

**DEER'S HEAD HOSPITAL CENTER
MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE
PRE-BID CONFERENCE MINUTES**

**NON-EMERGENCY AMBULANCE TRANSPORTATION SERVICES – DHHC
DHMH/OPASS 17-17531
eMM# MDM0031031610**

Name of Procuring Unit: Deer's Head Hospital Center (DHHC)
351 Deer's Head Hospital Center
Salisbury, Maryland 21801

Pre-Bid Meeting: Non-Emergency Ambulance Transportation Services
Deer's Head Hospital Center

Date/Time: Thursday, March 16, 2017
11:00 A.M.

Team Participants: Sandi Perry, Agency Procurement Specialist, DHHC
Theresa Ammons, Agency Procurement Specialist, OPASS (via phone)
Theresa Rolley, GNA, Central Services, DHHC

Vendor: Troy Foxwell, East Coast Ambulance

Ms. Perry, Procurement Coordinator, DHHC opened the meeting at 11:00AM., making sure all had signed in. Everyone introduced themselves. Ms. Perry then reviewed the objectives of the Contract as follows:

The Department of Health and Mental Hygiene, Deer's Head Hospital Center issued an Invitation to Bid to provide **Non-Emergency Ambulance Transportation Services** to the patients and residents of Deer's Head Hospital Center. It is the intent of the State of Maryland to obtain these services as specified in the IFB.

The Department intends to make multiple awards as a result of this IFB according to the award basis as outlined in this bid Section 1.12.

Bidders must meet all the requirements of this bid and the successful bidders shall remain responsible for the Contract performance.

The purpose of this meeting is to allow potential bidders to ask questions and request clarifications regarding this bid. We ask that after the meeting you submit your questions via e mail address noted in the IFB document.

Hart to Heart Ambulance and Lifestar Ambulance are the incumbents for the current contract for the total amount of \$488,850.00

Ms. Ammons then presented an overview of the procurement process:

1. The contracts resulting from this solicitation will be for five years beginning on or about **June 7, 2017**. Be assured that everything reviewed today is in the specifications; so if you miss any portion of the meeting, it should not affect your ability to respond to the IFB.

Carefully review **Section 1 – General Information** beginning on Page 7 of the IFB. As noted, DHMH/Office of Procurement & Support Services has issued this IFB for the provision of **Non-Emergency Ambulance Transportation Services for DHHC**.

The IFB and all subsequent documentation regarding this solicitation will be posted on eMarylandMarketplace (www.eMaryland.buyspeed.com/bsa) and DHMH

(www.dhmf.maryland.gov/opass/SitePages/HomePages/Home.aspx) websites. Please remember that in order to receive a contract award, a vendor must be “registered” on eMM. Registration is free. I call your attention to Subsection 1.8 for details.

The Procurement Method used for this solicitation is **Competitive Sealed Bidding**. Although this is a relatively uncomplicated process, I cannot stress too much the importance of following the steps and requirements.

An **MBE subcontracting goal** was **Not** established for the contracts resulting from this solicitation. However, Minority Business Enterprises are encouraged to respond to this solicitation.

Carefully review Subsection 1.9 – Questions, Page 11, regarding how to submit questions subsequent to this Pre-Bid Conference. Questions to the Procurement Officer, Dana Dembrow, with a copy to the facility’s Procurement Coordinator, Sandy Perry, and me, Theresa B. Ammons, shall be submitted via <http://dhmf.solicitationquestions@maryland.gov>. Questions should be submitted no later than five (5) days prior to the bid due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the bid due date. So try to get any questions to us ASAP.

Subsection 1.30, on page 15 regards **Payments by Electronic Funds Transfer**. Carefully review this clause. By submitting a response to this solicitation, you the Bidder agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller’s Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$100,000. This section goes into detail on how to register or request an exemption.

2 POINTS TO EMPHASIZE: -

The **Bidder Minimum Qualification** is listed in Section 2, subsection 2.1 on page 20. As noted, the bidder must provide proof with its bid that the minimum qualification has been met.

The **Scope of Work - Requirements** are listed in Section 3, subsection 3.2, pages 21 to the top of page 24. This is the “meat” of the solicitation that will give you a clear understanding of what the Department expects of the successful bidders in the provision of the services. Pay special attention to all subsections in the Scope of Work.

