



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

INVITATION FOR BIDS
STATE ANATOMY BOARD
TRANSPORTATION OF BODIES- AREA 2
WASHINGTON METROPOLITAN AND SOUTHERN MARYLAND
DHMH/OPASS # 17-17403

Addendum

Issued: 12/12/2016

All persons who are known by the Issuing Office to have received the above-referenced IFB are hereby advised of the following revisions. Language being added is bolded with double underlines, like this: **bolded with double underlines**. Language being deleted has a double strikethrough, like this: ~~double strikethrough~~.

1. Definitions have been added for *Loaded Mile/Mileage*, *Loaded Mileage Rate*, *Removal Rate*, *Shortest Distance* and *Unloaded Mileage*, the definition of Minimum Transportation Fee has been deleted and definition numbering has changed because of these additions and deletion.
2. Section 3.2.1.1.1 is revised to read:

3.2.1.1.1 Removal ~~R~~ates (**see Section 1.2.25**), shall be invoiced ~~at a fully loaded mileage rate per~~ donated, unclaimed and infant body from locations within Area 2 to Board facility **when Shortest Distance (see Section 1.2.26) rounded Loaded Miles (see Section 1.2.17) are 35 miles or fewer**; ~~except when minimum fee rate applies (see 3.2.1.1.2). Mileage will be verified by shortest driving distance on Google Maps (<https://www.google.com/maps>) website.~~ Loaded ~~M~~ileage for Removals will be rounded to the nearest mile. E.g. **a Shortest Distance removal of 35.4 Loaded Miles will round to 35 miles and will be paid at the Contractor's flat Removal Rate for the respective Contract Period, while a Shortest Distance Loaded Mile Removal of 35.5 miles will round to 36 miles and will be paid at the Loaded Mileage Rate for each of the 36 miles traveled. Similarly, a Shortest Distance Loaded Mile** removal 30.4 miles from the Board will be rounded down to 30 miles **and paid at the flat Removal Rate** and one 41.5 ~~Shortest Distance~~ miles away will be rounded to 42 miles **and paid at the Loaded Mileage Rate**.
3. Section 3.2.1.1.2 is deleted, as follows.

~~3.2.1.1.2 A \$100.00 minimum fee shall be invoiced per donated, unclaimed and infant body removal within Area 2 and transported to the State Anatomy Board Facility when the total loaded~~

~~mileage rate equals less than \$100.00. Mileage shall be verified by the shortest distance on the Google Maps (<https://www.google.com/maps>) website.~~

4. Section 3.2.1.3.2 is revised as follows:

Be no more than five (5) model years (**6 years for the Secondary Contractor**), older than the current year of the Contract. For example, in year one (1) of the Contract (2017), the oldest vehicles that the Contractor may use would be the 2012 year model. In year two (2) of the Contract (2018), the oldest vehicles that the Contractor may use would be the 2013 year model.

5. Section 3.6.1. is revised as follows:

Itemized Invoice sheets:

- Transportation date of service, decedent name, address or facility location, Removal ~~L~~**Loaded M**ileage (~~L~~**Loaded M**ileage for Removals will be verified by ~~S~~**Shortest D**istance on Google Maps (<https://www.google.com/maps>) website). Loaded ~~M~~**M**ileage for Removals will be rounded to the nearest mile. E.g. a removal 30.4 miles from the Board will be rounded down to 30 miles and one 41.5 miles away will be rounded to 42 miles.
 - and extended price of services provided **at either the flat Removal Rate for Loaded Mileage transports of 35 or fewer rounded miles or the Loaded Mileage Rate for each Loaded Mile traveled in excess of 35 (36 or more) rounded Loaded Miles**, ~~for or minimum transportation fee;~~ and
 - Amount due.
6. The Bid Form, Attachment F is deleted in its entirety and replaced by the attached new Attachment F, Bid Form marked "revised 12/12/2016".

All other terms and conditions remain unchanged.

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the Procurement Officer DHMH.

12/12/2016
Date

Queen Davis
Queen Davis
Procurement Officer, OPASS

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Upon receipt, please return the addendum acknowledgement via fax, e-mail or hardcopy to:

Jatavia Ruffin
Office of Procurement and Support Services
201 West Preston Street
Baltimore, Maryland 21201
Fax #: 410-333-5958

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #1 to IFB 17-17403 titled "Transportation of Bodies-Area 2-Washington Metropolitan and Southern Maryland" dated December 12, 2016.

