

**MINUTES OF THE
JOHN L. GILDNER REGIONAL INSTITUTE FOR
CHILDREN AND ADOLESCENTS (JLG-RICA)
DIETARY SERVICES PRE-BID CONFERENCE
March 29, 2016 – 1:00 P.M.
DHMH OPASS 17-15807/eMM MDM0031025706**

PRESENT: Kenneth Basler, Chief Executive Officer, JLG-RICA
Martin McFadden, Agency Buyer, JLG-RICA
Ann Miller, Chief Operating Officer, JLG-RICA
Laurie Miller, Chief Financial Officer, JLG-RICA
Bruce Schenkel, MSDE

VIA CONFERENCE CALL ATTENDEES:
Queen Davis, OPASS
Anthony Gardner, Contract Officer, OPASS
Patricia Faught, DJS
Janelle Robinson, MBE Director

VENDOR ATTENDEES:
Michelle Larkins, Crystal Enterprises
Teri McDonald, Crystal Enterprises
Jimmy Coggins, VP of Operations, Culinary Services Group
Chris Dunton, CEO, Lintons Managed Services
Dave Powell, VP of Operations, Lintons Managed Services
Kelly Buck, Operations Manager, Lintons Managed Services

OPENING REMARKS

Kenneth Basler called the meeting to order at 1:05 p.m. Everyone went around the room and introduced themselves. Anthony Gardner, Contract Officer, from the Office of Procurement and Support Services, (OPASS), opened and continued the meeting with the following comments.

Good Afternoon. My name is Anthony Gardner from the Office of Procurement and Support Services, OPASS for short. I am here to help you understand the contract process for this procurement. In case there is a need for any clarifications after this meeting, I can be reached at 410-767-5190. My e-mail address is Anthony.gardner@maryland.gov. This meeting is to review the solicitation for provision of “**John L. Gildner Regional Institute for Children and Adolescents Dietary Services**”.

Kenneth Basler, the Procurement Coordinator for this procurement, has a sign-in sheet available for you. It’s very important that everyone sign in so if there is a need to contact you as a result of this meeting, we will be able to do so more easily. Feel free to leave your business cards with us.

As you know, the contract resulting from this solicitation will be for a one-year duration with four renewal options. The anticipated start date is July 1, 2016. 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 Multi-Step IFB. Carefully review **Section 1 – General Information** beginning on Page 7 of the Multi-Step IFB. As noted, DHMH/Office of Procurement & Support Services has issued this Multi-Step IFB for the provision of John L. Gildner Regional Institute for Children and Adolescents Dietary Services.

The Multi-Step IFB and all subsequent documentation regarding this solicitation will be posted on eMarylandMarketplace (www.eMaryland.buspeed.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. Review **Subsection 1.8** for details.

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

A **5% MBE subcontracting goal** was established for the contract resulting from this solicitation. This will be discussed in more detail later during the conference. The MBE submission must be provided under separate cover.

Carefully review **Subsection 1.9 - Questions**, Page 11, regarding how to submit questions subsequent to this Pre-Bid Conference. Questions shall be submitted via [http://dhmf.solicitationquestions@maryland.gov](mailto: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 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, page 15, is regarding **Payments by Electronic Funds Transfer**. Carefully review this clause. By submitting a response to this solicitation, 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 \$200,000. This section goes into detail on how to register or request an exemption.

The **Bidder Minimum Qualifications** is listed in Section 2, subsection 2.1 on page 23. As noted, the bidder must provide proof with its bid that all minimum qualifications have been met.

The **Scope of Work - Requirements** are listed in Section 3, subsection 3.2, pages 24 – 53. This is the “meat” of the solicitation that will give you a clear understanding of what the Department expects of the successful bidder in the provision of the services. Included in Section 3 is subsection 3.4 – Insurance Requirements. Please pay special attention to subsection 3.4.5 regarding resulting contractor’s coverage for worker’s compensation.

The Bid Format is listed in Section 4, pages 62 – 69. Pay special attention to **the Required Bid Submissions**, subsection 4.4 listed on pages 66 – 68. Failure to include all required items may void your bid submission.

For Multi-Step Bidding, the technical and financial submissions must be provided under separate cover. The pricing bid form must be separately sealed from the technical portion of the bid. Both of these items must be labeled. They must be sent in the same overall package, but the two must be able to be separated without the contents of the pricing bid form being revealed.

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 bidder. Please keep this in mind when submitting your bid documents.

One of the affidavits you are required to complete, sign, and submit if you are the winning bidder 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.

Please correctly review the **Bid Pricing Instructions (Attachment F)** Page 119 and the Excel spreadsheet bid form.

