

MEMORANDUM FOR RECORD

26 Apr 2012

Contracting Service
VA Medical Center
Battle Creek MI

SUBJECT: Pre-Bid Conference and Site Visit Minutes, Renovate Restrooms, Solicitation VA251-12-B-0123

1. Site visit and pre-proposal conference held on 26 Apr 2012 at the Contracting Officer conference room Bldg 9 Room 106 VA Medical Center Battle Creek MI commencing at 10:30 am. in conjunction with Invitation for Bids VA251-12-B-0123. Attendance log is attached.

2. Introduction of Government personnel was conducted.

3. Contracting Officer Scott Brennan reviewed the Invitation for Bids as follows:

a. Plans and specifications are available for download via www.fbo.gov. No full size drawings are available unless they are absolutely required.

b. Magnitude of project is between \$500,000 and \$1,000,000.

c. After Notice to Proceed is issued to successful offeror project has a performance time of 365 calendar days.

d. A Site Visit will be held immediately after this pre-proposal conference at the construction site.

e. When amendments are issued they will be posted to www.fbo.gov (FBO) solicitation website. Any revised or new plans will also be posted to FBO.

f. Payment and Performance bonds are required for this project equal to 100% of the contract amount and due no later than 10 calendar days after notice of award. A bid bond or other form of acceptable bid security is also required in 20% of the bid amount. Failure to provide a bid bond or security is automatic cause for rejection of bid. It was further explained that SDVOSB firms need to exercise caution if entering into indemnity agreements or other 'partnering' with larger firms as these arrangement could jeopardize their size status. Referred bidders to CFR 121.103 for further information.

g. Liquidated damages do not apply to this project.

h. Warranty of Construction clause is incorporated and applies to this project.

i. The most current wage determination is incorporated into the solicitation. The most current wage determination will be made part of the resultant contract.

j. Safety measures are always a part of Government contracts. Be sure to be familiar with not only all federal safety requirements but also safety requirements to this particular facility. A safety plan will need to be provided to the Safety Officer via the COTR along with 10 hour OSHA training certificates for employees and 30 hour training certificates for superintendents (or evidence of equivalent training).

k. Responsibility and past performance checks will be done for low bidder prior to award.

l. IFB procedures were reviewed as follows:

i. Email technical questions in RFI format to the Contracting Officer. Form is posted with the solicitation. Deadline for submission of RFIs is 07 May 2012 4:00 pm.

ii. All RFI questions and answers will be posted via amendment to the FBO website under the solicitation.

m. SF 1442 was reviewed showing contractors the proper procedure to complete the offer section. It was also pointed out the need to mark the bid envelop in the lower left hand corner with the solicitation number and the time and date of bid opening with the header 'Sealed Bid'.

n. All contractors were encouraged to complete their online Representations and Certifications at <http://orca.bpn.gov>. If not, they will have to submit written Reps and Certs with their bid.

o. Bidders were instructed to provide there federal tax ID number with their offer.

p. The solicitation provisions were briefly discussed and bidders encouraged to read the solicitation, specifications, and drawings fully and completely.

4. Bids currently are due NLT 17 May 2012 at 2:00 p.m. local time. Offerors can either hand carry, FedEx, UPS, US Mail, or other delivery method. Faxed, emailed, Western Union, or other telegraphic means of delivery is not authorized for proposals. Bid envelopes must be properly marked in the lower left hand corner with the solicitation number, the project title, and the date and time of the bid opening. The solicitation indicates a 180 day bid acceptance period. Providing less than a 180day bid acceptance period will be cause for rejection of bid.

5. A pre-performance conference will be held prior to the start of work with the successful bidder.

6. The project scope was verbally reviewed by Contracting Officer Scott Brennan.

7. With the conclusion of the pre-proposal conference, a site visit was held at the construction location as follows:

- a. Contractors will be allowed to view the area, take photographs, etc. for proposal purposes.
- b. Contracting Officer Scott Brennan directed contractors to submit questions seeking clarification on specs or drawings in writing via the RFI process.

8. Pre-bid conference and site visit concluded at approximately 10:30 a.m.

A handwritten signature in blue ink, appearing to read "Scott D. Brennan", is positioned above the printed name.

Scott D. Brennan
Contracting Officer