

## MEMO FOR RECORD

DECEMBER 15, 2011

SUBJECT: Solicitation VA256-12-0135, Fort Polk Maintenance Service Contract (Site Visit)

A site visit was held on 12/15/2011 @ 10 am at the Fort Polk CBOC, Leesville, LA. The purpose of the site visit was to allow potential offerors/bidders the opportunity to see the building interior/exterior, walk the grounds area, and answer questions regarding the solicitation. The following is an overview of the discussions:

1. The site visit began with sign-in and introduction of all personnel in attendance (See attached sign-in sheet).
2. The contracting officer (Lonest Bonton) provided a brief overview of the description of work - to include the bid due date and projected contract start date.
3. The VAMC anticipates issuing an amendment (revised bid schedule) to address emergency repairs beyond the scope of the contract maintenance service. NOTE: The VAMC will consider adding a line item to the bid schedule for each year. The line item will include a "not to exceed amount" per year for emergency repairs. The contractor will bill against the contract line item for actual repairs performed and accepted by the VAMC.
4. Insurance – the contractor is required to have minimum coverage for Employees, General Liability, Automobile Liability, etc. (See Para. C.6 Supplement Insurance Requirements, page 36 of 71).
5. Offerors were advised to read Addendum to FAR 52.212-1 Instruction to Offerors – Commercial Items. The addendum provides instruction on "submission of offers".
6. The VAMC will consider allowing the contractor to set-up a maintenance office (i.e. mobile trailer) on the grounds of the Fort Polk CBOC.
7. The contractor is responsible for providing qualified personnel to provide janitorial, building maintenance and lawn/landscaping service – this is considered part of the technical and past performance evaluation (See Para. 1.11 Competency of Personnel Servicing Equipment page 13 of 71). NOTE: Equipment under warranty - when required as part of the warranty agreement compliance, the contractor must provide certified/licensed personnel to perform service on equipment which required licensed repairman/serviceman or otherwise the warranty is voided.
  - a. The solicitation performance work statement, page 10 of 71 provides a listing of building equipment under warranty. NOTE: Upon contract award, the warranty manuals will be provided to successful awardee.
  - b. The VAMC is not responsible for providing a dumpster on site for collection of waste. The contractor is responsible for collecting of waste and removal of waste to an acceptable area off the premises of the CBOC. (See paragraph 5.1.19 on page 8 of 71)

8. The Environmental Management Service Chief (Donald Hardison) provided a more detailed explanation of the janitorial scope of work.

- a. The contractor is required to provide janitorial service after duty hours in accordance with the solicitation scope of work. The solicitation does not state that a janitorial staff person be on site 8-hours a day. Furthermore, the contractor is not required to clean the exam rooms after each patient visit. However, the contractor is required to have a staff member available in response to emergency clean-ups.
- b. Biohazard - The contractor is responsible for removing trash from biohazard receptacle and placing in the soil room. The VAMC is responsible for pick-up and disposal of biohazard trash.
- c. See ITEM 0002: Janitorial Service, paragraph A.4 Work Requirement for the types of cleaning products used and the website for a listing of acceptable products.

9. The Fort Polk CBOC is located on a 10 acre lot. However, the contractor is only responsible for maintaining (lawn/landscaping) the immediate perimeter area (3 acres) to include the parking lot. The contractor is not responsible for the area outside the fence. NOTE: The VAMC anticipates award of a separate contract to construct/install landscaping around the clinic. In the event a contract is not awarded and complete prior to the maintenance contract, the contractor shall be responsible for maintaining the existing site as is.

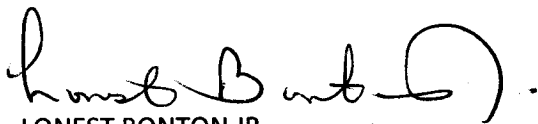
10. The conference meeting concluded and the personnel in attendance proceeded to tour the interior and exterior of the facility. Area of interest/viewing (interior): housekeeping closet, mechanical room, exam rooms & isolation room. Exterior: Sewer & Septic System, Water Tanks, Fire Pumps, Generator, automatic gate and surrounding grounds area.

NOTE: There's no interior access to the building roof. The only access to the roof is exterior via ladder.

11. Finally, an amendment will be issued to the solicitation to address the following:

- a. Add the Site Visit Memo
- b. Add the Sign-In Sheet for the Site Visit
- c. Amend Bid Schedule to Add Line Item
- d. Add Building Floor Plan and Site Plan Layout

The site visit meeting concluded at approximately at 12:00 pm.

  
LONEST BONTON JR.  
Contracting Officer

Attachment: Sign-In Sheet (12/14/2011)

## SIGN-IN SHEET

## SITE VISIT

Fort Polk CBOC Maintenance Contract  
December 14, 2011 @ 10 AM

CONTRACTOR NAME	POINT OF CONTACT	PHONE #	FAX #	E-MAIL ADDRESS
Trooth Air Conditioning	Paul Shannan	337-527-8683	337-527-8687	Paul@troothairconditioning.com
Precision mechanical	Bob Hamilton	318-525-4929	318-746-8184	Bob@Precision24.net
TL Services	Randy Smith	479-474-7832	479-474-8839	Randy.smith@tl-services.com
Avarra Services LLC	Stephen Jones	828-301-0154	877-259-2252	SJones@AvarraServicesLLC.com
Unique Cleaners Service	James McNeil	678-905-7962	866-529-4637	james.mcneil@uniqueclean.com
<del>Donder Law Service</del>	<del>Sean Donder</del>	<del>337 424 9981</del>	<del>337 238 4449</del>	<del>sdonder27@hotmail.com</del>
<del>AUTGRA LLC</del>	<del>Larry E. Vabekson</del>	<del>628-215-7702</del>	<del>877-606-3037</del>	<del>lvabek@autgraservicesllc.com</del>
Tommy Chapman	Kylee Construction	252-268-4325	252-686-6859	cecilchapman42@gmail.com
<del>Janice Narmanor</del>	<del>Janice Narmanor</del>	<del>479-459-2067</del>	<del>479-226-3059</del>	<del>janice.narmanor@liberty-mgmt-svc.com</del>
Liberty Management Services	David Brenton	318 446-1278	(318) 709 5041	DBrenton@GOSofCenla.com
Government Post Corp	Steve Riley	(479) 926-3338	(479) 226-3079	steve.riley@liberty-mgmt-svc.com
Liberty Management Services	Michael Johnson	318-613-4307	504-305-617-6590	michael@hermandeconsulting.com
Hermande Consulting	Alex Hernandez	504-305-8571	504-617-6590	alex@hermandeconsulting.com
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IME-ACC	Don Hollis	318-773-4344	650-844-7800	donhollis@gmail.com
Carley Collins	Adam E	318 466 2720	318 483 5062	Carley.collins2@VA.gov
Benard's Clary Service	Russell Beard	337 884 7228	337 537 8189	beardsclaryservice@yahoo.com
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Donald Anderson	VA	318-466-2492		Donald.Anderson@VA.gov