. All **Prequalification Services** for both Consultants and Contractors will be **extended for three (3) months**.
3. **Advertisements for Projects will be suspended until further notice.**
4. The **AEAC meeting** scheduled for Wednesday May 13, 2020 is cancelled and will be updated.
5. OBC Staff are still processing **applications received on or before 3/19/2020**.
6. OBC has limited access to emails. However, we will respond to assist you as soon as possible. If necessary, you may email OBC at [obc.consultants@baltimorecity.gov](mailto:obc.consultants@baltimorecity.gov) or [obc.contractors@baltimorecity.gov](mailto:obc.contractors@baltimorecity.gov)

DPW's Small Business Development (SBD) Program (*Growth By Design*) is still taking applications for its upcoming Training Program. Please feel free to email them at [sbd@baltimorecity.gov](mailto:sbd@baltimorecity.gov) for additional information.

To ensure the safety of the public and employees of DPW, OBC's services are subject to change as the conditions related to COVID-19 are updated.

All Firms

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Further directives will be conveyed as information is provided by city, state and federal leaders.

Thank you in advance and we apologize for any inconvenience.