

AGENDA FOR SITE VISIT/PRE-BID CONFERENCE

April 27, 2017

Upgrade AHU-03 and AHU-08, Syracuse NY VAMC – Project 528A7-17-707/Solicitation: VA528-17-B-0381

- 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. Contracting Officer: | Mark Simonson: mark.simonson@va.gov | 607-664-4755 |
| 2. COR: | Khalid Nagidi: Khalid.nagidi@va.gov | 315 425-5000 X54704 |
- III. **Milestone Dates for this Acquisition:**
1. Date issued: April 13, 2017
 2. Pre-bid Conference: April 27, 2017 @ 9:30 am EST
 3. Bid Opening: May 16, 2017, @ 2:00 pm EST (**Bid Opening to be held at the Bath VA**)
 4. RFI Submissions: May 5, 2017 by 4:00 pm EST
- IV. **General Comments/Instructions to Offeror:**
- A. **The Invitation for Bid (IFB) package consists of:**
1. Description of Work, Specifications, and Drawings
 2. Instructions to Offerors
 3. Solicitation Provisions and Contract Clauses
 4. Certifications/Representations
- B. **When submitting the proposal:**
1. Offeror must complete and submit one (1) set of the SF1442 at time of Bid submission.
 2. Offeror shall submit a Bid Bond along with the bid.
 3. Offeror shall submit EMR (Experience Modification Rate) rating with bid.
 4. Offeror must be registered in: www.sam.gov; Certifications/ Representations must be completed.
 5. SDVOSB/VOSB offerors must be verified in 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 Experian and ensure that the account is up to date. Government may request additional financial information.
- C. **Procedure for requesting information/clarifications:**
1. Offeror is responsible for bringing any blatant ambiguities in the documents to the Contracting Officers' attention. Any and all questions must be in writing and emailed/sent to the Contracting Officer mark.simonson@va.gov
 2. Any and all technical questions will be answered by the Contracting Officer, in writing, via amendment to the solicitation. Amendments will be posted at: www.fbo.gov
 3. An amendment may also be used to communicate other information (i.e., updated wage decisions, revised clauses, extended bid closing date, etc.).
 4. 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

• Amendment forthcoming to change design

SIGN IN SHEET site visit - VA242-17-B-0381
 SYR - Upgrade AHU 03- AHU 08

DATE: 27 APR 17 1000 AM & M

(Please Print)

NAME	REPRESENTING (NAME OF BUSINESS)	TELEPHONE NUMBERS (Voice & Cell)	E-MAIL ADDRESS
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