

Meeting Notes for meeting held January 23, 2013

Contract: N40083-13-R-3104

Title: Base Wide Filter Maintenance Contract Requirement, Naval Station Great Lakes, IL

1. Attending the meeting were:

Name	Title	Organization
Shawn Wales	Contract Specialist	FEAD Great Lakes
Robert Galletto	Performance Assessment Representative (PAR)	FEAD Great Lakes
David Jenkins	Specification Writer	Facilities Management, Facilities Support (FMFS) Branch, PWD Great Lakes
Derek Boogaart	LT, CEC, USN	FMFS Branch, PWD Great Lakes
Bob Kidd	Safety Officer	NAVFAC Midwest
Jim Lancaster	Vice President	BryMak & Associates
Chris Allen	Owner	First Global HVAC
Charles Cansil	Technician	First Global HVAC
Joyce Turnbull	Government Acct Mgr	Grainger
Cecelia Hayes	President	International Filter Manufacturing (IFM)
James R. Hayes	Vice President	International Filter Manufacturing (IFM)
Sekou Oko	Technician	International Filter Manufacturing (IFM)

The meeting was held in the main conference room, first deck of Building 2016, at 2625 Ray Street, Great Lakes, IL (Public Works Department, Naval Station Great Lakes). The representatives from the incumbent, International Filter Manufacturing arrived 15 minutes late, and did not receive a portion of the brief as a result.

2. The purpose of the meeting was to conduct the Pre Proposal Conference and Site Visit for the requirement for base wide maintenance of filters at Naval Station Great Lakes, IL. The agenda items were as follows:

- A. Introduction of parties
- B. Overview of the technical requirements of the project (Mr. Sabrano).
- C. Overview of the contractual background for the project.
- D. Administrative requirements for the project:

- (1) NECO registration
- (2) Requirements for submitting proposals (Sections L & M of the RFP)
- (3) Pre Proposal Inquiry process
- (4) Period of Performance
- (5) Applicable Laws
- (9) Applicable regulations

E. Source Selection process, including:

- (1) Approach (Technically Acceptable, lowest Priced)
- (2) Source Selection Plan
- (3) Source Selection Boards/major players:
 - (a) Source Selection Authority (SSA)
 - (b) Technical Evaluation Board (TEB)
 - (c) Price Evaluation Board (PEB)
- (4) Source Selection Process

F. Debriefing

- (1) Who is entitled to debriefing
- (2) Purpose of debriefing
- (3) When debriefing may occur
- (4) When and how debriefing must be requested.

3. After the briefing portion of the meeting was completed, the contractor representatives asked several questions regarding the project, as follows:

A. The representative from First Global HVAC asked if all the forms required to submit a proposal were in the solicitation document and if there was a format that was preferred for the proposal itself. The response given was that the RFP posted to NECO contains all forms required to be submitted for the proposal, but that the narrative portions of the non price factors are not required to be in any particular format except for those indicated in Section L (Instructions to Offerors) in the RFP.

B. The Contract Specialist emphasized that offerors should carefully read the evaluation factors in Section M of the RFP. Proposals should address the factors and basis of evaluation provided in Section M of the RFP.

C. The Contract Specialist informed the firms represented that thought Sections C and J both refer to indefinite quantity work, there is no requirement for indefinite quantity work.

All additions and deletions of work after award will be accomplished by contract modifications, as buildings are added or withdrawn from the overall contract scope.

D. The offerors were reminded that this requirement is subject to the Service Contract Act, and that SCA wages are included in the RFP and that these are the minimum wages that must be paid to workers performing under the resulting award. As there are two option periods, the requirement to adjust the SCA wages on the execution of options was also briefed.

E. The Contract Specialist reminded the offerors that the cut-off date for Pre Proposal Inquiries is February 11, 2013, and cautioned them not to wait to submit PPIs until the cut-off date, but to submit the PPIs as they occurred, limiting the PPIs to one form per day (no limit on the number of questions), so as to avoid confusion in the PPIs. The form to submit PPIs is provided in the RFP in NECO and FEDBIZOPS and Ms. Wales reminded the offerors that questions submitted other than as a PPI would not be responded to as amendments.

F. Ms. Wales explained the Lowest Priced, Technically Acceptable Source Selection process and reminded the offerors that their proposals were to provide the best price and services that they could provide.

G. Offerors were briefed that exercise of options is at the discretion of the Contracting Officer.

H. Offerors were reminded that this action is set aside for small business concerns and that use of small businesses as vendors and/or subcontractors is encouraged.

I. The offerors were briefed on the requirements to meet the strictest requirements for occupational health and safety, and the requirements to conform with which ever standard was highest, Occupational Health and Safety (State and Federal), as well as US Army Corps of Engineers (USACE) Engineering Manual 385-1-1. They were directed to the Internet, where these regulations, including EM 385-1-1 are available.

J. Ms. Wales indicated that the contract requirement is performance based; that the Government provides information regarding the requirement, but that the Government does not specify how the work will be performed. Offerors are expected to provide the supplies, supervision, labor and management expertise (including Quality Control) to competitively provide the service while meeting the requirements stated in the RFP.

