

AGENDA
PRE-BID CONFERENCE
Replace Building 2 Windows – Salisbury VAMC
SOLICITATION: VA246-12-B-2947
Tuesday, August 14, 2012, 1:00pm (local time)

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

- A. Contracting Officer's general remarks
- B. Engineering
- C. General questions/discussion from the attendees
- D. Walk-through of Construction Area

II. Names of Key Individuals for This Procurement

A. The Contracting Officer is:

Courtney E. Redic, Contract Specialist
VISN 6 CAS (Building 21B)
VA Medical Center, Salisbury
1601 Brenner Avenue
Salisbury, NC 28262
704-638-9000 ext.3220
Courtney.Redic@va.gov

B. The Contracting Officer's Representative (COR):

Greg Miller
VA Medical Center, Salisbury
1601 Brenner Avenue
Salisbury, NC 28144

C. All questions relating to this procurement are to be directed to the Contracting Officer ONLY.

III. Milestone Dates for This Procurement:

- A. Date of Issue: 08/08/2012
- B. Pre-bid Conference: 08/14/2012 @1:00pm
- C. Cut-Off for questions: 08/28/2012 @4:00pm
- D. Bid Opening: 09/10/2012 @2:00pm (local time)
(Late arrivals or late bids will be rejected).

IV. General Comments/Instructions to Bidders:

A. The IFB Package consists of:

1. SF 1442 (in solicitation)
2. Information Regarding Bid Material, Bid Guarantee and Bonds (in solicitation)
3. Representations & Certifications (in the solicitation)
4. Contract Clauses, Provisions, and Specifications (in the solicitation)
5. Drawings (attached to the solicitation, i.e.; site plan)
6. Specific Statement of Work (attached to the solicitation)
7. General Specifications (attached to the solicitation)
8. Amendments (available in FedBizOpps, as applicable)

B. When Submitting a Bid:

1. Bidder must complete and submit one (1) original and one (1) copy of the Standard Form (SF) 1442 with original signature and one (1) copy of the completed Representations/Certifications prior to the closing date and time.
2. Ensure you complete Block 14, Name and Address of Offeror, of the SF 1442 and also block 15 (phone number).
3. Bidder is to affix a price in Block 17
4. Bidder is to acknowledge all amendments in Block 19.
5. Bidder is to complete blocks 20A, B, and C (name, signature, and date).
6. Review the solicitation in regard to the bonding requirements and submission of a Bid Guarantee, as applicable.
7. Bidder shall clearly mark in the lower left-hand corner, on the outside of the bid envelope, that it is a sealed bid. Bidder should include the solicitation number, bid opening date and time, and the title.

V. Procedure for Requesting Clarifications/Information:

- A. Any and all questions must be e-mailed to the Contracting Officer at Courtney.Redic@va.gov , Facility Management Service COR should not be contacted directly.
- B. The Contracting Officer, via an amendment, will answer pertinent technical questions. Amendments will be posted in FedBizOpps. Bidders are responsible for obtaining any amendments from the website.

- C. The cut off for questions is 4:00pm (local time) on 08/28/2012. No questions will be accepted after that date. Remember, all questions must be e-mailed directly to the Contracting Officer Only.
 - D. An amendment may also be used to communicate other information (for example, updated wage decision, revised clauses, new bid opening date, etc.). Bidders are encouraged to check FedBizOpps routinely to determine if amendments have been issued.
 - E. Bidders must acknowledge ALL amendments issued by the VA on the SF1442 within the bid package.
- VI. Additional Visits to the Construction Area:
- NO ADDITIONAL SITE VISITS ARE ALLOWED.
- VII. Availability of Bid Sets:
- A. The solicitation is available for download at the FedBizOpps website.
- VIII. Prior to Award:
- A. Contractor must submit their VETS 100 reporting information annually. The report must be current in order for award to be made.
 - B. Contractor must be registered in the Central Contract Registration database. No award can be made unless the contractor is registered.
 - C. The Department of Veterans Affairs (VA) evaluates contractor past performance on all contracts that exceed \$100,000, and shares those evaluations with other Federal Government contract specialists and procurement officials. Each contractor whose contract award is estimated to exceed \$100,000 is required to register with the NIH CPS database.
 - D. Contractor must ensure that their reps and certs are current and have the correct NAICS Code listed under the socio-economic grouping set aside within the solicitation (ORCA).
- IX. After Award
- A. Contractor shall submit a payment bond and performance bond, each 100% of the award amount, within fifteen calendar days of award.
 - B. Contractor shall submit documentation of completion of OSHA certified construction safety course by employees (both prime contractor and subcontractor) who will work on the job site.

- C. Contractor shall submit documentation of "competent person's" completion of the 30-hour OSHA certified construction safety course.
- D. Contractor shall submit original Certificate of Liability Insurance prior to any work commencing.

X. Reminder:

This procurement is 100% set-aside for Service-Disabled, Veteran-Owned Small Business (SDVOSB). SDVOSB status will be thoroughly checked and verified before any award is made.

Questions, general in nature only will be addressed. All technical questions require e-mail submittals in order to ensure that everyone has the same information for bidding purposes.

Safety

All Bidders/Offerors shall submit the following information pertaining to their past Safety and Environmental record.

1. A certification that the bidder/offeror has no more than three (3) serious, or one (1) repeat or one (1) willful OSHA or any EPA violation(s) in the past three years.
2. information regarding their current Experience Modification Rate (EMR) equal to or less than 1.0. This information shall be obtained from the bidder's/offeror's insurance company and be furnished on the insurance carrier's letterhead.

Self insured contractors or other contractors that cannot provide their EMR rating on insurance letterhead must obtain a rating from the National Council on Compensation Insurance, Inc. (NCCI) by completing/submitting form ERM-6 and providing the rating on letterhead from NCCI. Note: Self insured contractors or other contractors that cannot provide EMR rating on insurance letterhead from the states or territories of CA, DE, MI, NJ, ND, OH, PA, WA, WY, and PR shall obtain their EMR rating from their state run worker's compensation insurance rating bureau."

NOTE: Failure to submit this documentation with the bid shall be grounds for rejection of the bid as non-responsive.

Site Visit
August 14, 2012 1:00 P.M.
Replace Building 2 Windows

CONTRACT SPECIALIST: Courtney Redic 704-638-9000 x.3220 Courtney.Redic@va.gov

ATTENDANCE

| <u>Name</u> | <u>Organization</u> | <u>Phone</u> | <u>Email</u> |
|----------------|--------------------------------|----------------|------------------------------|
| CRAIG WHITAKER | WTI | 843 379 0351 | CWhitaker@WTIServices.com |
| CHIP CALHOUN | HICARS | 336-665-0234 | chip@hicans.com |
| JOEY GLENN | CAROLINA SPECIALTY CONTRACTORS | 336-399-8518 | jglenn10@triad.rr.com |
| Jerry Miller | Cherokee SA | 803-600-3952 | gmiller5@bellsouth.net |
| BRIFIN KEPLER | DANKO SERVICES | 706-252-4566 | JEREMY@DANKOSERVICES.COM |
| KIP HONEYCUTT | GMC GLASS, LLC | 704-361-8084 | khoneycutt53@hotmail.com |
| Chris Gall | Wausaul Window | (803) 460-8688 | Chall@WausaulWindow.com |
| DAVID TRACY | SALEM | 704-443-1122 | dtracy@saalemwindow.com |
| WILL CAMERON | Guerero Pence Group | 910-633-3913 | WCAMERON@GuereroBuilders.com |

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