Within ten (10) working days of being notified of its recommendation for award, the bidder must complete and submit the Contract Affidavit included as **Attachment C** and the Standard Contract as **Attachment A**. Please note that the contract shall not become effective until the Contract Affidavit is signed and returned.

WE REQUIRE THAT ALL REQUESTED ATTACHMENTS/DOCUMENTS BE RETURNED TO US IN TRIPPLICATE with original signatures. We do **Not** require that the solicitation document be returned. A list of the Attachments can be found on pages 70 & 71. Some Attachments are not applicable to this particular procurement.

Please carefully review subsection 4.4 – **Required Bid Submissions** - Pages 66 – 68 in the specifications in order to submit the correct required attachments/ documents.

Lastly, don't forget to sign the Bid and Signature page on the Excel spreadsheet bid form.

The most important matter is to get your bid to us by the date, time, and location listed. Your bid documents in triplicate are due no later than **Monday, April 25, 2016 no later than 2:00 p.m. No bids will be accepted after 2:00 p.m.**

The Public Financial Bid Opening is scheduled for **Monday, May 2, 2016 at 2:00 p.m.** As listed on the Key Information Summary Sheet, please send your bids to the attention of Anthony Gardner. Bidders mailing bids should allow sufficient mail delivery time to ensure timely receipt. A receipt of delivery will be provided for hand-delivered bids. The technical submissions will be reviewed prior to the Financial Bid Opening.

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

I would also like to emphasize that the start-up period will be approximately three weeks. The selected Contractor shall give priority consideration to applications from State employees who will be replaced by the Contract resulting from this solicitation as referenced in subsection 3.2.2.18.1 of the solicitation document.

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, please allow sufficient time for this to occur.

Also, at the close of this Pre-Bid Conference a site visit will be conducted. All vendors are encouraged to participate in the site visit at this facility. Only questions in reference to the site will be answered during the visit.

If you have any comments/questions about the procurement process, please contact me at 410-767-5190. Again my e-mail address is Anthony.gardner@maryland.gov.

Janelle Robinson, MBE Director, continued the meeting with the following comments regarding the MBE portion of the solicitation.

MBE OVERVIEW – JANELLE ROBINSON

The MDOT Certified MBE Utilization and Fair Solicitation Affidavit (Attachment D-1) must be fully and accurately completed and submitted along with your bid or proposal. Failure to do so will result in your bid or proposal being deemed non-responsive.

On the D-1 form, you must first acknowledge and express your intention to meet the overall MBE goal percentage established for the solicitation. You must also enter any subgoals that have been established for the solicitation. If no subgoals are established for the solicitation, do not enter any information regarding the percentages for African-American, Hispanic-American, Asian-American or Woman-Owned businesses in Section 1.

The MBE participation schedule should include the names of the minority business enterprise that you intend to use to meet the required MBE goal, along with their federal employment identification number, their MDOT MBE certification number as well as their certification category. Only MDOT MBE certification is acceptable. MBE certification from another entity or jurisdiction will not be accepted. Additionally, the percentage of the total contract value to be provided by the particular MBE should be entered as well as a specific description of the work that is to be performed by that particular MBE.

In the summary, you will break down the specific MBE status of the particular MBE subcontractors and this should be equal to or exceed the MBE goal established for the solicitation.

Within 10 working days of receiving notice that your firm is the apparent awardee, you must submit your Outreach Efforts Compliance Statement (Attachment D-2) and your Subcontractor Project Participation Certification (Attachment D-3).

You may request a waiver of the MBE goal and within 10 working days of receiving notice that your firm is the apparent awardee, you must submit all required waiver documentation in accordance with COMAR 21.11.03.10.

Please carefully review the liquidated damages provisions in the solicitation regarding compliance with MBE rules and regulations.

Per new regulations, MBE prime contractors may count fifty percent (50%) towards the established subcontracting goal and one hundred percent (100%) towards one (1) category of the subgoals that they ARE certified for (i.e., female or African-American subgoal, but not both subgoals.).

Kenneth Basler, Chief Executive Officer, JLG-RICA, continued the meeting with the following comments regarding the specifications.

SPECIFICATION OVERVIEW – KENNETH BASLER
EMPHASIS ON APPENDIX P

Kenneth Basler said there were a couple of things he wanted to draw your attention to on Appendix P, which is specifically related to the USDA Child and Nutrition Program. The requirements need to be met for breakfast, lunch, and afternoon snack for the Alfred D. Noyes Center. JLG-RICA and the Noyes Center are next door to each other with a connecting driveway between them. Any vehicle you would need to provide for services here does not necessarily have to be licensed for the street.

