

OFFICIAL TRANSCRIPT OF THE  
MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND TRANSIT ADMINISTRATION  
PRE-BID MEETING  
FOR  
FARE BOX PREVENTIVE MAINTENANCE

CONTRACT NO. T-8000-0408

April 2, 2013

10:00 A.M.

Maryland Transit Administration  
6 St. Paul Street, 7th Floor Conference  
Baltimore, Maryland 21202

Agency:

Nannette Gibson, MTA Procurement  
Mitchell Coates, MTA Procurement  
Charles Pelley, MTA Treasury  
Shawn Smith, MTA Treasury

Participants:

Ron Brunt, Intellect Corporation  
Teresa Nickel, Abacus Corporation  
Emeka Moneme, Acumen Transit

Reporter:  
Elizabeth Finn-Annis  
One Stop Legal  
5623 Monroe Street  
Hyattsville, MD 20784  
(301) 379-6607

1 MR. COATES: Good morning and welcome, everyone. My  
2 name is Mitchell Coates, Procurement Specialist for the Maryland  
3 Transit Administration. Procurement Officer of this  
4 solicitation is Nannette Gibson, which is sitting to my left,  
5 your right. She is the Chief of Operations for the Maryland  
6 Transit Administration, and I would like to welcome you to the  
7 Pre-Bid Conference for the solicitation entitled, "Fare Box  
8 Preventive Maintenance," Contract Number T-8000-0408.

9 Please make certain that you have signed and completed  
10 the attendance sheet. It's going around. If everybody hasn't  
11 signed it, it's going around. This conference is being recorded  
12 and I ask that you state your name and firm clearly. I would  
13 like the MTA staff to introduce themselves and then the vendors.

14 MS. GIBSON: Again, my name is Nannette Gibson. I am  
15 the Chief of Operations. I am the Procurement Officer for this  
16 solicitation. All information should come directly to me.

17 MR. PELLEY: I'm Chuck Pelley, Chief of Maintenance,  
18 Office of Treasury for MTA.

19 MR. SMITH: Shawn Smith, Superintendent of Treasury.

20 MR. MONEME: Emeka Moneme for Acumen Transit., a fare  
21 collection company based out of Oakland, California.

22 MS. NICKEL: I'm Teresa Nickel. I'm a Marketing  
23 Consultant for Abacus Corporation.

24 MR. BRUNT: Ron Brunt with Intellect Corporation.

25 MR. COATES: Okay. Welcome everyone.

1           The "Key Information" it highlights -- everyone has  
2 received a copy of the Invitation To Bid and I want to go over  
3 some key items. After I go through these key items I'll turn  
4 the meeting over to the project manager in reference to the  
5 Scope of Work.

6           The "No Bid Notice." For those of you who have your  
7 IFBs with you, there's a page in there that says, "Vendor  
8 comments." This is the No Bid Notice. It's right before the  
9 Table of Contents. This is a very important document. If you  
10 decide not to bid, we would like to know the reasons for not  
11 bidding. And I'd ask that you please send this completed form  
12 to Nannette Gibson if you decide not to bid.

13           In Section 1, "Solicitation for Information and  
14 Instructions," please state your name and company clearly for  
15 the record each time you ask your question or comment as I go  
16 through these sections.

17           Under Item B., which is the Purpose, the purpose of  
18 this Invitation For Bid or IFB is to award a contract to a  
19 qualified contractor to provide personnel to perform preventive  
20 maintenance on the GFI-Genfare Odyssey fare box and bus vaults  
21 at various bus divisions for the Maryland Transit  
22 Administration, Office of Treasury. A detailed description of  
23 work to be performed is provided in the "Scope of Work" section  
24 in this IFB which is Section 2.

25           The State reserves the right to make an award by item

1 or a group of items or a total bid if it's in the best interest  
2 of the MTA and the State.

3 Item C. - Administrative/Contractual Information.

4 Again, Nannette Gibson is responsible for this solicitation and  
5 she is the sole point of contact for all matters relating to  
6 this solicitation. If you have any questions or concerns,  
7 please direct them to her, and all the questions must be in  
8 writing. This may include, but is not limited to, tabulation of  
9 bids and announcement of apparent low bidders, award schedules,  
10 and any Notices to Proceed.

11 Item C., Number 1 - Administrative Information Issuing  
12 Office. This is the contact information for Nannette Gibson.  
13 All this is included in the IFB.

