

**Minutes
Pre-Bid Conference
Transportation of Bodies- Area 2
DHMH OPASS 17-17403**

The meeting was held on Monday, November 28, 2016 and began at 10:02 a.m.at the State Anatomy Board facility at 655 W. Baltimore Street, Room 14-040.

DHMH ATTENDEES:

Ronn Wade and Mary Angel from the State Anatomy Board
Jatavia Ruffin and Queen Davis from DHMH-OPASS.

VENDOR ATTENDEES:

Rodney McCoy –Compassionate Care Transport
Rose Turner – Heaven Bound Transportation
Todd Drew- Drew Removal Services, LLC
Kareen Wilkes – All Mines, LLC

A sign-in sheet was filled out by all attendees.

MINUTES:

Introductions were made by all attending.

Jatavia Ruffin, Contract Officer for the Office of Procurement and Support Services, gave an overview of the procurement process and stated that her role would include assisting the vendors with maneuvering through the procurement process. Jatavia Ruffin requested that each participant legibly sign the sign-in log to include their name, the name and address of their company and the telephone and fax numbers for their company.

The anticipated contract terms resulting from this solicitation will be for five (5) years beginning on or about **July 1, 2017 through June 30, 2022**. There are no options available for this contract.

The Procurement Method used for this solicitation is **Competitive Sealed Bidding**.

The contract will have a zero (0) percent (%) MBE goal.

The completion of the Bid/Proposal Affidavit and the Contract Affidavit were discussed.

Bid Proposal Affidavit must be completed and signed. If there is a question regarding your Resident Agent, please call the State's Corporate Charter Division at (410) 767-1330. The office is located at 301W. Preston Street, Baltimore, Maryland 21201.

The bidder must **complete, sign and submit** the Contract Affidavit set forth in **Attachment C with each bid. Please note that the contract shall not become effective until the Contract Affidavit is signed and returned.**

Include in your transmittal letter, a statement regarding the appropriate Tier designation for the Living Wage Requirement Law (**See Attachment G**).

It was stated that each Bid Page (**Attachment F**) must be correctly completed. Pay special attention to the Bid Submission Requirements listed on pages 65 through 67. Failure to include those items will **void** your bid submission.

Please see Section 1, 1.8 and list your eMaryland Marketplace **vendor number**; See Section 1, 1.30(Electronic Funds Transfer).

DO NOT FORGET TO SIGN THE BID AND SIGNATURE PAGES ON ALL THREE SUBMITTED BID PACKETS. ORIGINAL SIGNATURE IS REQUIRED ON EACH PAGE.

WE REQUIRE THAT THE ENTIRE PACKET BE RETURNED IN TRIPLICATE!!!

The due date for bids, in **triplicate** is **Friday, January 6, 2017, no later than 2:00 p.m. local time. No bids will be accepted after January 6, 2017 at 2:00 PM Local Time.**

Please address your bid packets to Dana Dembrow, Procurement Officer. Her information can be found on the **Key Information Summary Sheet (page 10)**.

The three-acceptable means of delivering a bid:

1. The U.S. Postal Service;
2. Hand Delivery of Offeror – **ask for receipt**; and
3. Hand Delivery by Commercial Carrier – **ask for receipt**

The bid opening is public and vendors may attend. At the time of the bid opening, an apparent successful vendor will be determined. However, a final determination will be made after bid submission requirements have been met, (bid calculations, etc. are made and verified).

It was requested that all questions regarding **procurement matters** be addressed to **Jatavia Ruffin at (410) 767-1883**. **Programmatic matters** should be addressed to **Ronn Wade or Mary Angel at (410) 706-3313**.

Questions answered by State Anatomy Board representatives?

Who is the current Contractor for Area 2?

K.P. & Company, LLC

What are the current rates for services for Area 2?

The minimum transportation fee is \$100.00.

The mileage rate is \$2.90 and has been for all five years of the current contract. Rate is NOT based on a per removal fee.

The minimum transportation fee is implemented when the total loaded miles is multiplied by the vendor bid rate equal less than \$100.00. An example for the use of minimum transfer would include a transport from Laurel Regional Hospital which is 19 loaded miles x \$2.90 = \$55.10. The vendor would charge on their invoice a fee of \$100.00 for this removal.

A transport from St. Mary's Hospital which is 83 loaded miles x \$2.90 = \$240.70. The vendor would charge on their invoice a fee of \$240.70 for this removal.

Noted by Anatomy Board representative:

- Read over entire bid for all requirements.
- Reference Section 4 as a guide to make sure that Bid Submission requirements are met.
- EMM numbers and CJIS request should be completed as soon as possible to meet time restraints by bid opening. Register with eMaryland Marketplace (<https://emaryland.buyspeed.com/bsa>) two to five days prior to bid submission to obtain eMM number **required** for bid submission.

The meeting concluded at 10:20 a.m.