EMPHASIS ON ONE YEAR CONTRACT WITH FOUR ONE-YEAR OPTIONS

This contract is set for a one-year term with four one-year option renewals. This is a USDA requirement.

DIFFERENCE IN STAFF MEALS

There is a difference in staff meals. Noyes is a DJS detention center and staff meals are paid for by the facility. JLG-RICA staff has to pay for their own meals. At JLG-RICA, we can have a la carte pricing.

TECHNICAL PORTION

We are requiring three years with provision of three references within the last year with references from health care, school, and offsite facilities. One reference can cover all three components. Kenneth Basler said he is not expecting to get nine reference letters.

TECHNICAL BID

Kenneth Basler said in Part A, scope of work in 3.2, that you reference what your response is to each portion so that we can follow and cross reference.

QUESTIONS THAT AROSE DURING PRE-BID CONFERENCE

Mr. Anthony Gardner said to ask questions at this time and also please send your questions electronically as well.

1. **“The bid specifies the date and time of the opening, but what is the location?”**
ANSWER: The instructions are included and failure to sign could be deemed as unresponsive. The bid opening will occur at JLG-RICA, 15000 Broschart Road, Room 535, Rockville, MD 20850.
2. **“Will the award also be stated at that time?”** **ANSWER:** The apparent winner will be stated during the bid opening. The facility must check the references. The bid will have to be approved by the Board of Public Works.
3. **“What are the estimated time frames between the winner being announced and being told you are awarded the bid?”** **ANSWER:** A lot depends on whether the paperwork is submitted and filled out correctly. It will be as soon as possible. The Board of Public Works date is June 8, 2016. We are trying to get this contract awarded by July 1, 2016. The winning vendor will be notified. The facility assumes once we send you intent to award, the Board of Public Works will approve and it will be awarded. The facility is trying to allow a three-week transition period.
4. **“On the pricing sheet, this will be determined on a daily meal count?”** **ANSWER:** This will be determined on a monthly average. The bid sheet is less than 200, 201-235, and 235 and up. With summer school and vacation times, a lot of our youth will go on vacation or go home. The facility set it based on average meals per month. The actual number of meals will be divided by the number of days in the month to determine the pricing level.
5. **“Is there a total value for the annual catering available?”** **ANSWER:** It will be less than \$10,000. It will be minimal. It will be for meetings.
6. **“Do you have any cash figures for the staff?”** **ANSWER:** Currently, if staff takes any part of a meal, they pay \$6.00. The facility is asking the vendor to set up an a la carte menu for the staff. They don't have to, but they can. The average for employees is 1,400-1,500 per year. It can go up depending on a la carte. Noyes is based on contract pricing. JLG-RICA currently is paying between \$7,000 and \$9,000 per year. A la carte may have greater potential.
7. **“Is Noyes offer versus served?”** **ANSWER:** Yes, Noyes is offer versus served. This is based on high school portions. There are middle schoolers, but high school portions are being offered.
8. **“Is there a copy of the snack cycle available?”** **ANSWER:** Kenneth Basler agreed to get a copy to Anthony Gardner to post on eMM and on the DHMH website.
POST PRE-BID CONFERENCE UPDATE: A copy of the snack cycle will be posted. The AM snack is the afternoon snack prepared for Noyes. The PM snack is prepared for both facilities.
9. **Does your current cash register have a point of sale set up?”** **ANSWER:** Currently, it is for \$6.00 per meal. There is no point of sales.

10. **“If you go to a la carte, would it be the vendor’s responsibility to set up the cash register?”** ANSWER: It would be the contractor’s responsibility and to handle and collect the receipts.
11. **“Do you have a list of current special meals as far as special needs or dietary needs for current residents?”** ANSWER: Currently there is a list. A student states their name and that they are on a special diet. Our staff goes and looks at the list. We are also a nut and shellfish free facility. These are the most common allergies we have had.
12. **“Do you have kosher meals?”** ANSWER: The facility has kept kosher meals. During Ramadan, they (students observing Ramadan) get a breakfast and lunch bagged dinner, but they get their nutritional requirements. They get two separate bags at the same time.
13. **“On page 32, it states that the contractor will provide food supplements for special dietary needs or medication administration. Is there a list for the quantity and product?”** ANSWER: Gatorade® was the main volume. Sometimes the Boost® is involved, but we may go to the pharmacy to get it.
14. **“Is Boost® considered a supplement?”** ANSWER: Yes and it can be billed. Gatorade® is on the vendor.
15. **“Is the Gatorade® bottled or in powder form?”** ANSWER: The Gatorade® should be in bottles.
16. **“When it comes to emergency plan, it states we need to plan for a three to seven day emergency menu. Is the seven day including food on your premises now available?”** ANSWER: The contractor can include the three days we have so that it’s seven days total.
17. **“Do you have emergency water on site or is this part of the emergency plan?”** ANSWER: The facility has emergency water on site.
18. **“So we would not have to have it as part of our plan?”** ANSWER: The contractor would need to have it as part of the emergency plan. The facility does have some bottled water here.
19. **“Somewhere in the document, it refers to an employee lounge.”** REPLY: The employee lounge is right beside the cafeteria.
20. **“It refers to the Child and Nutrition Program. When you have special event meals and families come, does the NSLP menu apply to the outside guests as well?”** ANSWER: Yes and it’s a breakfast.
21. **“What about dinner?”** ANSWER: It can be outside Child Nutrition Program Regulations.
22. **“Is there an average daily count for bagged meals for residents at Noyes?”** ANSWER: Kenneth Basler said he could come up with it.

