

**PRE-BID MINUTES**  
**Maryland Statewide Contracts for**  
**2017 Sedans, Light Duty Trucks and Vans & SUV's**

**Date: June 30, 2016**

**Time: 2:00 p.m.**

Good Afternoon Everyone! Welcome to the Pre-Bid Conference for the **Maryland Statewide Contract for “2017 Sedans, Vans & SUV's and Light Duty Trucks”**. My name is Allegra Daye and I am the Procurement Officer representing the Department of General Services. I ask that everyone present please sign the attendance sheet.

The solicitation number for this contract is **ITB #001IT820342/MDDGS31027504 – Sedans**  
**#001IT820343/MDDGS31027546 – LDT**  
**#001IT820344/MDDGS31027547 – V&SUV**

**Attendees:**

**Maryland Department of General Services**  
Allegra Daye, Procurement Officer

**Maryland Department of Budget & Management**  
Larry Williams, State Fleet & Travel Programs Administrator

**Vendor:**  
Rob Bowman, Intercon Truck Equipment

**Minutes**

The purpose of this pre-bid is to clarify any questions or concerns bidders may have with regard to the specifications of this solicitation prior to submission of their bid on eMM. Changes to specifications or to the scope of work will be published as an Amendment and supersede the original published document as per COMAR 21.05.02.07. The pre-bid minutes will be published as an amendment and become part of this solicitation on eMM. Nothing stated at the pre-bid conference may change the invitation for bids unless a change is made by myself, the DGS Procurement Officer, by written amendment.

Specifications and other Bid Documents can be examined without charge at the eMarylandMarketplace (eMM) website at <https://emaryland.buyspeed.com>. In addition, you may call the eMM help desk number at 410-767-1492, if you need assistance. In order to receive a contract award, a vendor must be registered on eMM.

**Please print out all forms and attachments and carefully review the entire solicitation.**

**After bids are opened, you will no longer be able to access the solicitation forms and attachments.** Retain all sections for future reference.

By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland. This includes the payment of taxes and employee benefits, and that it shall not at the time of bid or during the term of the contract become in arrears if selected for contract award. It will be the bidder's responsibility to timely clear any outstanding issues upon notification. In addition, please note that the company name you submit your bid under in eMM, must match exactly as your company is registered in the State of Maryland with the Office of the Comptroller and Department of Assessments and Taxation.

If you are an out of State Business please make sure you are registered with the Comptroller's Office. Also, if you are an out of State business you must have a State of Maryland business license and a resident business office in the State of Maryland.

**Bids are due no later than 2:00 PM on Friday, July 15, 2016 for the SW Sedans, 2:00 PM on Thursday, July 21, 2016 for the Light Duty Trucks, and 2:00 PM on Wednesday, July 21, 2016 for the Vans & SUV's.**

**\*Mandatory Affidavits:**

- Bid/Proposal Affidavit (Attachment B): execute and attach to the bid or proposal with solicitation.
- Contract Affidavit (Attachment C): execute and attach to the bid or proposal with solicitation.
- Mercury Affidavit (Attachment D): execute and attach to the bid or proposal with solicitation.
- Conflict of Interest Affidavit and Disclosure (attachment E): execute and attach to the bid or proposal with solicitation.
- Company Profile (Attachment F): complete and attach to the bid or proposal with solicitation.
- No Bid Notice (Attachment G): submit only if you do not intend to bid. DGS is interested in improving its competitive process and your comments are important to this endeavor.
- All amendments issued by the Procurement Officer to this solicitation must be acknowledged.

The references you provide in your Company Profile will be contacted, and will be considered in the determination of bidder responsibility. The Procurement Officer is not responsible for incorrect or outdated information, or for references that fail to respond within three (3) working days. Please ensure that your references can speak to your ability to perform the elements of work described in the specifications.

If you have additional questions after this pre-bid conference, you may submit them through eMaryland Marketplace for response. Please do not contact the Procurement Officer via telephone or email for questions regarding the solicitation.

If you must take exception to an element of the specifications, or believe that an element of the specifications may be unreasonably restrictive, please inform the Procurement Officer by e-mail no

later than **July 8, 2016**. After bid opening, exceptions to the specifications will not be accepted or considered.

The deadline for submitting additional questions, or for informing the Procurement Officer of any possible restrictive elements, is **July 8, 2016**. If additional questions are submitted after this date, the Procurement Officer will, based on time and availability, attempt to answer the question, but a response cannot be guaranteed.

By submitting a response to this solicitation, the Bidder agrees to accept payments by electronic funds transfer. This is a mandatory requirement for all contracts over \$200,000.00 before they are approved by the Board of Public Works.

At this time, I will open the floor for questions. All questions asked at this Pre-bid must be submitted in writing to eMaryland Marketplace.

Thank you for attending this Pre Bid Conference!