



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

***SUMMARY OF PRE-BID CONFERENCE
HELD
November 19, 2012; 10:00 AM***

***Project Title:
PROCESS SERVER
F10B3400002***

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Bid Conference in the *TSO Conference Room of the Maryland Department of Transportation (MDOT) Headquarters located at 7201 Corporate Center Drive, Hanover, Maryland 21076, on November 19, 2012 @ 10:00 a.m.* An Attendance List is included with this summary as Attachment 1. Attending on behalf of the State were: Andrea R. Lockett, Procurement Officer and Montez Foster, Contract Manager.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer, Andrea R. Lockett, convened the conference, recognized the State and Department (DBM) personnel present, and reiterated that all prospective bidders should sign in.

Ms. Andrea R. Lockett then reviewed the IFB:

- Vendor Comments (encouraged vendors to provide comments and/or suggestions whether or not a bid is submitted to assist DBM in better bid/proposal writing in the future);
- Key Information Summary Sheet (reviewed bid submission location; reviewed bid submission closing date & time);
- Section 1 – General Information (reviewed # of awards, contract type, contract duration, procurement officer/contract manager, submission of questions, closing date & time of bid submission, public bid opening, multiple/alternate bids, Public Information Act Notice, award basis, Department of Assessments and Taxation registration, eMaryland Marketplace registration, Living Wage Requirements, Prompt Payment Policy, 0% MBE goal, and 0% VSBE goal, including a review of the Contract [Attachment A], Bid/Proposal Affidavit [Attachment B], Contract Affidavit [Attachment C] and Living Wage Affidavit [Attachment J];
- Section 3 – Bid Submission Requirements (reviewed content of bid submission);
- Attachment A – Contract (pointed out that IFB, contract and contractor bid submission represents State expectations and requirements and that all referenced exhibits are included in the contract by reference; further explained prompt payment requirements);
- Attachment B – Bid/Proposal Affidavit (explained that all blanks must be filled in even if not applicable; emphasized that affidavit must be submitted with bid);

~Effective Resource Management~

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- Attachment C – Contract Affidavit (emphasized that affidavit is reaffirmation of bid/proposal affidavit; explained that “domestic” means a company incorporated in Maryland and “foreign” means a company NOT incorporated in Maryland and that resident agent information should match Department of Assessments and Taxation website’s reporting; submission required only if awarded);
- Attachment J – Living Wage Affidavit (emphasized that affidavit must be submitted with bid).

Ms. Montez Foster reviewed the minimum qualifications and work requirements of the IFB:

- Section 2 – Scope of Services, including Minimum Bidder Qualifications (background information, experience, references and certifications);
- Attachments H and I – Bidder Qualifications Documentation (explained that Maryland Rules referenced in Attachment H are identified and explained in Attachment I; emphasized that Attachment H must be submitted with bid);
- Attachment F – Bid Price Instructions and Form (emphasized bid must be submitted on this form);

Ms. Lockett emphasized that although no MBE or VSBE goals have been established, that minority businesses, including veteran-owned business were encouraged to respond to the IFB.

Ms. Lockett then opened the floor to questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing, preferably by e-mail.

The attendees were reminded responses given verbally and other general discussions were non-binding and provided to help give a better understanding of the State’s requirements. Ms. Lockett further stated that any question asked and answered at the conference should be asked formally by e-mail if the questioner wanted a coordinated, official response.

Date Issued: November 20, 2012

By: <signed>

Andrea R. Lockett
Procurement Officer

Attachment 1:
Pre-Bid Conference Attendance List

Attachment 1 – Pre-Bid Conference Attendance List

Name / Company	E-Mail	Phone(s)	Business Address	MBE
Stephen Robinson KYD Process Service	srobin1059@aol.com	(410) 523-5358 <i>office</i> (410) 963-9535 <i>cell</i>	2503 Marbourne Avenue Baltimore, MD 21230	No
David A. Kopel Legal Papers	david@legalpapers.net	(410) 823-4444 <i>office</i> Ext. 118	908 York Road 2 nd Floor Towson, MD 21204	No
Stephen Folcher Monumental Process Servers	stephen.folcher@monumentalps.com	(410) 523-4980 <i>office</i>		No