- POST PRE-BID CONFERENCE UPDATE:** The total number of bagged breakfasts at Noyes was 220 for calendar year 2015 and the number of lunches was 238. At RICA we always have a few of our youth going to traditional education settings and that requires they have bagged meals available for them. That number is never more than 2 or 3 per school day. In the summer small groups of residential youth will sometimes take field trips requiring they have a bagged meal available for them also. These are normally not above 10 meals and there is advanced notice of at least one to two weeks.
23. **“Is it possible to get a roster of staff with pay rates?”** ANSWER: No, we do not provide that information.
24. **“When we consider them for first priority, it would help us to know who is from the state.”** REPLY: It may be part of the information, but we will need to check. At this moment, it will remain as not available. It may be possible to provide titles and pay grades.
25. **“Will they provide a list of state employees that we are to give priority to?”** ANSWER: The facility would let employees know to indicate that on their application. Once the contract is awarded, the contractor can talk to employees to interview for hire. The facility encourages hiring of current staff.
26. **“As part of the hiring and training, if we hire your employees, how many hours would they need?”** ANSWER: Training would be at the contractor’s discretion. The facility would provide what needs to be covered such as fire drills.
27. **“It’s not actually conducted by someone on our staff?”** ANSWER: It can be done by our staff and is an eight-hour day. It may be closer to five-six hours.
28. **“The employees that are hired can be saved of the training session?”** ANSWER: Yes, because they would be aware of some of the information already.
29. **“For new employees, what is the frequency for the health exams, vaccinations, or background checks?”** ANSWER: Once every six months, the facility has to have the employees that serve food at Noyes sign that they have had no child abuse within the last six months. Our employees have a one time fingerprint check. If they have some type of criminal history, we are automatically notified. We use CJIS. You may want to do it more frequently. For TB initially, there is one check, followed by a second one three weeks later, and then annually afterwards.
30. **“What about TB testing?”** ANSWER: TB testing is done initially, followed by a second test three weeks later, and then annually afterwards.
31. **“How often do employees have to get a chest x-ray?”** ANSWER: Every five years.
32. **“In physical inventory that is taken, is everything included?”** ANSWER: Yes, everything is included, as well as small wares.
33. **“In the RFP, it stated that the corporate manager and dietician need to come down once a month and write a report.”** REPLY: One report for both facilities would be

sufficient. There needs to be a monthly inspection, as well as, a quarterly report. There needs to be an annual report. Yes, a monthly and quarterly report for Noyes and any recommendations that would be advantageous for both facilities should be included.

34. **“Is there a monthly visit schedule with contract monitor at Noyes separately?”**

ANSWER: No, the facility would do that here. Kenneth Basler will invite Patricia Faught and we will have one meeting.

35. **“How do you currently transport food to Noyes?”** **ANSWER:** It is currently done in insulated containers and there is a warming line there. It is delivered in a cargo van.

36. **“Our employees operate on a two-week schedule. Would it be a problem with a two-week schedule as opposed to a monthly schedule?”** **ANSWER:** Kenneth Basler said he does not oppose this, but referred this question to Anthony Gardner. Kenneth Basler would have to submit an addendum saying a two-week schedule would be acceptable. Kenneth Basler will fill out an addendum and call Anthony Gardner to get this cleared up.

POST PRE-BID CONFERENCE UPDATE: An addendum will be issued stating “An employee time schedule for a period of at least two weeks shall be prepared.”

Kenneth Basler concluded the meeting and invited the contractors to take a tour of JLG-RICA’s staff lounge and cafeteria. Anthony Gardner thanked everyone and reminded everyone to only ask questions that pertained to the site visit. The pre-bid conference adjourned at 2:12 p.m.

Respectfully submitted,

Darlene L. Feagans, Recorder of Minutes
Management Associate