

Pre-Proposal Conference Notes - RELOCATE INTENSIVE CARE UNIT (ICU)

Welcome to Columbia and the pre-proposal conference for Relocate INTENSIVE CARE UNIT (ICU, project 589-330, Solicitation No VA255-14-R-1004 here at the Columbia Veterans Affairs Medical Center (VAMC). The project involves work that is to be performed in strict accordance with the specifications, drawings that were posted to fbo.gov

- Contracting Officer assigned to this procurement and point of contact for all contractual questions-Jeanette Mathena . Mr. Clay Atherton will serve as the Contracting Officer's Technical Representative and is responsible for the day-to-day technical oversight of this project. He is not here to be Quality Control – Quality Control is the prime contractor's responsibility.
- ICU was designed by Christner Inc.. If questions technical in nature surface, they need to be put in writing and submitted for answering at the end of this site visit or by e-mailing me Jeanette.mathena@va.gov. Do not contact the A&E and ask questions

Some administrative issues I'd like to cover are:

- Please ensure that you have signed the attendance roster – this will be published along with any applicable amendment to the solicitation on fbo.gov.
- You are reminded that this procurement is set-aside for Service Disabled Veteran-Owned Small Businesses only and firms that do not meet this criteria will have their proposals rejected.
- The North Atlantic Industry Classification System (NAICS) code is 236220 and the code must be included on your Central Contractor Registration as well as your VETBIZ registration (www.vetbiz.gov). Make sure your company is certified in VET BIZ. Ensure that your company's SAM and Online Representations and Certifications Application are active – they are usually good for one year only. Make sure you are current with your Vets 100 reporting.
- The selection process for this procurement is Lowest Price Technically Acceptable (LPTA) so please ensure that you comply with the Solicitation Instructions to Offerors listed in the solicitation. You will be considered nonresponsive if required items are not submitted with your proposal. The government plans to award without discussions but retains the right to open discussions, if deemed necessary.
- The prime contractor (or employees of other service-disabled veteran-owned small business concerns) is required to perform 15% of the labor for contract performance.

- The facilities will be in operation during the construction requiring that you keep all areas clean of debris and/or obstructions.
- A bid guarantee in the amount of 20% of the bid price is required and must be submitted with your proposal submission.
- Proposals are due by 2:00 p.m. CST on January 16, 2015 and need to be submitted in person or by mail, FEDEX, UPS, etc. All proposals are required to have a 120-day acceptance period and must be delivered by 2:00pm CST.
- I would appreciate minimal side-bar conversations as the purpose of this conference is to ensure that everyone has the same information about the procurement. After the walk-through is completed we will come back to this room at that time subs and general contractors in attendance may network and share business cards.
- If you have questions, request that you provide the question, in writing, to me via email: jeanette.mathena@va.gov or you can give them to me at the end of this site visit. Make sure on any questions submitted that you provide your name, company name, phone number where you can be reached in case a clarification is necessary and your email address. All questions are to be submitted to me no later than 4:00PM on DEC 19, 2014 CST. If you have more than one question, please number them 1, 2, 3 on the card or in your e-mail. Otherwise, you may not get an answer to each of them. An amendment will be issued to provide the answers to all questions as well as to provide a copy of the attendance roster for those attending the site visit. All Amendments will be posted to fbo.gov. All interested contractors are responsible to check the website prior to submitting a proposal to ensure that they have seen all amendments and acknowledge all Amendments when submitting your proposal.
- I will now turn this conference over to Clay Atherton. Please ensure that you stay together as a group so that information can be presented only once. Again, thank you for your attendance and your interest in this procurement.