

**Replace the Nurse Call System and Patient Wandering System
Solicitation No. VA246-14-B-0994, Project No. 658-13-101**

**AGENDA
PRE-BID CONFERENCE
Replace the Nurse Call System and Patient Wandering System
VA Medical Center, Salem, VA
SOLICITATION: VA246-14-B-0994
PROJECT NO. 658-13-101
September 03, 2014**

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:

Patrick Stuart, Contract Specialist (*Pre-Bid Conference / Bid Opening*)
Department of Veterans Affairs
Network Contracting Office (NCO) 6
Facilities Team
1970 Roanoke Blvd.
Salem, VA 24153

James Rall, POC Contract Specialist (***Contractor Questions***)
Department of Veterans Affairs
Network Contracting Office (NCO) 6
Facilities Team
100 Emancipation Drive (Bldg. 27)
Hampton, VA 23667
(PH) 757-315-3976
james.rall@va.gov

Jim Wood, Contracting Officer
Department of Veterans Affairs
NCO (Network Contracting Office) 6
Facilities Team Lead

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

Charles Woodley
Facility Management Service
Salem VA Medical Center

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III. Milestone Dates for This Procurement:

- A. Date of Issue: August 25, 2014
- B. Pre-bid Conference: September 03, 2014 at 10:00 AM (EST)
- C. Cutoff for Questions: September 10, 2014 at 3:00 PM (EST)
- D. Bid Opening: September 25, 2014 at 1:30 PM (EST)

IV. General Comments/Instructions to Bidders:

A. The IFB Package consists of:

- 1. SF 1442
- 2. Scope of Work
- 3. Bid Items List (*seven (7) Bid Items*)
- 4. Information Regarding Bid Material, Bid Guarantee and Bonds
- 5. Instructions, Conditions, and Other Statements to Bidders/Offerors (*Solicitation Provisions*)
- 6. Representations & Certifications
- 7. General Conditions (*Contract Clauses*)
- 8. List of Attachments (*to include wage determination, specifications, and drawings*)

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 and obtain a DUNS number.
- 4. Bidder is to affix a price to each Bid Item as stated on the Bid Item List (*pgs. 6 – 8 of 49*). **Failure to do so will render the bid as nonresponsive.** This IFB contains seven (7) bid items.
- 5. Bidders must acknowledge ALL amendments issued by the VA in block 19 on the SF1442 within the bid package.

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6. Bidder must submit Safety (OSHA) and Environmental (EPA) Violation information in accordance with page 10 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 9 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.

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. **NO TELEPHONIC QUESTIONS.** The **cutoff date for questions is September 10, 2014 at 3:00 PM (EST).** 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:

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

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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).

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- 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 in order to ensure that everyone has the same information for bidding purposes.