

Site Visit -Lighting Control System Maintenance and Repair

A site visit will be conducted for this requirement. This site visit is for the benefit of all offerors and is not being included in the solicitation to accommodate any one or more offerors for this requirement. The date/time for this site visit was chosen at random and is solely based on site availability and the availability of the facility personnel who will be conducting this site visit. It is recommended (but not required) that all interested and eligible offerors attend this site visit. As a site visit can be beneficial to potential offerors, offerors are encouraged to take advantage of this site visit opportunity. This site visit is being conducted to give interested offerors an opportunity to visually survey the lighting systems (described in the Performance Work Statement) that are to be maintained/serviced in the facility.

Scope: This site visit is for viewing purposes only and is intended to give potential offerors a “first hand” look of the locations of lighting systems, the site itself, and the environment in which future services will be conducted. Attendees shall not expect a “hands on” experience. Attendees will also not be permitted to touch, handle, operate, use, maintain, or service any of the systems/equipment referenced in the solicitation. Photography is not permitted during the site visit. Training will not be provided or conducted during the site visit. Contractors will also not be given instructions, recommendations, or guidance on how the lighting systems should be maintained/serviced. **During the course/conduct of the site visit vendor questions will not be answered or addressed.** The terms and conditions of this solicitation (to include Performance Work Statement requirements) shall remain the same despite an offeror’s inability or unwillingness to attend this site visit when scheduled. An alternate site visit date or an additional site visit opportunity shall not be provided to offerors who can’t or who don’t attend the single site visit that is planned for this requirement. Minutes, records, or proceedings to include “I couldn’t attend, what did I miss?” type of information shall also not be provided to any offeror once the site visit has been concluded.

Date: The site visit will be conducted on **Tuesday, July 24th, 2018.**

Location: The location of the site visit is as follows: Southeast Louisiana Veterans Healthcare System, Central Energy Plant (CEP), 2400 Canal Street, New Orleans, LA 70119. The lighting systems to be maintained/serviced are in various areas at this address.

Time: The site visit will begin at **10:00 a.m.** (CDT, New Orleans, LA), at the Central Energy Plant (CEP), Room, 3N (Conference Room). The site visit is expected to start on time and when scheduled. Special accommodations will not be made for late attendees.

Duration: The site visit is expected to last no more than ninety (90) minutes from 10:00 a.m. (start time) to 11:30 a.m. (end time).

Contractor Meeting Point: On the day of the site visit contractors shall meet at the following location at the facility (i.e. the rallying point): **Patient Garage / Visitor’s Desk**. Vendors will be asked to report to the visitor’s desk at the patient garage no later than 9:50 a.m. (CDT) and will be escorted to the CEP.

Parking: Parking for site attendees is not guaranteed and may or may not be available depending on mission requirements (patient volume) and/or site availability. Site attendees may park in the following areas: Visitor's/Patient parking garage (See site map). While it is expected that parking will be available, free/no cost parking is not guaranteed and parking fees incurred by site attendees will not be reimbursed. To obtain parking privileges, site visit attendees must RSVP in advance so that security forces can be notified.

Site Access (Contractor Responsibilities): Access to the medical facility (to include access to site visit areas) is restricted and is only open to authorized personnel. As the medical facility is not a public building with open and unrestricted access, arrangements must be made by site visit coordinators in advance so that proposed attendees can be granted the appropriate accesses to the facility and site areas. Interested contractors who wish to attend the site visit shall provide a by name of list of their attendees to the following individuals **no later than Friday, July 20th, by 4: 30 p.m. (CDT, New Orleans, LA)** to ensure that such access is granted: Angela McKenzie, General Engineer, angela.mckenzie@va.gov and C. Robert Oravetz, Contract Specialist, christopher.oravetz@va.gov. The office number for Central Energy Plant (CEP) is 504-507-7010. Contractors who respond after this date/time may not be granted access to the facility and/or may lose the privilege of parking in the visitor's/patient parking garage.

Uniform: The site visit will be conducted in an industrial setting. Formal, semi-formal, business attire and business casual dress is not recommended. While it is not anticipated that attendees will "get dirty" during their participation in the site visit an appropriate attire should be chosen for an industrial setting. As the site visit will involve a lot of walking to various areas of the facility, it is recommended that comfortable (but appropriate) shoes be worn and that site visit attendances be physically able to walk for a 90-minute period (i.e. the site visit duration).