



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PRE-BID CONFERENCE SUMMARY

Project Title: FORENSIC TOXICOLOGY DRUG TESTING LABORATORY (FTDTL)

Project No.: F10B9200023

APRIL 29, 2009

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference at the Department of Budget and Management's facilities located in Annapolis, Maryland, on APRIL 22, 2009. 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 (or e-mail if 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 3 (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 and that "domestic corporation" means a corporation registered in Maryland and that a "foreign corporation" means a corporation not registered in Maryland); Attachment C (explained contract affidavit is reaffirmation of bid/proposal affidavit and not submitted with the bid); Attachment D (Bid Price Form and Instructions); Attachment I (Living Wage Requirements for Service Contracts) and Attachment M (Living Wage Affidavit).

The Director of Employee Medical Services, Margaret Embardino, summarized the IFB, Section 2 (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.

~Effective Resource Management~

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Date Issued: April 29, 2009

By <signed>.
Mike Yeager
Procurement Officer

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Attendee List

Attendee List

MBE	Name/Company	E-mail	Phone(s)	Physical Address
No	Joseph F. Whelan Drugscan, Inc.	joseph@dsimed.com	V: 215-674-9310 C: 201-240-0078 F: 215-957-0640	1119 Mearns Rd. Warminster, PA 18974
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