14 Item C., Number 3 - Inquires. All inquires must be  
15 directed to Nannette Gibson by the due date, which is **Wednesday,**  
16 **April 10, 2013 by 4:00 p.m.**

17 Item C., Number 4 - Approved Equals and/or Exceptions.  
18 All exceptions or approved equals and questions/clarifications  
19 related to this solicitation must be submitted in writing and  
20 received by **Wednesday, April 10th, 2013 at 4:00 p.m.** Bidders  
21 must use the request for acceptance approved equals  
22 clarifications form, which is Attachment Number 3 of the IFB,  
23 for written questions or inquiries. Verbal responses are not  
24 binding to the MTA.

25 Item C., Number 5 - Bid Submission. On the bid form,

1 bidders shall complete and submit their bids as required on the  
2 bid form with Section 4 of this IFB. The MTA only accepts hard  
3 copies so you have to mail your copies in.

4 Item C., Number 9 - Contract Duration. The terms of  
5 this contract is three (3) years from the start date stated on  
6 the Notice to Proceed.

7 MS. NICKEL: I'm sorry. This is Teresa. You said the  
8 bids must be submitted hard copy only?

9 MR. COATES: Hard copy only.

10 MS. NICKEL: Not through eMaryland Marketplace.

11 MS. COATES: Correct, Hard copy only.

12 MS. NICKEL: Okay.

13 MR. COATES: Where was I?

14 Item C., Number 11 - Addenda and Revisions to this  
15 IFB. If it becomes necessary to revise this IFB before the due  
16 date for bids, an addendum to the IFB will be posted on the MTA  
17 website. Bidders shall acknowledge receipt of all addenda in  
18 the transmittal letter of the bid. Transmittal letter is  
19 located in Section 4, which is on the bid form.

20 Item C., Number 12 - Cancellation and Rejection of  
21 Bids. The State reserves the right to cancel this IFB in  
22 accordance with COMAR regulation 21.06.02.

23 Item C., Number 17 - Acceptance of Terms and  
24 Conditions. By submitting a bid in response to this IFB,  
25 bidders shall be deemed to have accepted all the terms and

1 conditions set forth in this IFB and in the attached "General  
2 Conditions for Maintenance Contracts," which is Attachment  
3 Number 9 of the IFB.

4 Item C., Number 20 --

5 REPORTER: Is this a copy? Is this what you're  
6 reading in here?

7 MR. COATES: No.

8 MS. GIBSON: No. You don't have a copy.

9 MR. COATES: All the information I'm referring to is  
10 in the copy of the IFB that I gave you.

11 REPORTER: Okay. I'm just trying to locate the  
12 information.

13 MR. COATES: Yeah. I'm in Section 1 of the IFB.

14 REPORTER: Okay.

15 MR. COATES: And at the bottom of the page, it gives  
16 you the section number.

17 REPORTER: Okay.

18 MR. COATES: I'm on number -- where did I stop at?  
19 Number --

20 MS. GIBSON: Twenty.

21 MR. COATES: Okay. I'm on Item Number 20 now --

22 REPORTER: Okay. Thank you.

23 MR. COATES: Under Item C.

24 REPORTER: Okay.

25 MR. COATES: You follow me?

1 REPORTER: Okay. I think I've - "Incorporate?" Okay.

2 MR. COATES: Item 20 is "Incorporation by Reference."

3 REPORTER: Okay. Great.

4 MR. COATES: Right.

5 REPORTER: Thank you.

6 MS. COATES: This IFB is "Incorporation by Reference."

7 MS. NICKEL: Okay. Great. Thank you.

8 MR. COATES: Okay. This IFB is incorporated by  
9 reference and a part of this solicitation.

10 MR. COATES: Does anybody have any questions so far?

11 [There was no response.]

12 MR. COATES: Okay. Number 27 on the Item C - Invoice  
13 Submission Requirement. The contractor shall submit, on a  
14 monthly basis, an invoice with services performed, completed  
15 and/or accepted by the MTA. Payment to the contractor shall be  
16 made no later than thirty (30) days after MTA's receipt of an  
17 approved invoice. And on page 8 of Section 1, it has the  
18 mailing address noted where the contact information for  
19 submitting invoices.

20 Under Item C, Number 29 - Minority Business  
21 Enterprise. Minority Business Enterprise or MBE participation  
22 goal for this contract is zero percent (0%), with no sub-goals.

23 Are there any questions so far?

24 [There was no response.]

25 MR. COATES: Okay. Under Section 3, which is the next

1 section on the IFB, that's "Insurance Requirements." The MTA  
2 requires that the prime has \$5 million in insurance coverage.  
3 Specific details about the insurance coverages is spelled out  
4 and specified in that section.

5 Under Section 4, which is the bid form including the  
6 Unit Price Schedule. All bids must be submitted in the form  
7 included in this section. No other forms will be accepted. And  
8 again, the MTA only accepts hard copies.

9 Are there any questions?

10 MS. NICKEL: I do have a question. Nannette, would it  
11 be okay if we drop the bid off to you?

12 MS. GIBSON: Yes, the bids are due on --

13 MS. NICKEL: I have the date, April 24th.

14 MS. GIBSON: Yes.

15 MR. COATES: Right.

16 MS. NICKEL: But, can we --

17 MS. GIBSON: -- At two o'clock.

18 MS. NICKEL: -- hand-deliver them to you?

19 MS. GIBSON: Yes. We have a bid box there at the door.

20 MS. NICKEL: Great.

21 MS. GIBSON: You can drop it in.

22 MS. NICKEL: Okay.

23 MS. GIBSON: And also it's a public bid opening, so  
24 you can attend the bid opening as well.

25 MS. NICKEL: Okay.

1 MR. COATES: Okay. So Section 2, which is the  
2 specific solicitation requirements or the Scope of Work, this  
3 meeting is now open for questions that's related to the Scope of  
4 Work, and I ask that you please state your name and company  
5 clearly when you ask questions.

6 I'll now turn the meeting over to Charles Pelley, who  
7 is the Project Manager for this contract.

8 MR. PELLEY: I'll entertain questions rather than sit  
9 here and read through this. I'm hoping that you have already.  
10 This, very basically, this is basically a contract to maintain  
11 fare boxes on buses at four (4) bus divisions here in the  
12 Baltimore Metro area. We have approximately 750 buses operating  
13 at any given point in time, and the -- would assign one  
14 technician to each of the four bus divisions to maintain those  
15 fare boxes at each base.

16 The Scope of Work details the basic procedure and you  
17 can derive from that basically what's involved. We don't get  
18 into any heavy electronic maintenance. This is specifically  
19 preventive maintenance.

20 Let's see. Under "Working Hours," we give two shifts,  
21 Day shift 7:00 to 3:30 p.m., Evening shift 3:30 to midnight.  
22 Currently, we're looking at having all these technicians report  
23 on the evening shift, if that influences your bid one way or  
24 another. We've left the option open to do something on day  
25 shift if need be, but our current target's for evening shift.

1 We do require the technician to keep a daily log of  
2 all of his/her work activities in the format that we provide.  
3 That's important to us to keep good data on the work that's  
4 done. We do have strict requirements as far as working attire  
5 for these folks to report in. No shorts, tank tops, tennis  
6 shoes. They need to appear in a professional appearance and  
7 safety shoes and safety vests are required.

8 For the duration of the contract, the employees would  
9 report to the supervisor that Mr. Smith would designate, who  
10 would control our activities. So, their basic interaction would  
11 be with our supervision and take direction from them. That kind  
12 of basically skims over the top of things. Any questions?

13 MS. NICKEL: Chuck, this is Teresa with Abacus. It's  
14 a Tier I contract under the Maryland Living Wage; is that  
15 correct? That's what I read --

16 MS. GIBSON: Yes --

17 MS. NICKEL: -- in the --

18 MS. GIBSON: -- that's correct.

19 MS. NICKEL: -- that's what I read in the contract.

20 MR. PELLELY: Mm-hmm. Yes.

21 MS. GIBSON: That's correct.

22 MS. NICKEL: Okay. And, are you entertaining any  
23 price increases when the Affordable Care Act goes into place or  
24 is it a three-year contract stated price?

25 MS. GIBSON: Three-year contract stated price.

1 MR. PELLELY: Any other questions?

2 MR. MONEME: This is Emeka with Acumen. Quick  
3 question about security procedures. Are there anticipating any  
4 new or additional security procedures around the work of the  
5 technicians?

6 MR. PELLELY: They are required to have an MTA ID  
7 badge. Their access to keys to do their work is strictly  
8 controlled through key boxes that their badge swiping will gain  
9 them access to. There is real heavy documentation on when they  
10 take them out, when they put them back. That kind of thing.

