



Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor

Pete K. Rahn, Secretary  
Gregory C. Johnson, P.E., Administrator

**MEMORANDUM**

**TO:** All Users of Construction Specifications - July 2008 Specification Book

**FROM:** Jason A. Ridgway, Director  
Office of Highway Development

**DATE:** October 13, 2015

**SUBJECT:** Distribution of New and Revised Special Provisions

A handwritten signature in dark ink, appearing to read 'J. A. Ridgway', is written over the 'FROM' field of the memorandum.

The latest versions to our Special Provisions for the July 2008 Specifications Book have been updated on the SHA Internet Web Site at [www.roads.maryland.gov/Business Center/Business Standards and Specifications](http://www.roads.maryland.gov/Business_Center/Business_Standards_and_Specifications), on SHA's internal network (for SHA employees only) and other software programs the Administration Manages.

The following Specifications were added, deleted and/or revised:

File#: 001-Cover – **IFB Cover Page**. Revised to reflect to changes related to the Cashier's closing and procurement requirements.

File#: 003-toc – **Table of Contents**. Revised to reflect changes related to the specifications included in the IFB.

File#: 022-ntc – **Notice to Contractors**. Revised to include new Insurance language. To be included in all projects.

File#: 003-eMMntc – **eMM Notice to Contractors**. New notice announcing changes in advertising and bidding processes. Providing information to assist Contractor's with eMaryland Marketplace.

File#: eMMbsi – **eMM Bid Submittal Instructions**. New instructions on submitting bid material. To be include in all projects.

File#: eMMarvf – **eMM Addendum Receipt Verification Form**. New Form to be included in the IFB. The Contractor will use the form to verify that all addenda were received. The Form is to be submitted with the sealed bid package by the Contractor. To be included in all project IFB's.

My telephone number/toll-free number is [410-545-8800](tel:410-545-8800) or [1-888-228-6971](tel:1-888-228-6971)  
Maryland Relay Service for Impaired Hearing or Speech 1.800.735.2258 Statewide Toll Free

Street Address: 707 North Calvert Street • Baltimore, Maryland 21202 • Phone 410.545.0300 • [www.roads.maryland.gov](http://www.roads.maryland.gov)

File#: 900-915 – **Production Plants.** New Special Provision Insert.

File#: 900-924 – **Cold Patch Material.** New Special Provisions Insert to replace 924 Reserved Section of 2008 Spec book.

These Specifications are dated October 13, 2015. All projects which advertise on October 20, 2015 and thereafter must include these revised files. Advertised projects which do not have the latest eMM doc's above should include them by Addendum, on a case by case basis, depending if a prior Addendum was administered (that included the old eMM Form). In general, if an Addendum is required for some reason other than the revised Specifications, these sheets should be included were applicable.