

**MEETING MINUTES
EMERGENCY POWER TO ELEVATOR
CONSTRUCTION PROJECT #460-12-123
SOLICITATION #VA-244-12-B-1232**

**AUGUST 20, 2012, 11:00 AM
BUILDING 10, ENGINEERING CONFERENCE ROOM**

1. The solicitation was posted on FedBizOpps on August 9, 2012 that included the Scope of Work, specifications and drawings. Everyone should have read the entire solicitation before this meeting.
2. This is a Construction Project.
3. The response date is now Wednesday, September 12, 2012, 3:30 pm (EST) to award by September 30, 2011. All IFBs must be addressed to the Contracting Office (Attn: Chuck Peck), 20 Montchanin Road (Montchanin Corporate Center), Greenville, DE 19807. All bids will be opened starting at 1:30 PM. Late bids will not be considered.
4. All questions pertaining to this project must be sent to Chuck Peck (CO) and Claude Lacombe (COR) by e-mail no later than Wednesday, August 31, 2012, 4:00 PM (EST). Contractors are encouraged to ask questions before August 31st so they are very clear on the project scope of work. All questions and answers will be posted to the FedBizOpps website by September 5, 2012.
5. This is a 100% set-aside for SDVOSB. The contractor that will be awarded this project will have to be certified in VetBiz and provided documentation that states they have been certified as a SDVOSB before award. All contractors submitting a bid must be visible on the VetBiz website on bid opening day, if not their bid will be considered no-responsive. All contractors should be in VetBiz and be verified by the Center for Veterans Enterprise (CVE). VAAR 819.7003 (b) will be added in an amendment to the solicitation. This VAAR requires:

At the time of submission of offer, the offeror must represent to the contracting officer that it is a—

- (1) SDVOSB concern or VOSB concern;
- (2) Small business concern under the North American Industry Classification System (NAICS) code assigned to the acquisition; and
- (3) Verified for eligibility in the VIP database.

6. Make sure all questions are directed to the Contracting Officer (Chuck Peck) or Claude Lacombe (Contracting Officer's Representative (COR)) during the site visit). All questions and answers need to be posted to the fedbizopps website. Chuck Peck's contact information is Charles.Peck@va.gov or (302) 994-2511 x7526 and Claude Lacombe's contact information is Claude.Lacombe@va.gov or (302) 994-2511 x5580.
7. Background Check Costs in solicitation
8. All contactors should be checking the FedBizOpps.gov (<https://www.fbo.gov>) regularly website for updates to this solicitation.
9. Any possible future site visits should be scheduled through Claude Lacombe (COR).

10. Questions or Comments?

- a. COMMENT: Can the NAICS code be change to 238210 since this is an electrical project?

ANSWER: Yes, the NAICS code has been changed to 238210 throughout the solicitation.

- b. COMMENT: Is there currently an elevator contractor that has a maintenance contract for the elevators?

ANSWER: Kone Inc currently has an elevator maintenance contract through December 31, 2012.

- c. COMMENT: On page A-101 (1), General notes (3), asks to repair any damage to ceilings and walls. What type of ceiling is in elevator motor room and wall types?

ANSWER: Existing Ceiling is exposed structure (exposed underside of Cast-In-Place Concrete with exposed Cast-In-Place Concrete Beams). Existing walls are C.M.U. (nominal 6" and 8" Concrete Masonry Units). Contractor shall FIELD VERIFY.

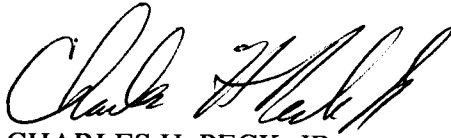
- d. COMMENT: On page D- 103 (2) what type of ACT grid and tile will be getting replaced in demo area?

ANSWER: Grid and Tile is not anticipated to be replaced unless damaged per construction; temporary removal and re-install is what shall be anticipated. ELEVATOR LOBBY 1001L (and Corridor East), OFFICE 1074 and OFFICE 1072 (with auxiliary OFFICE) are 24" x 24" Standard Textured Tile and CORRIDOR 1303 is 24" x 48"

Standard Textured Tile. Contractor shall FIELD VERIFY and shall match existing conditions.

e. COMMENT: What is the height from floor to deck above ACT ceiling at first floor?

ANSWER: 12'-0" Top of First Floor to Top of Second Floor. 11'-8" Top of First Floor to underside of Second Floor Cast-In-Place Concrete Slab (Structure). Cast-In-Place Concrete Beams may occur and exact clearance unknown. 8'-0" +/- Top of First Floor to underside of accent gypsum bulkhead/soffit and 8'-6" +/- to underside of Acoustic Ceiling Tile. Contractor shall FIELD VERIFY.

A handwritten signature in black ink, appearing to read "Charles H. Peck, Jr.", written in a cursive style.

CHARLES H. PECK, JR.

Contracting Officer