



## Department of Public Safety and Correctional Services

### Office of the Secretary

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## PRE-BID CONFERENCE SUMMARY AND ATTENDANCE LIST

### DRUG TESTING IFB

### PROJECT DPSCS Q0012004

**July 15, 2011**

STATE OF MARYLAND

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COMMISSION

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COMMISSION

MARYLAND PAROLE  
COMMISSION

CRIMINAL INJURIES  
COMPENSATION BOARD

EMERGENCY NUMBER  
SYSTEMS BOARD

SUNDRY CLAIMS BOARD

INMATE GRIEVANCE OFFICE

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference at the Department of Public Safety and Correctional Services' facilities located in Baltimore, Maryland, on July 12, 2011. 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, Mr. Mike Yeager, convened the conference, recognized the Public Safety and Correctional Services' (DPSCS) 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 2 (reviewed minimum requirements); 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 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 E (Bid Price Form and Instructions); Attachment H (Living Wage Requirements for Service Contracts as well as the Living Wage Affidavit).

Ms. Patricia Ray, Special Assistant from the Director's Office of the Maryland Division of Parole and Probation summarized the IFB, Section 3 (Scope of Work).

Mr. Yeager then opened the floor to questions with the caveat that formal written answers to questions would only be given if the questions were submitted in writing, preferably by e-mail. Questions were raised regarding issues related to the Scope of Work, bid format, and IFB attachments.

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

Date Issued: July 15, 2011

By <signed>.  
Mike Yeager  
Procurement Officer

Attachment 1: Pre-Bid Conference Attendance List

**Attachment 1 – Pre-Bid Conference Attendance List**

<b>Name/Title/Company</b>	<b>E-Mail</b>	<b>Phone(s)</b>	<b>Physical Address</b>
Robert Stevens Elon Laboratory, Inc	<a href="mailto:eeloninc@yahoo.com">eeloninc@yahoo.com</a>	V: (301) 456-8645 C: F: (301) 456-8641	5210 Auth Road Suite 202 Suitland, MD 20746
Maureen Kelly Sales Representative Siemens Healthcare Diagnostics, Inc.	<a href="mailto:Maureen.kelly@siemens.com">Maureen.kelly@siemens.com</a>	V: (800) 948-3234 C: (571) 214-4897 F:	6253 Park Road McLean, VA 22101
Myron Shiplet Assistant Lab Director Friends Medical Laboratory, Inc.	Not available	V: (410) 247-4417 C: F: (410) 247-8246	5820 Southwestern Blvd. Baltimore, MD 20227
Kenneth J. Smith CEO Global Drug Testing Labs	<a href="mailto:kensmith@gdtlabs.com">kensmith@gdtlabs.com</a>	V: (208) 664-6299 C: (208) 691-0755 F: (208) 664-6045	2201 N. Government Way, Suite C Coeur d'Alene, ID 83814