



**DEPARTMENT OF VETERANS AFFAIRS**  
**Network Contracting Office (NCO) 21**

**SITE WALK SIGN-IN-SHEET**

<b>Project:</b>	PA - Replace HVAC equip. Bldg.8 CONST   640-20-906	<b>Meeting Date and Time:</b>	19 SEP 2019   11 a.m. PDT
<b>Facilitator:</b>	Timothy Saffles (Contract Specialist) Craig Robbins (COR)	<b>Location:</b>	VAPCHCS

**MEETING NOTES:** The meeting purpose is to achieve a clear understanding of all contract requirements.

- The **Contracting Officer is the only person authorized** to bind the U.S. Government, and then only to the extent of the authority invested in him/her by their appointment.
- This is NOT a Question and Answer Session.
- All Requests for Information shall be formally submitted in writing to [timothy.saffles@va.gov](mailto:timothy.saffles@va.gov) no later than **10am 26 SEP 2019**.
- This Meeting Sign-In Sheet, Requests for Information, and Answers, if required, will be published as an Amendment to the Solicitation.
- **\*\*\*Additionally, please be advised, IAW FAR Part 5.003, the official Government Point of Entry (GPE) for solicitations and attachments is <https://www.fbo.gov>.**

Name	Title	Company	Phone	Email	Signature
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TIM SAFFLES	Contracting SUPV	VA	62028	timothy.saffles@va.gov	
CRAIG ROBBINS	ENGR Tech	VA	650-69734	CRAIG.ROBBINS@VA.GOV	
Max Wersbach	CEO	P.A. Plumbing	856-3442	Max & P.A. Plumbing Inc	
Karen MacKenzie	Owner	Vetcon	5596275601	Karenm@vetconconstruction.com	
Manuel Souza	Owner	Vetcon	"	MSOUZAB@vetcon.com	

**ONLY THE CONTRACTING OFFICER HAS AUTHORITY TO ACT IN ANY MANNER ON BEHALF OF THE U.S. GOVERNMENT ON THE PERFORMANCE OF THIS CONTRACT.**