

Name/Print	Representing
1. Emily Lindsey	VA Contracting 585-393-7940
2 Bill Colzman <i>WCC</i>	VA Engineering 585-393-7854
3 Helen McEneany-Appell	VA Engineering 585-393-8102
4 <i>MARK DECHICK</i>	<i>AmBuild Co. 585-223-0187</i>
5 <i>ERIC Boyum</i>	<i>AmBuild Co</i>
6 <i>MICHAEL STOCKSLANDER</i>	<i>ROBERT F. MYNARD &amp; SONS 585-244-2077</i>
7 <i>PAUL M<sup>c</sup> SHANE</i>	<i>ONTARIO EXTERIORS 585-329-2440</i>
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## AGENDA FOR SITE VISIT/PRE-BID CONFERENCE

May 10, 2016

B34 Roof Replacement, Canandaigua NY VAMC – Project 528A5-15-507/Solicitation: VA528-16-B-0155

**I. Introduction:** The agenda for this conference is established as follows:

1. Contracting Officer's general remarks

**II. Names of Key Individuals for this Acquisition:**

- |                         |  |              |
|-------------------------|--|--------------|
| 1. Contract Specialist: | Emily Lindsey: <a href="mailto:Emily.Lindsey2@va.gov">Emily.Lindsey2@va.gov</a>                        | 585-393-7940 |
| 2. COR:                 | Helen McEneaney-Appell: <a href="mailto:Helen.McEneaney-Appel@va.gov">Helen.McEneaney-Appel@va.gov</a> | 585-393-8102 |
| 3. Alternate COR:       | Bill Colsman : <a href="mailto:William.Colsman@va.gov">William.Colsman@va.gov</a>                      | 585-393-7854 |

**III. Milestone Dates for this Acquisition:**

- |                        |                                |
|------------------------|--------------------------------|
| 1. Date issued:        | May 2, 2016                    |
| 2. Pre-bid Conference: | May 10, 2016 @ 1:00PM          |
| 3. RFI Submissions     | NLT May 20, 2016 e-mailed only |
| 4. Bid Opening         | June 3, 2016 10:00AM EDT       |

**IV. General Comments/Instructions to Offeror:**

**A. The Invitation for Bids (IFB) package consists of:**

1. Description of Work, Specifications, and Drawings
2. CLIN Structure- Base Bid/Deduct/Additions
3. Information Regarding Bidding Material, Bid Guarantee and Bonds
4. Solicitation Provisions and Contract Clauses
5. Certifications/Representations

**B. When submitting the bid**

1. Offeror must complete and submit one (1) set of the SF1442 at time of Bid submission.
2. Bid may be hand carried, mailed, or e-mailed, but must arrive before the bid opening date and time.
3. Offeror shall submit a Bid Bond along with the bid.
4. Offeror must be registered in: [www.sam.gov](http://www.sam.gov); Certifications/ Representations must be completed.
5. SDVOSB/VOSB offerors must be verified in [www.vetbiz.gov](http://www.vetbiz.gov) at time of offer and award.
6. Offerors must be registered as a small business under the applicable NAICS code noted in the solicitation.
7. Offerors should have an account in Dun and Bradstreet and ensure that Supplier Qualifier Report is up to date. Government may request additional financial information.

**C. Procedure for requesting information/clarifications:**

Offeror is responsible for bringing any blatant ambiguities in the documents to the Contracting Specialists' attention. Any and all questions must be in writing and emailed/sent to the Contract Specialist: [emily.lindsey2@va.gov](mailto:emily.lindsey2@va.gov).

1. Any and all technical questions will be answered by the Contract Specialist, in writing, via amendment to the solicitation. Amendments will be posted at: [www.fbo.gov](http://www.fbo.gov)
2. An amendment may also be used to communicate other information (i.e., updated wage decisions, revised clauses, extended bid closing date, etc.).
3. Offeror must acknowledge receipt of all amendments issued. Offeror and Offeror's subcontractors are not permitted to contact Engineering Service for information regarding this project. To do so will be to your detriment as any answers you receive will not be applicable in a dispute with the Contracting Officer.

**D. Additional Site Visits/Questions:**

1. This is the only scheduled site visit. No further site visits will be conducted.
2. Questions/discussion from the Attendees