K. The Government Quality Assurance process was briefly discussed. Emphasis was placed on the PARs role of surveillance of the Contractor's Quality Control program. Quality

Assurance surveillance by the Government was briefly discussed, and offerors were referred to the PAP for details on the post award surveillance by the Government. Successful offeror is required to maintain a functioning Quality Control program in accordance with the Quality Control Plan (submittal after award), and ensure that the work complies with the contract requirements, including any subcontracted effort.

L. Ms. Wales reminded offerors that the successful offerors proposal will be incorporated into the resulting award, and that the successful offeror will be held to that proposal.

M. The offerors were directed to the online resources for viewing FAR and DFARS clauses and provisions in full text. Ms. Wales offered to send the offerors a hypertext link to view them online, on receipt of their request.

4. After the completion of the Pre Proposal Conference, the meeting moved to the Government van, where a tour of the bases and several facilities was conducted. The incumbent, International Filter Manufacturing declined to attend the site tour, with the exception of Mr. Sekou Oko a technician, who facilitated access to some of the buildings. The following questions were asked:

A. Mr. Allen of First Global HVAC asked about the number of cleanable metal filters for the contract. He was reminded to submit his question as a PPI.

B. Mr. Lancaster of BryMak & Associates asked about the number of government Type C Government Furnished metal filters indicated in section J-0200000-06. This question could not be answered during the site visit and the offerors were reminded to provide written questions in the form of PPIs.

C. At one mechanical room there was a stack of boxes which appeared to be stored materials/filters. The offerors were reminded that the contract requirement does not include any Government storage of materials on site; that the successful offeror must provide storage and transportation of filters, as well as removal and disposal.

D. One offeror mentioned the presence of dumpsters at most buildings and asked if the successful offeror would be allowed to use them for disposal of filters, the response was no, the successful contractor is required to dispose of all waste generated under the contract off base.

E. During the site visit the PAR, Mr. Robert Galletto indicated which buildings were covered by the contract requirement and which were not. Ms. Turnbull of Grainger asked if all MWR facilities were covered or if they were getting the filter maintenance done a different way;

Mr. Galletto responded that some were covered by the contract, others were not. Some customers elected to have their filter maintenance done under this contract requirement, others did not. This question also came up regarding the Lowell Federal Health Center facilities and several other tenant organizations; the answer was the same.

F. During the site visit Mr. Galletto indicated that there was probably full time employment under the contract requirement for six to seven full time personnel.

G. Mr. Galletto indicated that in some buildings the Contractor will have to provide ladders between six and twelve feet. On roof work (some AHUs are roof mounted) appropriate fall arrest gear is required. Ms. Wales expanded on that, referring back to OSH and USACE EM 385-1-1 Safety manual and reminded offerors that the Navy would not provide any safety equipment, and that they (i.e., the successful offeror) would be responsible for including the cost of providing appropriate safety equipment in their pricing.

H. Ms. Wales reminded the offerors that they need to include in their price proposal all reasonable costs to perform the work, and there will be no post award adjustment of price because of Contractor's estimating error.

I. Mr. Galletto indicated that as buildings changed occupancy or were closed down, filter maintenance requirements may change. Ms. Wales expanded on this explaining that when buildings were to be added or deleted from the contract, a modification would be issued; at that time, the current contract would be adjusted, as well as any options outstanding.

J. Mr. Galletto indicated that some buildings have closed coil systems which are difficult to access. One of these facilities was visited during the site visit.

K. SCA wage adjustment was also discussed briefly. Ms. Wales indicated that the SCA wages are the minimum amount which must be paid to workers. When options are executed, the latest DoL revision to the wages are incorporated with the option, and that if the revised SCA wages causes an increase in pay to workers, the contract may be adjusted to accommodate that increase. SCA wage adjustments are not made when the SCA wages increase, but do not affect the wages of workers under the contract.

L. Mr. Galletto indicated that while there were several gates by which you can enter the Main Side facility, only the main gate will allow exit from the facility.

5. The Contractor representatives were reminded several times during both the Pre Proposal Conference and the Site Visit to submit their questions in writing as PPIs as soon as possible, so as to ensure that they will be addressed in the solicitation via amendment.

6. The point of contact for these minutes is the undersigned.

PREPARED BY: SHAWN J. WALES, Contract Specialist January 23, 2013

MEETING SIGN-IN LOG

SOLICITATION/CONTRACT/TASK ORDER NO. N40083-13-R-3104
 PROJECT TITLE/DESCRIPTION: Base Wide Filter Maintenance Contract, Naval Station Great Lakes, IL
 Meeting Purpose: Pre Proposal Conference and Site Visit
 DATE: January 23, 2013 TIME: 10:00 AM Central Standard Time (CST)

BADGE NO.	PRINTED NAME (Last, First MI)	U.S.* CITIZEN		COMPANY NAME	AREA CODE/PHONE NO.
		YES	NO		
NA	Wales, Shawn J.	X		NAVFAC MW, FEAD Great Lakes	847.688.5395 X249
NA	Robert Galletto	X		FEAD Great Lakes	847.688.5395 X 224
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NA	Derek Boogaart	X		FMFS Branch, PWD Great Lakes	847.366.7814
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