

AGENDA FOR SITE VISIT/PRE-BID CONFERENCE
3 Year Electrical Testing , Albany, NY VAMC
Solicitation: 36C24218Q0019

I. **Introduction:** The agenda for this conference is established as follows:

II. **Names of Key Individuals for this Acquisition:**

1. Contract Specialist:	Tony Murray: Anthony.Murray2@va.gov	518-626-6138
2. COR:	Alexia Briwa: Alexia.Briwa@va.gov	518-626-6801

III. **Milestone Dates for this Acquisition:**

1. Date issued:	10/26/2017
2. Site Visit:	Tuesday November 7, 2017 @ 10:00 am EST
3. Proposals Due	Nov 15, 2017 @12:00 pm EST; send to Anthony.Murray2@va.gov

IV. **General Comments/Instructions to Offeror:**

A. **The Request for Proposal (RFQ) package consists of:**

1. Combined Synopsis/Solicitation Notice
2. Wage Determination Attachment

B. **When submitting the Offer:**

1. Offeror must submit one (1) capability statement demonstrating the technical capability specific to the requirement, past performance exhibiting similar work performed and price in accordance with section (ix) of the combined synopsis/solicitation document.
2. Offeror must be registered in: www.sam.gov; Certifications/Representations must be completed.
3. SDVOSB offerors must be verified in www.vetbiz.gov at time of offer and award.
4. Offerors must be registered as a small business under the applicable NAICS code noted in the solicitation. NAICS: 512331.
5. Offerors should have an account in Experian. Government may request additional financial information.

C. **Procedure for requesting information/clarifications:**

1. Any and all questions must be in writing and emailed/sent to the Contracting Officer Anthony.Murray2@va.gov. Offerors cannot contact any other individuals regarding this solicitation
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. Offeror must acknowledge receipt of all amendments issued by the Contracting Officer. Amendments will be posted at: www.fbo.gov
4. Offeror is responsible for bringing any obscurities in the documents to the Contracting Officer's attention.

D. **Other Information**

1. This is the only scheduled site visit. No further site visits will be conducted.
2. Remarks from Engineering
3. Questions/discussion from the Attendee

AGENDA FOR SITE VISIT/PRE-BID CONFERENCE
Linen Supply and Delivery, Albany, NY VAMC
Solicitation: 36C24218Q0019

ATTENDANCE

<u>NAME</u>	<u>COMPANY</u>	<u>EMAIL</u>
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