

PRE-BID MEETING AND SITE VISIT

MEETING MINUTES

LEBANON DDC CONTROL UPGRADE PHASE I CONSTRUCTION PROJECT PROJECT #595-14-107

SOLICITATION #VA-244-15-B-0790

1. Pre-bid Meeting and Site Visit took place on May 19, 2015, 1:00 pm in Building 99, Engineering Conference Room. Sign-in Sheet from this site visit are attached.
2. Mr. Chuck Peck (Contracting Officer) attended the Pre-Bid Meeting by telephone since he is physically located at the Wilmington VA Medical Center in Delaware. Mr. Dick McAlevy (COR) attended the Pre-Bid Meeting and Site Visit since is physically located at the Lebanon VA Medical Center.
3. The solicitation was posted on the Federal Business Opportunity (FBO) website on May 4, 2015 that included the Scope of Work, Specifications and any required Drawings. All contractors should have reviewed the entire solicitation before this meeting.
4. Reference Scope of Work: 120 days to complete project and Construction Magnitude is between \$250,000 and \$500,000. There are no bid options for this project.
5. This is a construction project that will be awarded under a Firm Fixed Construction Contract.
6. The response date is Monday, June 8, 2015, 3:00 pm (EST) and this project should be awarded by October 31, 2015, depending on the availability of funds. If bids are mailed to the Contracting Officer (CO), they must be addressed to the Wilmington VA Medical Center, Contracting Office (Attn: Chuck Peck), 20 Montchanin Road (Montchanin Corporate Center), Greenville, DE 19807. It is recommended that all offerors submit their bids to the Contracting Officer (CO) by e-mail at Charles.Peck@va.gov.
7. All questions pertaining to this project must be sent to Chuck Peck (CO), and Dick McAlevy, Contracting Officer's Representative (COR) by e-mail no later than Friday, May 29, 2015, 3:00 PM (EST). All questions and answers will be posted to FBO by June 3, 2015.
8. This is a 100% set-aside for a Veteran Owned Small Business (VOSB)
9. Make sure all questions are directed to Dick McAlevy (COR) during the site visit. All questions should also be sent to the Contracting Officer and COR by e-mail so they can

be answered and posted on FBO. Chuck Peck's contact information is Charles.Peck@va.gov or (302) 994-2511 x7526, and Dick McAlevy's contact information is Richard.McAlevy@va.gov or (717) 272-6621 x4487.

10. Any additional site visits must be approved and scheduled through Dick McAlevy (COR). This is the only required site visit on May 19, 2015 and is not mandatory for offerors to attend, but is highly recommended.

11. Questions or Comments?

- a. **QUESTION #1:** When are bids due?

ANSWER #1: The Standard Form 1442 states the response date is 06-08-2015 by 3:00 pm

- b. **QUESTION #2:** With working above ceilings, in offices and congested hallways will we be able to work normal working hours as stated in the SOW?

ANSWER #2: The work can be accomplished during normal day shift hours with respect to Infection Control Risk Assessment requirements.

- c. **QUESTION #3:** When a change over from the Johnson Controller to the new Delta Controller happens there will be periods of down time for the equipment how many days' notice is needed before a shutdown and can this be done during normal working hours?

ANSWER #3: 3-days-notice will be required for the shutdown(s) and can be accomplished during normal day shift hours.

- d. **QUESTION #4:** Will the existing wiring be sufficient to support the new controls?

ANSWER #4: Yes, the existing wiring is sufficient to support the new controls.

Approved

CHARLES H. PECK, JR.
Contracting Officer

