RECORD OF ATTENDANCE

Solicitation/Contract No. VA244-16-B-0269 **DATE: 01/26/2016** **TIME: 11:00 a.m.**

Project Titles: Construction – Telephone Room HVAC Project 540-15-101

TYPE OF MEETING

- ☐ Training
- ☐ Negotiation Conference
- ☒ Pre-proposal/Pre-bid site visit
- ☐ Pre-proposal/Pre-bid conference
- ☐ Progress Meeting
- ☐ Source Selection Evaluation Meeting
- ☐ Bid Opening
- ☐ Pre-performance Conference
- ☐ Business Strategy Panel
- ☐ Pre-Final Inspection
- ☐ Final Inspection
- ☐ Other:

NAME	ORGANIZATION	PHONE # / EMAIL ADDRESS
Christopher Garrett	Air Systems	304-476-7612
Mike Laxton	Laxton's Heating, Cooling & Electrical	(304) 890-1050
Josh Starling	" "	" "
Michael Plasterer	VAMC	
REBECCA BESTEN	VA CONTRACTING	(304) 623-3461 X 3982

COMMENTS: