



AGENDA
PRE-BID CONFERENCE
Replace Roof Bldg. 110
Hampton VAMC, Hampton, VA
SOLICITATION: VA246-13-B-1818
PROJECT NO. 590-11-508
NAICS CODE: 238160
September 5, 2013

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

- A. Contracting Specialist's general remarks
- B. Facility Management Service's general remarks
- C. Questions/discussion from the attendees
- D. Walk-through of Construction Area

II. Key Individuals for This Procurement

A. The **Contracting Officers** are:

Jose Rexach, Administering Contracting Officer
Department of Veterans Affairs
NCO (Network Contracting Office) 6
Facilities Team
100 Emancipation Drive (Bldg 27)
Hampton, VA 23667
(PH) 757-315-3999
Jose.Rexach@va.gov

Jim Wood, Contracting Officer
Department of Veterans Affairs
NCO (Network Contracting Office) 6
Facilities Team Lead
100 Emancipation Drive (Bldg 27)
Hampton, VA 23667

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

Gary Wassman
Facilities Management Engineering Technician
Department of Veterans Affairs
VA Medical Center
100 Emancipation Drive (Bldg 37)
Hampton, VA 23667
(PH) 757-722-9961 ext. 2087



III. Milestone Dates for This Procurement:

- A. Date of Issue: August 6, 2013
- B. Pre-bid Conference: **September 5, 2013 at 10:00** AM (Eastern time)
- C. Cutoff for Questions: **September 12, 2013 at 12:00** PM (Eastern time)
- D. Bid Opening: **September 26, 2013 at 2:00 AM** (Eastern time)

IV. General Comments/Instructions to Bidders:

A. The IFB **Package** consists of:

- 1. SF 1442
- 2. Scope of Work
- 3. List of Attachments (to include specifications and drawings)
- 4. Information Regarding Bid Material, Bid Guarantee and Bonds (if applicable)
- 5. Representations & Certifications
- 6. Contract Clauses, Provisions, and Specifications

B. When Submitting a Bid:

- 1. Bidder must complete and submit 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. Bid must be submitted in **one hard copy** (paper) format prior to the closing date and time.
- 3. **Ensure** DUNS number is entered into **Block 14**, Name and Address of Offeror, of the SF 1442. If the bidder does not have a DUNS number, they are to contact Dun and Bradstreet at 1-800-333-0505 or www.dnb.com and obtain a DUNS number.
- 4. **Bidders must acknowledge ALL amendments** issued by the VA in block 19 on the SF1442 within the bid package.
- 5. Bidder must **submit Safety (OSHA) and Environmental (EPA) Violation information** in accordance with page 7 of the solicitation (Section titled: OSHA AND EPA VIOLATIONS). This is a self certification regarding OSHA and EPA violations **for the past three (3) years**.
- 6. **Review Page 6** of the IFB, **regarding 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.
8. This requirement **has been set-aside** for Service-Disabled Veteran-Owned Small Businesses (**SDVOSB**). In order to be eligible to participate, the offeror must be registered and certified as an SDVOSB firm in the Center for Veteran Enterprise database (VetBiz) which can be found at www.vetbiz.gov.

V. Procedure for **Requesting Clarifications/Information:**

- A. Any and all questions must be emailed to the Contract Specialist, **Jose Rexach** at jose.rexach@va.gov. **NO TELEPHONIC QUESTIONS**. The **cutoff date for questions is September 12, 2013 at 12:00 PM (Eastern time)**. Facility Management Service should not be contacted directly. Failure to submit questions by the due date/time may result in the questions going unanswered.
- B. The Contracting Officer, **via an amendment**, will answer any and all technical questions. Any and all amendments will be posted at the Federal Business Opportunities System (FBO) website at <https://www.fbo.gov/>. Bidders are responsible for obtaining any amendments from the website.
- C. An amendment may also be used to communicate other information (for example, updated wage decision, revised clauses, new bid opening date). **Bidders are encouraged** to check the FBO System routinely to determine if amendments have been issued.

VI. Additional Visits to the Construction Area:

- A. NO ADDITIONAL SITE VISITS ARE SCHEDULED AT THIS TIME.
- B. **ONLY** questions general in nature will be addressed during the Pre-bid Conference / Site Visit. **ALL** technical questions require e-mail submittals to Jose.Rexach@va.gov in order to ensure that everyone has the same information for bidding purposes.

VII. Availability of Bid Sets:

- A. The solicitation is available for download at the Federal Business Opportunities System 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. (See Instructions, Conditions, and Other Statements to Bidders)
- B. Contractor must be registered in the System for Award Management (SAM) database. No award can be made unless the contractor is registered. (See Instructions, Conditions, and Other Statements to Bidders)
- C. Contractor must ensure that their reps and certs are current and have the correct NAICS Code **(238160)** listed under the socio-economic grouping set aside within the solicitation.

IX. After Award

- A. Contractor shall submit a payment bond and performance bond, each 100% of the award amount, within ten calendar days of award (if applicable).
- 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.
- E. The Department of Veterans Affairs (VA) evaluates contractor past performance on all contracts that exceed **\$650,000**, and shares those evaluations with other Federal Government contract specialists and procurement officials. Each contractor whose contract award is estimated to exceed \$650,000 is required to register with the Contractor Performance Assessment Reporting System (CPARS)/Construction Contractor Appraisal Support System (CCASS).

X. Reminder:

This procurement is 100% set-aside for certified Service-Disabled, Veteran-Owned Small Business (**SDVOSB**).