RECORD OF ATTENDANCE

Solicitation/Contract No. VA245-17-Q-0281 **DATE:8/23/2017** **TIME: 1:00pm**

Project Titles: Repair Access Road

- ☐ Training
- ☐ Negotiation Conference
- ☒ Pre-proposal/Pre-bid site visit
- ☐ Pre-proposal/Pre-bid conference
- ☐ Progress Meeting
- ☐ Source Selection Evaluation Meeting
- ☐ Bid Opening
- ☐ Pre-performance Conference
- ☐ Business Strategy Panel
- ☐ Pre-Final Inspection
- ☐ Final Inspection
- ☐ Other:

Please annotate next to your name the letters (P) for prime contractor or (S) for subcontractor to differentiate your role for the purpose of this meeting.

NAME	ORGANIZATION	PHONE NUMBER/EMAIL
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COMMENTS: