

**AGENDA**  
**PRE-BID CONFERENCE**  
**Correct Storage Area, Bldg. 6**  
**Beckley VAMC, Beckley, WV**  
**SOLICITATION: VA246-14-B-0028**  
**PROJECT NO. 517-14-108**  
**October 31, 2013**

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**I. Introduction: The agenda for this conference is established as follows:**

- A. Contracting Specialist's general remarks
- B. Facility Management Service's general remarks
- C. Questions/discussion from the attendees
- D. Walk-through of Construction Area

**II. Names of Key Individuals for This Procurement:**

A. The Contracting Officers are:

**James Rall, POC Contract Specialist (UNTIL AWARD)**

Department of Veterans Affairs  
NCO (Network Contracting Office) 6  
Facilities Team  
100 Emancipation Drive (Bldg 27)  
Hampton, VA 23667  
(PH) 757-315-3976  
[james.rall@va.gov](mailto:james.rall@va.gov)

**Millard M. Adkins, Administering Contract Officer (AFTER AWARD)**

Department of Veterans Affairs  
Network Contracting Office 6  
Facilities Team  
200 Veterans Ave.  
Beckley, WV 25801

Jim Wood, Contracting Officer  
Department of Veterans Affairs  
NCO (Network Contracting Office) 6  
Facilities Team Lead  
100 Emancipation Drive (Bldg 27)  
Hampton, VA 23667

B. The Contracting Officer's Representative (COR):

Joseph Peplowski  
Facility Management Service (FMS)  
VHA Engineer Technician

**III. Milestone Dates for This Procurement:**

- A. Date of Issue: October 23, 2013
- B. Pre-bid Conference: October 31, 2013 at 9:00 AM (*local time*)
- C. Cutoff for Questions: November 07, 2013 at 3:00 PM (*local time*)
- D. Bid Opening: November 22, 2013 at 2:30 PM (*local time*)

**IV. General Comments/Instructions to Bidders:**

A. The IFB Package consists of:

- 1. SF 1442
- 2. List of Attachments (*to include wage determination, specifications and drawings*).
- 3. Scope of Work.
- 4. Information Regarding Bid Material, Bid Guarantee and Bonds.
- 5. Representations & Certifications.
- 6. Contract Clauses and Provisions.

B. When Submitting a Bid:

- 1. Bidder must complete and submit one (1) copy of the Standard Form (SF) 1442 with original signature and one (1) copy of the completed Representations/Certifications prior to the closing date and time.
- 2. Bid must be submitted in one hard copy (paper) format prior to the closing date and time.
- 3. Ensure DUNS number is entered into Block 14, Name and Address of Offeror, of the SF 1442. If the bidder does not have a DUNS number, they are to contact Dun and Bradstreet at 1-800-333-0505 or [www.dnb.com](http://www.dnb.com) and obtain a DUNS number.
- 4. Bidder is to affix a price in block 17 on page 2 of the SF 1442. **Failure to do so will render the bid as nonresponsive.**
- 5. Bidders must acknowledge **ALL** amendments issued by the VA in block 19 on the SF1442 within the bid package.
- 6. Bidder must submit Safety (OSHA) and Environmental (EPA) Violation information in accordance with page 7 of the solicitation (*Section titled: OSHA AND EPA VIOLATIONS*). This is a self certification regarding OSHA and EPA violations for the past three (3) years.
- 7. Review Page 6 of the IFB, regarding bonding requirements and submission of a Bid Guarantee, as applicable.

8. Bidder shall clearly mark in the lower left-hand corner, on the outside of the bid envelope, that it is a sealed bid. Bidder should include the solicitation number, bid opening date and time, and the title.
9. This requirement has been set-aside for Service-Disabled Veteran-Owned Small Businesses (**SDVOSB**). In order to be eligible to participate, the offeror must be registered and certified as an SDVOSB firm in the Center for Veteran Enterprise database (VetBiz) which can be found at [www.vetbiz.gov](http://www.vetbiz.gov).

**V. Procedure for Requesting Clarifications/Information:**

- A. Any and all questions must be emailed to the **POC Contract Specialist**, James Rall at [james.rall@va.gov](mailto:james.rall@va.gov). **NO TELEPHONIC QUESTIONS.** The **cutoff date for questions is November 07, 2013 at 3:00 PM (local).** Facility Management Service should not be contacted directly. Failure to submit questions by the due date/time may result in the questions going unanswered.
- B. The Contracting Officer, via an amendment, will answer any and all technical questions. Any and all amendments will be posted at the Federal Business Opportunities System (FBO) website at <https://www.fbo.gov/>. Bidders are responsible for obtaining any amendments from the website.
- C. An amendment may also be used to communicate other information (*for example, updated wage decision, revised clauses, new bid opening date*). Bidders are encouraged to check the FBO System routinely to determine if amendments have been issued.

**VI. Additional Visits to the Construction Area:**

NO ADDITIONAL SITE VISITS ARE SCHEDULED AT THIS TIME.

**VII. Availability of Bid Sets:**

- A. The solicitation is available for download at the Federal Business Opportunities System website.

**VIII. Prior to Award:**

- A. Contractor must submit their VETS 100 reporting information annually. The report must be current in order for award to be made. (*See Instructions, Conditions, and Other Statements to Bidders*)

- B. Contractor must be registered in the System for Award Management (SAM) database. No award can be made unless the contractor is registered. (*See Instructions, Conditions, and Other Statements to Bidders*)
- C. Contractor must ensure that their reps and certs are current and have the correct NAICS Code (236220) listed under the socio-economic grouping set aside within the solicitation.

**IX. After Award**

- A. Contractor shall submit a payment bond and performance bond, each 100% of the award amount, within ten calendar days of award.
- B. Contractor shall submit documentation of completion of OSHA certified construction safety course by employees (*both prime contractor and subcontractor*) who will work on the job site.
- C. Contractor shall submit documentation of “competent person’s” completion of the 30-hour OSHA certified construction safety course.
- D. Contractor shall submit original Certificate of Liability Insurance prior to any work commencing.
- E. The Department of Veterans Affairs (VA) evaluates contractor past performance on all contracts that exceed \$650,000, and shares those evaluations with other Federal Government contract specialists and procurement officials. Each contractor whose contract award is estimated to exceed \$650,000 is required to register with the Contractor Performance Assessment Reporting System (CPARS)/Construction Contractor Appraisal Support System (CCASS).

**X. Reminder:**

This procurement is 100% set-aside for certified Service-Disabled, Veteran-Owned Small Business (SDVOSB).

- XI. ONLY questions general in nature will be addressed during the Pre-bid Conference / Site Visit. ALL technical questions require e-mail submittals to [james.rall@va.gov](mailto:james.rall@va.gov) in order to ensure that everyone has the same information for bidding purposes.**

Pre-Bid Conference / Site Visit  
October 31, 2013 -- 9:00 AM  
Beckley VAMC, Beckley, WV

ADMINISTERING CONTRACT OFFICER: Millard Adkins  
POC: James Rall ([james.rall@va.gov](mailto:james.rall@va.gov) / 757-315-3976)

ATTENDANCE

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Chad McCallister	Carpenters 1911		<a href="mailto:cmccallister1911@gmail.com">cmccallister1911@gmail.com</a>
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Mike Laxton	Laxton's Heating, Cooling & Electrical	(304) 840-1000	<a href="mailto:mlaxton@laxtonshw.com">mlaxton@laxtonshw.com</a>
Josh Staling	Laxton's Heating		
Timothy H. Jones	D.R.S.		<a href="mailto:D.R.S. VETS@gmail.com">D.R.S. VETS@gmail.com</a>

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