

PRE-BID SITE VISIT AGENDA
5/14/12 10:00am
SOLICITATION NO. VA251-12-B-0016
Install Pneumatic Tube System – Project 506-11-131

1. Attendees to fill out the sign-in sheet. Introductions of VA personnel present.
2. Contracting Officer Representative (COR) will review the following:
 - The Solicitation, plans, specifications are located at www.fbo.gov. This is the only official site to obtain these documents. Any amendments will also be posted here. Offerors are responsible for periodically checking. All amendments shall be acknowledged with bid submission.
 - The magnitude of project 506-11-131 is between \$250,000 and \$500,000. The completion time for the project is 210 calendar days from receipt of the Notice to Proceed.
 - In accordance with Public Law 109-461, this is a Service Disabled Veteran Owned Small Business set-aside procurement. All bidders are required to be listed and verified in the VetBiz registry prior to submitting a bid, reference VAAR 859.219-10 in the Solicitation.
 - NAICS code 238290 applies with a Small Business Size Standard of \$14.5 Million. At least 25 percent of the cost of the contract performance incurred for personnel will be spent on the SDVOSB concern's employees or the employees of other eligible service-disabled veteran-owned small business concerns.
 - Prospective bidders are advised that **all questions must be submitted in writing utilizing the RFI form included as an attachment to the Solicitation** to the Contract Specialist, email: Leland.Ruedel@va.gov. Only those questions that are clearly identified in the solicitation package will be answered at this meeting. Any information provided by the VA during the pre-bid meeting and site visit in response to questions and clarifications is unofficial until it has been approved and provided in writing by the Contracting Officer. RFIs will be answered via an Amendment posted to FBO.gov. RFI
 - All information should be filled in the Representations and Certifications section of the Solicitation. All contractors are encouraged to complete their online Representations and Certifications at <http://orca.bpn.gov>.
 - FAR clause 52.229-3 applies. The contract price shall include all applicable Federal, State, and local taxes and duties.
 - Annual Form VETS-100A Report must be on file before award.
 - A bid guaranty of 20% of bid price is required. Bid Bond must be completed on Standard Form SF24. Originals only, no copies or white out corrections are allowed. Payment and Performance Bonds will be required from the awardee.
 - The solicitation is an Invitation for Bid. As such, a bid must be enclosed in a sealed envelope that is clearly identified with the IFB No., project title, bid opening time, and bid opening date to ensure proper handling, for immediate delivery to the Contracting Office. Bids that are mailed in Federal Express, Priority, UPS, and etc. envelopes should indicate on that exterior envelope the bid opening information to ensure they are treated as bids and the contracting officer receives them in time for the bid opening. **Note the address provided on the first page of the solicitation. Do not mail via US Postal Service. Other deliveries (e.g. FedEx, UPS, hand-carried) go to the Frank Lloyd Wright Drive address at Domino's Farms.**

- Bid opening is scheduled for **Tuesday, June 7, 2012 at 3:00 PM**, local time. All bids must be received by the Contracting Office no later than that time. Bid opening will be held at the Network 11 Contracting Office, 24 Frank Lloyd Wright Drive, Lobby M, Suite M2200, Ann Arbor, MI 48105.
- 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. 10 hour OSHA training certificates for all onsite employees and 30 hour training certificates for superintendents (or evidence of equivalent training) will need to be provided to COR prior to commencement of work. The job superintendent/OSHA certified competent person shall be on site at all times when work is being done.
- The Davis-Bacon Act is applicable to the resulting contract, a wage determination is included as an attachment to the Solicitation and may be updated by Amendment.
- The Buy American Act applies to the resulting contract. Reference FAR 52.225-9 and -10 and VAAR 852.236-89 of the Solicitation.
- The purpose of the site visit is for bidders to ascertain the nature and locations of the work and the conditions affecting the work or its cost.

3. COR will discuss the following as needed:

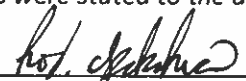
- Scope of work on the project
- Reference drawings
- VA specifications
- Parking/Storage during construction

4. Site visit to follow, sign-in sheet is attached.

5. Questions from attendees:

1	
2	
3	
4	
5	

The above items were stated to the attendees of the site visit.

Signed by COR  5-14-12

Printed Name ROD ZPAKCHBAN

Cc: Solicitation file, COR
Attachments (1)

ATTENDANCE LOG

The following individuals/companies and Government personnel participated

In a SITE VISIT for the project entitled

Install Pneumatic Tube System, Project#506-11-131

Solicitation No. VA-251-12-B-0016

Date: 05-14-2012 Time: 10:00 am Location: VA Ann Arbor - Engineering

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