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Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

PRE-BID CONFERENCE SUMMARY
Project Title: SPECIMEN COLLECTIONS
Project No.: 050B7400009
OCTOBER 12, 2017

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference at the Maryland Department of Transportation Headquarters (MDOT) facilities located in Hanover, Maryland, on October 11, 2017. 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 (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 requirements and pointed out the State must be named as an additional insured on the insurance certificate); Section 4 (reviewed bid submission guidance and requirements); Section 5 (reviewed bid evaluation and award criterion); Attachment B (Bid Price Form and Instructions); Attachment C (emphasized all blanks are to be filled in); Attachment F (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 contract affidavit is reaffirmation of bid 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 for the Personnel Services Division, Sherreon Washington, summarized the IFB, Section 3 (Scope of Work).

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. The meeting was adjourned.

Date Issued: October 12, 2017

by <signed>.
Mike Yeager
Procurement Officer

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Attendee List

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MBE	Name/Company	E-mail	Phone(s)	Physical Address
Yes	Michael Wrobel, Vice President, Forensic Drug & Alcohol Testing, LLC	Michael.Wrobel@FD-AT.com	V: 703-483-8929 F: 703-378-1982	14150 Parkeast Circle Suite # 130, Chantilly, VA 20151
No	Helen White, President, White Glove Drug & Alcohol Testing, Inc.	helen@whiteglovetesting.com	V: 410-458-8276 F: 410-544-2111	537 Ritchie Highway, Suite # 2E Severna Park, MD 21146
No	Michael Olatunji, Sales, Mega Lab Services	info@megalabservices.com	V: 571-285-1857	14142 Minnieville Road Suite # 204, Woodbridge, VA 22193
No	Molita Bryant, Sales, Progressive Phlebotomy Services, LLC	bryantm@prophhs.com	V: 301-915-7416 F: 800-943-2987	12138 Central Avenue, Suite # 805, Bowie, MD 20721
No	Will Phillips, CEO, Occupational Medical Services	wphillips@omsmd.com	V: 443-799-9640	4807 Benson Avenue, Suite # 1, Halethorpe, MD 21227
No	Heather Duke, Area Clinic Director, Occupational Medical Services	hduke@omsmd.com	V: 443-904-8761	4807 Benson Avenue, Suite # 1, Halethorpe, MD 21227