



RECORD OF ATTENDANCE



Solicitation/Contract No. VA244-16-R-0346

DATE: Apr 21, 2016

TIME: 1:00 PM

Project Title: Expand Outpatient with 2nd Floor Addition / 503-308

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: _____

<u>NAME</u>	<u>ORGANIZATION</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
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REMARKS:



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Michael Kelly	VA Safety		
Krista Shock	VA QM		

REMARKS:
