

**MEETING MINUTES
CORRECT MEP DEFICIENCIES
CONSTRUCTION PROJECT #460-SL-122
SOLICITATION #VA-244-12-B-1230**

**PRE-BID MEETING / SITE VISIT
AUGUST 20, 2012, 1:00 PM
BUILDING 10, ENGINEERING CONFERENCE ROOM**

1. The solicitation was posted on FedBizOpps on August 14, 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, 3:00 pm (EST) to award by September 30, 2012. 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 3:00 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 Tuesday September 4, 2012, 4:00 PM (EST). Contractors are encouraged to ask questions before September 4th so they are very clear on the project scope of work. All questions and answers will be posted to the FedBizOpps website by September 6, 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. Contractors are to review the Background Check Costs in the 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: What does "VAR" mean on Page 17, Item 4(b) of the solicitation?

ANSWER: VAR means Lenel Value Added Reseller

- b. COMMENT: This solicitation did not include FAR 52.236-6. Is it required?

ANSWER: Yes, FAR Clause 52.236-6, Superintendence by the Contractor, April 1984 was added to the solicitation.


CHARLES H. PECK, JR.
Contracting Officer