11 In recent years, our bus divisions have adopted  
12 stricter security measures as far as gaining access to the  
13 property. So, ID badge is a must. I hope that answers --

14 MR. MONEME: -- I guess my question is specifically,  
15 there's no additional requirements on the contractors and the  
16 man -- the security man who will be on the treasury manager to -  
17 - that's going to control their activities during the work --  
18 the time they're clocked in to do work.

19 MR. PELLELY: During the working hours, our supervision  
20 will control all our activities, yes.

21 Keeping with past history, usually our contract with  
22 the -- our contact with the contractor seems to drop off  
23 providing things go well with the employees that are provided  
24 through scope.

25 MS. GIBSON: Are there any other questions?

1 MR. MONEME: I did. I want to -- this is, again Emeka  
2 from Acumen. I wanted to go back to something in the Ts and Cs,  
3 the Terms and Conditions. I did not hear specifically  
4 mentioned, but it was the bond requirements.

5 MS. GIBSON: There is no bond requirements.

6 MR. PELLELY: No bond requirements.

7 MR. MONEME: There is not?

8 MS. GIBSON: No.

9 MR. PELLELY: No.

10 The Statement of Work, there's a hundred thousand  
11 dollar (\$100,000) per individual bond requirement.

12 MS. GIBSON: Yes it's in the Statement of Work?

13 MR. PELLELY: Uh-huh.

14 MR. MONEME: Right. So, I just ask clarification on -

15 -

16 MR. PELLELY: -- Is that what you were --

17 MR. MONEME: Yes.

18 MR. PELLELY: -- specifically zeroing --

19 MR. MONEME: -- yeah.

20 MR. PELLELY: -- in on?

21 MR. MONEME: I read it as a bond requirement.

22 MS. GIBSON: It is.

23 MR. MONEME: So, some clarity as to whether or not it  
24 is and what the level would be helpful.

25 MR. GIBSON: Chuck, you have to answer that question.

1 MR. PELLELY: Yes. It is one hundred thousand dollars  
2 (\$100,000). Basically, some background we have had some  
3 unfortunate situations in the past and while the fare boxes are  
4 supposed to be emptied of cash every day, there have been  
5 occasions in the past where they haven't and that's led to some  
6 theft situations. Not that cash is readily available, but  
7 unfortunately, individuals are very resourceful, shall we say.

8 MS. NICKEL: Especially in this economy.

9 MR. PELLELY: It doesn't really seem to make any  
10 difference. Some people are just tempted because they can.

11 MS. NICKEL: Yeah.

12 MR. PELLELY: Strictly because they can.

13 MS. GIBSON: Any other questions?

14 MR. MONEME: Yes. Again, this is Emeka with Acumen.  
15 I just want to go back to an item. So, there is no MBE  
16 requirement for this contract. Any background as to, I guess,  
17 why?

18 MS. GIBSON: We decided -- the MTA decided that there  
19 would be no MBE requirements on this particular contract. And  
20 with the approval through MDOT, that's what we decided. So,  
21 that's the decision that we made.

22 Any other questions?

23 [There was no response.]

24 MR. COATES: If there are no other questions, then  
25 please remember that if you have questions after this meeting,

1 you can submit your questions in writing by Wednesday, April 10,  
2 2013, by 4:00 p.m.

3 And again, as a reminder, the bids are due Wednesday,  
4 April 24th, no later than 2:00 p.m. And, this is a public bid  
5 opening and it will held on the seventh floor in this building,  
6 Room 742. So, if there aren't any more questions, I thank you  
7 for coming and have a great day. Thank you very much.

8 MR. PELLEY: Thank you.

9 (The Pre-bid meeting was concluded at time 10:30 a.m.)

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**CERTIFICATE OF TRANSCRIBER**

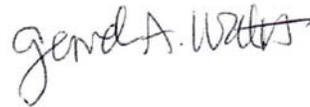
I, hereby, certify that the Maryland Department of Transportation, Maryland Transit Administration Pre-Proposal Conference for Contract No. MTA-T-8000-0408 held at 6 St. Paul Street in Baltimore, Maryland on April 2, 2013 was recorded by means of electronic sound recording.

I further certify that, to the best of my knowledge, that the foregoing pages represent a complete and accurate transcript of the electronic sound recording of the conference as transcribed by me.

I further certify that I am neither an employee of MTA or relative to any party, herein, and that I have no interest in the outcome of this solicitation and subsequent award.

In witness whereof, I have affixed my signature this 5th day of April 2013.

By:



\_\_\_\_\_  
Gervel A. Watts, CERT\*D  
Transcriber