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PRE-BID CONFERENCE SUMMARY

Project Title: FORENSIC TOXICOLOGY DRUG TESTING LABORATORY (FTDTL)

Project No.: F10B9400033

April 9, 2019

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference at the Maryland Department of Information Headquarters (DoIT) facilities located in Crownsville, Maryland, on April 4, 2019.

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 minimum qualifications and required proof); Section 3 (reviewed insurance as well as other general contractor requirements); Section 4 (reviewed procurement type, terms and conditions as well as basis for award); Section 5 (reviewed Excel price form, bid submission guidance and requirements); Section 6 (reviewed bid evaluation criteria and award determination; Attachment B (notified bidders there is a separate Excel Bid Form and Instructions document); Attachment C (emphasized all blanks are to be filled in on the bid/proposal affidavit); Attachment F (reviewed the Living Wage Affidavit and Requirements for Service Contracts); Attachment M (pointed out that contract takes precedence over all other materials that might be included by reference); and Attachment N (explained the 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).

The Contract Manager, Sherreon Washington, summarized the IFB, Section 2 (Scope of Work).

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.

Date Issued: April 9, 2019

By <signed>.
Mike Yeager
Procurement Officer