Vendor's Name

Authorized Signatory – (Print/Type)

Signature

Date

10. month period from July 1, 2017, through June 30, 2018. Contract Period 2 is anticipated to be the 12 month period from July 1, 2018, through June 30, 2019. Contract Period 3 is anticipated to be the 12 month period from July 1, 2019, through June 30, 2020. Contract Period 4 is anticipated to be the 12 month period from July 1, 2020, through June 30, 2021. Contract Period 5 is anticipated to be the 12 month period from July 1, 2021, through June 30, 2022.
11. **Contract Monitor (CM)** – The State representative for this Contract who is primarily responsible for Contract administration functions, including issuing written direction, invoice approval, monitoring this Contract to ensure compliance with the terms and conditions of the Contract, monitoring MBE and VSBE compliance, and achieving completion of the Contract on budget, on time, and within scope. The Contract Monitor may authorize in writing one or more State representatives to act on behalf of the Contract Monitor in the performance of the Contract Monitor’s responsibilities.
12. **Contract Officer (CO)** – The Office of Procurement and Support Services (OPASS) designated individual assigned to facilitate the procurement process. The Procurement Officer may designate the Contract Officer to conduct components of the procurement on behalf of the Procurement Officer.
13. **Contractor** – As appropriate, either or both selected Bidders (Primary and Secondary Contractors) awarded a Contract by the State. (See Section 1.15)
14. **Department or DHMH** – Maryland Department of Health and Mental Hygiene.
15. **eMM** – eMaryland Marketplace (see IFB Section 1.8).
16. **Go-Live Date** – The date, as specified in the Notice to Proceed, when the Contractor must begin providing all services required by this solicitation. See Section 1.4.
17. **Invitation for Bids (IFB)** – This Invitation for Bids solicitation issued by the DHMH with the Solicitation Number and date of issuance indicated in the IFB Key Information Summary Sheet (near the beginning of the solicitation, after the Title Page and Notice to Vendors), including any addenda.
18. **Loaded Mile/Mileage – Shortest Distance mileage, rounded to the nearest mile, traveled by the Contractor’s vehicle while transporting a decedent body from the location of pick-up of the body to the State Anatomy Board facility. i.e., travel with a decedent body on board. Loaded Mileage is the only mileage that is billable by the Contractor**
19. **Loaded Mileage Rate. The rate for each respective Contract Period quoted by the Contractor on its Bid Form that will be paid to the Contractor per Loaded Mile for transporting a decedent body 36 or more rounded miles from the location of pick-up of the body to the State Anatomy Board facility.**
20. **Local Time** – Time in the Eastern Time Zone as observed by the State of Maryland. Unless otherwise specified, all stated times shall be Local Time, even if not expressly designated as such.
- ~~21. **Minimum Transportation Fee** – A \$100.00 fee that shall be invoiced for individual removal of an adult or infant within Area 2 and transported to the State Anatomy Board Facility when the total loaded mileage rate equals less than \$100.00. Mileage shall be verified by the shortest distance on the Google Maps (<https://www.google.com/maps>) website. Loaded mileage for Removals will be rounded to the nearest mile. E.g. a removal 30.4 miles from the Board will be rounded down to 30 miles and one 41.5 miles away will be rounded to 42 miles.~~

20. **Minority Business Enterprise (MBE)** – Any legal entity certified as defined at COMAR 21.01.02.01B(54) which is certified by the Maryland Department of Transportation under COMAR 21.11.03.
21. **Normal Board Business Hours** - Normal Board Business Hours are 8:00 a.m. – 4:00 p.m. Monday through Friday except State Holidays (See *Attachment R* for State Anatomy Board Holiday Schedule).
22. **Notice to Proceed (NTP)** – A written notice from the Procurement Officer that, subject to the conditions of the Contract, work under the Contract is to begin as of a specified date. The start date listed in the NTP is the Go-Live Date, and is the official start date of the Contract for the actual delivery of services as described in this solicitation. After Contract Commencement, additional NTPs may be issued by either the Procurement Officer or the Department Contract Monitor regarding the start date for any service included within this solicitation with a delayed or non-specified implementation date.
23. **Procurement Coordinator** – The State representative designated by the Procurement Officer to perform certain duties related to this solicitation which are expressly set forth herein.
24. **Procurement Officer** – Prior to the award of any Contract, the sole point of contact in the State for purposes of this solicitation. After Contract award, the Procurement Officer has responsibilities as detailed in the Contract (Attachment A), including being the only State representative who can authorize changes to the Contract. The Department may change the Procurement Officer at any time by written notice to the Contractor.
25. **Removal Rate – The rate for each respective Contract Period quoted by the Contractor on its Bid Form that will be paid as a flat rate for each Shortest Distance transport of 35 or fewer rounded Loaded Miles of a decedent adult or infant body from the location of pick-up of the body to the State Anatomy Board facility.**
26. **Shortest Distance - The shortest Loaded Mileage distance, rounded to the nearest mile, as verified from the Google Maps (<http://www.google.com/maps>) website, from the location of pickup of a decedent body to the State Anatomy Board facility. Shortest Distance is only applicable for Loaded Mileage transports of 36 or more rounded miles.**
26. **State** – The State of Maryland.
27. **Total Bid Price** - The Bidder's total price for services in response to this solicitation, included in the Bid in Attachment F – Bid Form, and used in determining the recommended awardee (see IFB Section 1.15).
28. **Unloaded Mileage – Any distance traveled by the Contractor's vehicle to the location of pick-up of a decedent body, i.e., travel without a decedent body on board. Unloaded Mileage is not billable by the Contractor under any circumstance.**
29. **Veteran-owned Small Business Enterprise (VSBE)** – A business that is verified by the Center for Verification and Evaluation (CVE) of the United States Department of Veterans Affairs as a veteran-owned small business. See Code of Maryland Regulations (COMAR) 21.11.13.

