

## **MEMO FOR RECORD**

**March 11, 2014**

SUBJECT: Solicitation No. VA256-13-R-1853, Lease/Rental MRI Mobile Unit – Site Visit

A site visit was held on March 11, 2014 @ 10:00 am in Bldg. T102 Conference Room. Attached is the sign-in sheet for attendance. The following is an overview of the discussions:

The meeting began with introduction by the contracting officer and all those in attendance. The meeting proceeded with a brief overview of the project and the solicitation. The contracting officer stressed the following:

- All questions must be submitted via e-mail to the contracting officer no later than 3/13/2014 close of business. The questions will be addressed in an amendment to the solicitation at least 5 days prior to bid opening.
- The contracting officer pointed out the key milestone date - The bid opening date is scheduled for 3/28/2014.
- The bidders must fill-out and return the bid schedule, Business Associate Agreement (BAA), and Offeror Representation and Certification.
- Bidders are advised to read Section E – Solicitation Provision. This section provides instruction on how the bids are submitted to the contracting office.

The meeting was then turned over to the Engineering representative, Mr. William Roberts. Mr. Roberts provided an overview of the construction scope of work.

The meeting was then turned over to the IT representative, Chuck Thornton. Mr. Thornton briefly explained the communication requirement.

Again, the contracting officer stressed that all questions must be submitted via e-mail. The meeting was opened for discussion and questions from bidders:

- Will the contractor be allowed to work overtime or weekends? Overtime or weekend work will be considered on a case by case basis. The contractor must submit a "request to work overtime/weekends" at least one week in advance to coordinate the availability of the COR or Government official on-site to monitor the contractor.

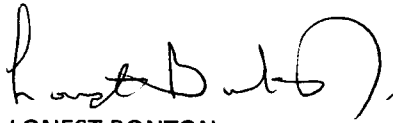
All prospective bidders in attendance were transported to the site area.

The bidders were escorted through the loading dock area into the hospital and to the communication room for viewing.

After exiting the communication room, the bidders were taken back to the loading dock area and allowed to view the electrical room and electrical panels.

A question came up regarding the entrance area to the loading dock and the dimensions of the mobile unit. The entrance space is limited/narrow and there is a tree which the contractor will have to maneuver around. Will the site area accommodate a 12' wide x 50' long mobile unit? Yes.

The meeting concluded at approximately 11:30 am and the bidders were transported back the Bldg. T102.

A handwritten signature in black ink, appearing to read "Lonest Bonton", with a large, stylized loop at the end.

LONEST BONTON  
Contracting Officer

Attachment:

- Attendance Sign-In Sheet

**SITE VISIT/PRE-BID CONFERENCE  
LEASE/RENTAL MRI MOBILE TRAILER  
March 11, 2014 @ 10:00 am**

SIGN-IN SHEET			
SITE VISIT/PRE-BID CONFERENCE			
LEASE/RENTAL MRI MOBILE TRAILER			
March 11, 2014 @ 10:00 am			
CONTRACTOR NAME	POINT OF CONTACT	PHONE #	FAX #
Verizon USA	Derek Henry	404-75-5982	706-229-4466
Alliant HealthCare	Judy Fickey	330-332-3713	800-406-0266
Alliant HealthCare	Don Tuttle	616-916-3411	269-629-5770
Temper-FI	Geodon Smith	601-527-1940	601-626-8732
ATG Construction	Jennifer Neal	488-697-0750	
GIS	Dan D Sullivan	775-745-2633	888-674-6653
Stms	Scott Bedding	314-605-9385	608-838-1832
Bob Roberts - VA	Bob Roberts	202-773-9333	
Chud Thornton VA	Charles Thornton	4350	
Bobby Boykin Alliance Imaging	Bobby Boykin	601-466-9313	480-212-8443
Ed Baker	Ed Baker	228-343-9527	
Ed's Contracting	Ed Baker	228-343-9527	
Kenny Durrey	Kenny Durrey	228-529-2920	228-821-5868
Durrey Electric			
Contracting Officer	Honest Borton	318-466-2234	318-483-5063

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