The Bid Format is listed in Section 4, pages 32 – 34. Pay special attention to the **Additional Required Bid Submission Requirements**, subsection 4.4 on page 32 and the complete list of Attachments are listed on page 36 & 37. Failure to include all **required** items may void your bid submission.

- A. Also included in Section 4, is subsection 4.7 – **Documents Required upon Notice of Recommendation for Contract Award**. As noted, this is a list of documents that are only required from the winning bidders. Please keep this in mind when submitting your bid documents. **Included in this list is Attachment A - Contract. The attachment as it currently appears in your solicitation is for informational purposes only and is not to be returned with your bid.**
- B. One of the affidavits that the winning bidder is required to complete, sign and submit after notice of award is made is the **Contract Affidavit (Attachment C)**. This form asks for the name of your resident agent. If there is a question of who your Resident Agent is, please call the State's Corporate Charter Division at (410) 767-1330. The office is located at 301 W. Preston Street.
- C. Please correctly review the **Bid Pricing Instructions (Attachment F)** on page 66. As noted, the contract resulting from this IFB shall be an Indefinite Quantity Contract with Firm Fixed Unit Prices in accordance with COMAR 21.06.03.06.

The actual Bid Form (Attachment F) is included as a separate Excel document and must be completed, signed and included with your bid.

Within five (5) working days of being notified of its recommendation for award, the bidder must complete and submit the Contract Affidavit - **Attachment C** and the Standard Contract document - **Attachment A**. Please note that the contract shall not become effective until the Contract Affidavit is signed and returned.

- D. **WE REQUIRE THAT ALL REQUESTED ATTACHMENTS/DOCUMENTS BE RETURNED TO US IN TRIPLICATE** with original signatures. We do **Not** require that the solicitation document be returned.

Again, please carefully review Section 4.4 – **Additional Required Bid Submission** – Pages 32-34 in the specifications in order to submit the correct required attachments/documents.

- E. Lastly, don't forget to sign the Bid and Signature pages (**Attachment F**).
- F. The most important matter is to get your bid to us by the date, time, and location listed on the IFB Key Information Summary Sheet. Your bid documents in triplicate are due no later than **Wednesday, April 5, 2017 by 2:00 p.m.** **No bids will be accepted after 2:00 p.m.**

The Public Bid Opening is scheduled for the same day at **2:15 p.m.**

The Key Information Summary Sheet, instructs you to send your bids to the attention of Sandy Perry at Deer's Head Hospital Center. However, the location for the receipt of bids have been revised. An addendum will be issued and posted to eMM and DHMH websites subsequent to this Pre-Bid Conference. Bids should now be addressed to my attention – Theresa B. Ammons, Office of Procurement & Support Services, 201 W. Preston Street, Room 416 B-4 – Reception Area. Vendors mailing bids should allow sufficient mail delivery time to ensure timely receipt. A receipt of delivery will be provided for hand-delivered bids.

We want to make you fully aware that there are increased security requirements for individuals entering the building. If you plan to hand-carry your bid to OPASS, please be sure to allow sufficient time for Security to verify your I.D. and your need to be in the building. NOTE: You are, hereby, notified that the deadline for receipt of proposals will remain 2:00 p.m. Local Time. We ask that you judge yourselves accordingly.

The bid opening is public and may be attended by you. At the time of the bid opening, the apparent successful vendors will be determined. However, a final determination will be made after bid submission requirements, reference checks, etc. are made and verified.

Please remember that after this Pre-Bid Conference prospective bidders may have questions answered that may help them understand the IFB, etc. Just keep in mind that the answers to your questions, if they are significant in nature, will be posted on the eMM and DHMH websites. Therefore, allow sufficient time for this to occur.

If there are comments/questions about the procurement process, please contact her at 410.767.1361. Her email address is theresa.ammons@maryland.gov. She also instructed bidders to contact the facility's Procurement Coordinator, Sandy Perry for programmatic questions who will forward the same to the Contract Monitor, if appropriate.

The floor was then opened for discussion and Q & A:

Several questions were asked at the meeting. Please refer to **Vendor Questions** under separate cover and posted to eMM and DHMH websites.

The Contract Monitor, Theresa Rolley determined that the Scope of Work was sufficiently highlighted as a result of the questions asked.

Sandi Perry adjourned the meeting at 11:40AM.