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Deputy Secretary

### **PRE-BID CONFERENCE SUMMARY**

**Project Title: FORENSIC TOXICOLOGY DRUG TESTING LABORATORY (FTDTL)**

**Project No.: F10B4400012**

**April 16, 2014**

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference at the Maryland Department of Transportation Headquarters (MDOT) facilities located in Hanover, Maryland, on April 14, 2014. An attendance list with the names of those who attended is included.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer, Mike Yeager, convened the conference, recognized the Department of Budget and Management (DBM) personnel present, and requested that all vendors sign in. The Procurement Officer advised that the Pre-Bid Conference would not be transcribed but that a written summary would be provided, and reminded bidders that any substantive question(s) should be submitted to the Procurement Officer in writing (e-mail preferred). The Procurement Officer then reviewed the following sections of the IFB: Section 1 (reviewed points related to type, terms and conditions of the solicitation as well as basis for award); Section 2 (reviewed minimum qualifications and required proof); Section 4 (reviewed bid submission guidance and requirements); Attachment A (pointed out that contract takes precedence over all other materials that might be included by reference), Attachment B (emphasized all blanks are to be filled in) ; Attachment C (explained contract affidavit is reaffirmation of bid/proposal affidavit and that "domestic corporation" means a corporation registered in Maryland and that a "foreign corporation" means a corporation not registered in Maryland) ; Attachment F (Bid Price Form and Instructions); Attachment G (Living Wage Affidavit and Requirements for Service Contracts).

The Director of Employee Medical Services, Margaret Embardino, summarized the IFB, Section 3 (Scope of Work).

The several questions that were submitted via email prior to the Pre-Bid Conference and the State's tentative responses were provided at the pre-bid conference. Those questions will be included in Questions & Answers #1 to be issued shortly. Then, the floor was opened to questions from attendees with the caveat that formal written answers to questions would only be given for those questions submitted in writing, stating a preference for e-mail transmission. However, no questions were posed by attendees at the Pre-Bid Conference. The meeting was adjourned.

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45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-6014 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov>

Date Issued: April 16, 2014

By <signed>.  
Mike Yeager  
Procurement Officer

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Attendee List

## Attendee List

MBE	Name/Company	E-mail	Phone(s)	Physical Address
Yes	Brian Giammarco, Sales Executive, Quest Diagnostics	<a href="mailto:Brian.D.Giammarco@Questdiagnostics.com">Brian.D.Giammarco@Questdiagnostics.com</a>	V: 610-454-6077 F: 267-200-0645	1201 S. Collegeville Rd, Collegeville, PA 19246
No	Lydia Jackson Exec. Account Mgr., Phamatech, Inc.	<a href="mailto:Lydia@Phamatech.com">Lydia@Phamatech.com</a>	V: 888-635-5840, ext. 226 F: 858 635-5843	10151 Barnes Canyon Road, San Diego, CA 92121
No	Valerie Haymes, Contract Specialist, Phamatech, Inc.	<a href="mailto:vhaymes@phamatech.com">vhaymes@phamatech.com</a>	V: 888-635-5840 ext. 270 F: 858 635-5843	10151 Barnes Canyon Road, San Diego, CA 92121