

**PRE-BID CONFERENCE/SITE VISIT AGENDA  
MICHAEL E. DEBAKEY VA MEDICAL CENTER  
May 29, 2013  
11:00 AM (4B-300)**

**Solicitation No: VA256-13-B-0932  
Pharmacy Renovation**

**I. Sign In (Attendance Sheet)**

**II. Welcome/Introduction of VA Personnel**

Contracting Officer: Nam-Phuong D. Nguyen

Contracting Officer's Representative (COR): Wilfredo Melchor-Monge

**III. Purpose**

The purpose of this conference is to provide a clear understanding of the solicitation requirements as well as a site visit of the project area. Please limit questions to general solicitation requirements only. Save the complex technical questions and put them in writing to the Contracting Officer via e-mail [namphuong.nguyen@va.gov](mailto:namphuong.nguyen@va.gov).

Formal Amendment(s) will be issued, covering pertinent questions, answers, and clarifications regarding the project scope.

All amendments must be acknowledged with your bid.

**Words of Caution**

Base your offers on the Solicitation and Amendments to the solicitation as issued. Nothing said at this conference can be interpreted as an amendment to this solicitation unless it is issued as a formal amendment.

**IV. Scope of Work**

The contractor shall renovate approximately 6,000 square feet of space for Pharmacy to include replacing the flooring, remodeling the drop off/pick up area with new security glass windows, counters and roller shades, and removing walls behind the counter space to create more ergonomically correct work areas.

**V. Anticipated Schedule**

- a. Bid due date is 06/19/2013 at 2:00 PM Local Time
- b. 180 calendar day project from the Notice To Proceed Date
- d. Cutoff date for all questions will be 4:00 PM (CST) June 10, 2013.

**VI. Additional Information**

- This solicitation was issued via the FBO.gov website.
- Total set-aside for SDVOSB's.
- Sealed Bidding procedures will be used. Award will be made to the responsible offeror with the lowest price.
- The contract will be a firm fixed price contract.
- Reps and Certs: Offerors are required to complete the annual representations and certifications document and return it with the offer, or print out ORCA.
- Offers shall submit a copy of their VetBiz Registry showing your firm as a verified SDVOSB.