

## **PRE-PROPOSAL CONFERENCE OUTLINE**

### **I. Contractual Issues**

#### **1. General:**

- (a) Project Title: Proj No. 589A7-14-138 FCA – Modernize Elevators P5 & P6, Building 26
- (b) Cost Range: \$500,000 to \$1,000,000
- (c) Completion Time: 365 days after receipt of notice to proceed.
- (d) Bids are due June 22, 2015 at 3:00 PM CDT at my office in Leavenworth and contractor questions will not be accepted after COB, Tuesday, June 9, 2015.
- (a) Fax or electronically sent bids are NOT acceptable. Please follow proposal submittal instructions on pages 8 – 16 in the solicitation.
- (b) The project is 100% set aside for Service Disabled Veteran Owned Small Business. The successful prime contractor will be required to perform no less than 25 percent of the construction labor under NAICS code 238290.
- (c) Award will be made using the Lowest Price Technically Acceptable (LPTA) as the source selection process. Please pay particular attention to the proposal submittal instructions on pages 8-16 of the solicitation package. The Government plans to award without discussions. However, we reserve the right to open discussions if necessary. Also, please note that there are 2 bid items associated with this project. Bid Item 0001 is the base bid and includes the scope of work for the elevator. Bid Item 002 is a maintenance contract for a period of one year after the completion and acceptance of the second elevator. Your bid price will be determined by the total after adding these two bid items together.

#### **2. Disclaimer Statements:**

- (a) Remarks and explanations at the conference shall not qualify the terms of the solicitation
- (b) Terms of the solicitation and specifications remain unchanged unless the solicitation is amended in writing

#### **3. Bonds:**

- (a) A bid Bond in the amount of 20% must accompany your BID.
- (b) After award of the contract a Payment Bond and a Performance Bond in the amount of 100% of the contract value are due prior to a Notice to Proceed Letter being issued.

**4. Buy American Act:** The solicitation is subject to the Buy American Act, and it generally requires the use of American made products. Please keep this in mind when you are providing product submittal data.

**5. Davis-Bacon Act:** All labor performed under this contract is subject to the Davis-Bacon Act and related labor laws, to include the payment of at least the amounts shown in the wage determination in the solicitation. The maintenance contract that runs for one year after completion is subject to the wage determinations specified in the Service Contract Act.

**6. Other Contracting Topics:**

- (a) The purchase of material for this project is exempt from state sales tax. A Kansas Tax exempt certificate will be issued after contract award.
- (b) The contractor is expected to maintain insurance coverage during the contract period as directed in the specifications.
- (c) Progress payments will be made no later than 14 days after receipt of an acceptable invoice.
- (d) Please pay particular attention to specification section 01 33 23 covering the submittal process. You will not be able to install materials without a submittal approval from the Government.
- (e) There are 2 important submittals that we need at contract start-up. They are the Schedule of Values, and a Construction Schedule.

ATTENDANCE ROSTER

PURPOSE: Pre-Proposal Meeting

SOLICITATION NUMBER: VA255-15-R-0681

PROJECT TITLE: 589A7-14-138 FCA Modernize Elevators P5 & P6, Building 26

DATE/TIME: June 3, 2015 @ 10:00 AM

PLACE: Department of Veteran Affairs, Wichita, KS

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