

Minutes
Pre-Bid Conference
STATE ANATOMY BOARD – CREMATION SERVICES
MDH/OPASS 19-18313

The meeting was held on Tuesday, January 29, 2019 and began at 10:05 a.m. at UMD-Health Sciences Facility II located at 20 Penn Street, Baltimore, MD 21201 in Conference Room S241.

MDH ATTENDEES:

Juan Ortega and Mary Angel from the State Anatomy Board (SAB)
Dana Wright from Maryland Department of Health (MDH) Office of Procurement and Support Services (OPASS).
Mariana Marques and Pamela Tenemaza – MDH – Public Health Services (PBH)

VENDOR ATTENDEES:

Brandon Williams – Heaven Bound Cremation Services
James Schwartz -Metro Crematory
George MacNabb – Metro Crematory
Shelly Curreri – Atlantic Crematory
George Harman – Atlantic Crematory

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

MINUTES:

Mary Angel, Contract Coordinator with the SAB welcomed everyone. Introductions were made by all attending.

Dana Wright, Contract Officer for the OPASS, gave an overview of the procurement process and stated that her role would include assisting the vendors with maneuvering through the procurement process. Dana Wright requested that each participant legibly sign the sign-in log to include their name, the name, telephone number and email for their company.

The anticipated contract terms resulting from this IFB will be for five (5) years beginning on or about **July 1, 2019 through June 30, 2024**. There are no options available for this contract.

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

Return entire IFB packets in **triplicate** at time of bid submission. Original signatures are required on all three IFB packets.

The contract will have a zero (0) percent (%) MBE, SRB and VSBE 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 within ten (10) days of notice of award. 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 on Excel spreadsheet format to ensure correct calculations.

Pay special attention to the Bid Submission Requirements listed in Section 4. Failure to include those items will **void** your bid submission.

Please see Section 1, 1.8 and your eMaryland Marketplace vendor number is required on **Attachment A, 4.5**. See Section 1, 1.32 for information on Payment by Electronic Funds Transfer. Reference Section 1, 1.15 for Award Basis information.

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

The due date for bids, in **triplicate** is **Tuesday, February 19, 2019, no later than 2:00 p.m. local time. No bids will be accepted after February 19, 2019 after 2:00 PM Local Time.**

Please address your bid packets ATTENTION: Dana Wright, Contract Officer. Her information can be found on the IFB **Key Information Summary Sheet (page 3)**.

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 submitted by email to: Dana.wright@maryland.gov of phone contact at 410-767-5741. Programmatic matters should be addressed to Mary.Angel@maryland.gov or phone contact 410-706-3313.

Mary Angel, Contract Coordinator for SAB, emphasis the importance of reviewing Section 2 – Minimum Qualifications and providing all required paperwork with IFB at time of submission.

Please review Section 3 – Scope of Work for a better understanding of Contractors requirements for this IFB.

Section 4 should be closely followed to make sure all mandatory requirements are submitted with IFB. **DO NOT FORGET TO SIGN THE BID AND SIGNATURE PAGES ON ALL THREE SUBMITTED BID PACKETS. ORIGINAL SIGNATURE IS REQUIRED ON EACH PAGE.**

Bid page must be completed in excel spreadsheet format to insure accuracy of submitted bid amounts.

The meeting was opened to questions and concerns.

Questions

- 1. Is the SAB exempt from some of the regulations issued by the Board of Morticians in reference to body tags and infants processes?**

The SAB representatives and MDH-PBH representatives shall have this matter reviewed by the Attorney General and clarification statements will be made when determination is received.

- 2. Scheduling coordination with SAB contracted transporter and contracted Crematories is causing inconvenience for Crematories.**

The SAB staff will work on improving communications to Crematories to improve process.

- 3. Suggestion for improving SAB death certificate procedures and boxes construction were discussed.**

The SAB staff will review suggestions for possible changes to SAB procedures.

The meeting concluded at 11:07 a.m.