ATTACHMENT F – BID FORM (REVISED 12/12/2016)

BID FORM

The Bid shall contain all price information in the format specified on these pages. Complete the Bid Form only as provided in the Bid Pricing Instructions. Do not amend, alter or leave blank any items on the Bid Form. If option years are included, Bidders must submit Bids for each option year. Failure to adhere to any of these instructions may result in the bid being determined non-responsive and rejected by the Department. The Department intends to make 2 (two) being the maximum number of awards as a result of this IFB. See IFB Section 1.15 for more information. See section 1.2 for Contract Period definition.

**ALL FEES/RATES ARE BASED ON FULLY LOADED RATES.
Only completed bid forms for each contract period will be considered responsive.**

Contract Period 1: 12 months						
	Estimated Annual Miles or Removals		RATE		TOTAL	
REMOVAL RATE Per REMOVAL/ 35 miles or less	300 Removals	x		=		(a)
MILEAGE RATE Per MILES /36 miles or more	10,400 Miles	x		=		(b)
<u>TOTAL ((a) + (b))</u>				=		(c)

Contract Period 2: 12 months						
	Estimated Annual Miles or Removals		RATE		TOTAL	
REMOVAL RATE Per REMOVAL/ 35 miles or less	315 Removals	x		=		(d)
MILEAGE RATE Per MILES /36 miles or more	10,920 Miles	x		=		(e)
<u>TOTAL ((d) + (e))</u>				=		(f)

Contract Period 3: 12 months						
	Estimated Annual Miles or Removals		RATE		TOTAL	
REMOVAL RATE Per REMOVAL/ 35 miles or less	330 Removals	x		=		(g)
MILEAGE RATE Per MILES /36 miles or more	11,460 Miles	x		=		(h)
<u>TOTAL ((g) + (h))</u>				=		(i)

Contract Period 4: 12 months						
	Estimated Annual Miles or Removals		RATE		TOTAL	
REMOVAL RATE Per REMOVAL/ 35 miles or less	350 Removals	x		=		(j)
MILEAGE RATE Per MILES /36 miles or more	12,050 Miles	x		=		(k)
<u>TOTAL ((j) + (k))</u>				=		(l)

Contract Period 5: 12 months						
	Estimated Annual Miles or Removals		RATE		TOTAL	
REMOVAL RATE Per REMOVAL/ 35 miles or less	370 Removals	x		=		(m)
MILEAGE RATE Per MILES /36 miles or more	12,630 Miles	x		=		(n)
<u>TOTAL ((m) + (n))</u>				=		(o)

TOTAL BID PRICE FOR Contract Periods/1-5			
<u>Contract Period 1</u>	<u>(c)</u>	=	
<u>Contract Period 2</u>	<u>(f)</u>	=	
<u>Contract Period 3</u>	<u>(i)</u>	=	
<u>Contract Period 4</u>	<u>(j)</u>	=	
<u>Contract Period 5</u>	<u>(o)</u>	=	
<u>TOTAL BID PRICE ((c) + (f) + (i) + (j) + (o))</u>		=	

* Award for Area 2 will be made to the responsive and responsible Bidder with the lowest TOTAL BID PRICE. The Department intends to make a maximum of 2 (two) awards as a result of this IFB. See IFB Section 1.15 for more information.

Submitted By:
Authorized Signature: _____ Date: _____
Printed Name and Title: _____
Bidder Name : _____
Bidder Address: _____
Location(s) from which services will be performed (City/State): _____
FEIN: _____ eMM # _____
Bidder Contact Information: Telephone: (____) ____ -- _____ Fax: (____) ____ -- _____
E-mail: _____

