



**DEPARTMENT OF  
BUDGET & MANAGEMENT**

*MARTIN O'MALLEY*  
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*ANTHONY BROWN*  
Lieutenant Governor

*T. ELOISE FOSTER*  
Secretary

*JOHN M. WASILISIN*  
Deputy Secretary

***PRE-BID CONFERENCE SUMMARY***

**Project Title: PROCESS SERVER**

**Project No.: F10R7200002**

**January 17, 2007**

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference at the Department of Budget and Management's facilities located in Annapolis, MD, on January 16, 2007. An attendance list with the names of those attendees is included.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer, Mike Yeager, convened the conference, recognized the State and Department (DBM) people present, and reiterated that all vendors sign in. The Procurement Officer advised that the Pre-Bid Conference would not be transcribed—however the State would provide a written summary and reminded bidders that any substantive question(s) should be submitted to the Procurement Officer in writing (or e-mail is preferred). The Procurement Officer then reviewed the IFB: Sections 1 (reviewed points related to type, terms and conditions of the solicitation as well as basis for award) and 3 (reviewed bid submission guidance and requirements). Reviewed Attachments A (pointed out that contract takes precedence over all other materials that might be included by reference such as the IFB and contractor bids), 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), C (explained contract affidavit is reaffirmation of bid/proposal affidavit and not submitted with the bid), F (Price Proposal Form and Instructions), H (Bidder Qualifications) and I (Maryland Rules).

The Director of the Central Collection Unit (CCU), Henry Raymond, summarized the IFB, Section 2 (Scope of Work).

Questions submitted prior to the Pre-Bid were read and short answers given. Then, the floor was opened 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. Issues discussed included applicability of Maryland Rule 2-122, invoicing by service or per month, how/when service picked up by Contractor, District Court rules, short notice service, affidavit of service, contact information data bases, payment for “relocate”, “errors and omissions”, how much liability insurance needed, fee for service to State entity and substitute service on a relative.

Date Issued: January 17, 2007

By \_\_\_\_\_ <signed> \_\_\_\_\_

Mike Yeager  
Procurement Officer

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Attendee List

~Effective Resource Management~

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## Attendee List

<b>MBE</b>	<b>Name/Company</b>	<b>E-mail</b>	<b>Phone(s)</b>	<b>Physical Address</b>
No	Carolyn Brown, President/Attorney Service Corporation	<a href="mailto:attorneyservices@verizon.net">attorneyservices@verizon.net</a>	V:410-654-0305 F:410-654-6969 C:N/A	10806 Reisterstown Road, Suite 1D Owings Mills, MD 21117
No	Larry Schlee, President/Mason Dixon Process Service, Inc.	<a href="mailto:masondixonps1@yahoo.com">masondixonps1@yahoo.com</a>	V:410-335-6248 F:410-335-6249 C:N/A	10816 Philadelphia Road White Marsh, MD 21162
Yes	Anthony Barnes President/Civil Process Service USA.	<a href="mailto:info@civilprocessserviceusa.com">info@civilprocessserviceusa.com</a>	V:877-469-5735 F:240-547-0538 C:N/A	11690 South Laurel Drive, Suite 4A Laurel, MD 20708
No	David Kopel President/Legal Papers, Inc.	<a href="mailto:david@legalpapers.net">david@legalpapers.net</a>	V:410-823-4444 F:N/A C:N/A	908 York Road, 2 <sup>nd</sup> Floor Towson, MD 21204
No	L. W. Nelson President/S1G Investigations, Inc.	<a href="mailto:lwnelson@securityonegroup.com">lwnelson@securityonegroup.com</a>	V:410-685-1888 F:410-685-1866 C:N/A	3829 Callaway Ave. Baltimore, MD 21215