



STATE OF MARYLAND

## Maryland Department of Health and Mental Hygiene

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

# Eastern Shore Hospital Center

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Randy L. Bradford, Chief Executive Officer

P.O. Box 800, 5262 Woods Road, Cambridge, Maryland 21613

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**PRE-BIDCONFERENCE MEETING MINUTES**  
**Laundry Services for Eastern Shore Hospital Center**  
**OPASS 15-13961**  
**eMM# MDM0031013978**

### LOCATION & DATE

Eastern Shore Hospital Center  
Shoal Conference Room  
5262 Woods Road  
Cambridge, MD 21613

Tuesday, April 15, 2014  
11:00 a.m.

### ATTENDANCE

**William Webb** Chief Operating Officer  
**Dennis Mitchell** Purchasing Agent  
**Calvin Shockley** Eastern Shore Service Manager  
**Theresa Ammons** Contract Officer  
(Via audio teleconference)

Eastern Shore Hospital Center  
Eastern Shore Hospital Center  
Handcraft Services  
DHMH / OPASS

### GREETINGS/PURPOSE

William Webb introduced all the participants at the meeting and outlined the purpose of the meeting.

### SPECIFICATION OVERVIEW

Theresa Ammons summarized the specifications and requirements detailed in the IFB. Her highlights included:

- Contract is for five (5) years.
- The bidding mechanism is competitive sealed bids with only one expected winner.
- All updates or correspondence about the contract will come through eMaryland Marketplace (eMM). All bidders must be registered with eMM.
- Contract does not have an MBE requirement but minority businesses are encouraged to submit bids.
- Questions regarding the bid that arise after this meeting are to be submitted in the manner that is outlined in the IFB. They are due 5 days before the bid submission deadline so that the answers can be posted for all on eMM.
- The bid deadline is April 28, 2014 at 2:00 PM. No late bids will be accepted.
- All attachments are to be submitted in triplicate with original signatures on each.
- The winning bidder agrees to accept payment by electronic fund transfers.
- Bidders are encouraged to pay close attention to the IFB Section 4 Bid requirements. Failure to submit any required bid element will result in the rejection of the entire bid.

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QUESTIONS & ANSWERS

There were no questions regarding the IFB

ADJOURNMENT

11:19 am

**PRE-BID CONFERENCE SIGN-IN SHEET**

DHMH - Eastern Shore Hospital Center  
 Tuesday, April 15, 2014 - 11:00 a.m. - 12:00 p.m.  
 Laundry Services for Eastern Shore Hospital Center

NAME	COMPANY NAME ADDRESS	E-MAIL ADDRESS	PHONE & FAX NUMBER	MBE* Yes/No	SBRP** Yes/No
DENNIS MITCHELL	E. S. N. C.	dennis.mitchell@eastshoreregional.com	410-221-2313		
R.D. SHOCKLEY	HAND CRAFT SERVICES	RD SHOCKLEY HANDCRAFTSERVICES.COM	443-783-1418		
William Webb	ESHC	william.webb@eshc.com	410-221-2527		
Address Anonymous via teleconference	DHMH	Address Anonymous DHMH.Gov	410 767-1861		

\*MBE - Minority Business Enterprise  
 \*\*SBRP - Small Business Reserve Program



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**Calvin (Ed) Shockley**  
*Eastern Shore Service Manager*



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