

**PRE-BID CONFERENCE MEETING MINUTES**  
**15BFA022B00000005 – ROOF REPLACEMENT**  
**FDC HONOLULU - PROJECT 22Z6AD1**

**DATE:** Wednesday, March 2, 2022 at 9:00 A.M.

Place: 6A Unit

**CONTRACTING OFFICER, Martin Guidry:**

**I. INTRODUCTIONS:**

Round table introduction of all attendee's, including M. Guidry, K. Crocker, P. Howard, S. Belter, R. Cruz, L. Cruz, J. Buyag, M. Akhter, J. Nunez, J. Bontog, and D. Kim. Please see attached sign in sheet for a complete list of attendees including contractors.

**II. PURPOSE OF MEETING:**

Indicate the purpose of this meeting is to familiarize the contractor with the unique circumstances and requirements surrounding a correctional setting. This meeting is also to explain the solicitation, as issued, and not to furnish additional information.

Nothing said here shall be interpreted as a change to the solicitation without the issuance of a formal amendment through the FAO Contracting Officer, Martin Guidry.

**III. MINUTES:**

Advised minutes will be recorded and distributed via [www.sam.gov](http://www.sam.gov).

**IV. SITE VISIT INFORMATION:**

Walk to selected site for Roof Replacement immediately following the meeting. Please remember bid due time is March 23, 2022 CST at 2 p.m.

**V. FRONT COVER PAGE FORMS AND INSTRUCTIONS:**

Note the instructions on the cover letter in the Solicitation and all bids sent by mail shall be addressed to:

FEDERAL BUREAU OF PRISONS  
U.S. ARMED FORCES RESERVE COMPLEX  
ATTN: MARTIN GUIDRY  
346 MARINE FORCES DRIVE  
GRAND PRAIRIE, TX 75051

**VI. TIME FRAMES AND LOCATION FOR SUBMISSION OF BIDS:**

The deadline for submission of bids for this project is **March 23, 2022, by 2:00 p.m. CST**. To the above mentioned address.

**VII. GENERAL TOPICS:**

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The following submission/completion items will be addressed:

1. From the solicitation, each bidder **SHALL** complete and submit the following forms, clauses, and statements with his/her bid. Failure to do so may cause your bid to be considered as non-responsive:
  - **STANDARD FORM 1442: Please submit pages 1- 4, and 43-50 of the solicitation document.** Please include DUNS number and Tax ID# and e-mail address where indicated in block 10 and complete blocks 14-20c. If your company has a "doing business as" name reflected in your SAM registration, include this name as well in Block 14. Ensure the address typed in block 14 matches the address in your SAM registration.
  - **PAST PERFORMANCE SUBMISSION:** Please ensure the Cover letter is reviewed and complied with its entirety. References and banking submissions must be submitted in advance to the bid opening directly to [mguidry@bop.gov](mailto:mguidry@bop.gov) via email.
  - **COMMODITY OR SERVICES SCHEDULE (PAGE 4):** Complete the Unit Price (JB = job) and Amount blocks (these amounts will be the same). Note: The amounts listed in this section should be the same as the amount listed in block 17 of the SF-1442.
  - **BID GUARANTEE:** See Page 5 of the solicitation. A bid bond must be submitted in original (ink signatures) with your solicitation. The penal sum of the bond must be at least 20% of the bid price, not to exceed \$3 million, whichever is less. A blank bid bond was included in the solicitation. The bid bond must be from a Government approved surety. A list of approved sureties can be located on the Department of Treasury, Bureau of the Fiscal Service website.
  - **REPRESENTATIONS AND CERTIFICATIONS:** All contractors submitting a bid must be registered in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) with the North American Industry Classification Standard code (NAICS) **238160** which is applicable to this acquisition. Please refer to pg. 43 in solicitation paragraph D.
  - **FAR PROVISION 52.204-8:** Pursuant to the section (b) (1) of this provision, provision 52.204-7 is included in this solicitation. Therefore, offerors should select (i) Paragraph (d).
  - **FAR PROVISION 52.204-24:** Pursuant to the section of this provision, (d). Check either will or will not.
  - **FAR PROVISION 52.209-7:** Pursuant to the section of this provision, (b). Check either has or has not.
  - **FAR PROVISION 52.209-13:** Pursuant to section (b) of this provision, Certification. Bidder shall check either (1) or (2).
  - **FAR PROVISION 52.229-11:** Pursuant to section (d) of this provision, Certification. Bidder shall Complete item (d)(1)&(2) as applicable.

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- **AMENDMENTS:** Amendments (if any) must be acknowledged and submitted with the bid by one of the methods as described in item eleven of the Standard Form 30.

2. Other general items to be addressed:

- **DAVIS BACON ACT:** This contract is subject to the **Davis Bacon Act. Wage Decision HI20220001** is applicable for this area. All applicable workers must be paid according to the terms of the wage decision.
- **HIRING GOALS:** Hiring goals for this project are 69.1% for minorities and 6.9% for females – A “Good Faith” effort should be put forth by the contractor to achieve these goals.
- **LICENSING AND PERMITS:** All required licensing and permits are required to be obtained by the contractor who receives contract award.
- **MAGNITUDE:** The magnitude of the project is between **\$1,000,000 and \$5,000,000**.
- **WORK HOURS:** Work hours within the secure perimeter shall be between 5:30 a.m. and 1:30 p.m. Monday through Friday excluding weekends and federal holidays. The specification document does say work will be performed from 6:30 a.m. to 3:30 a.m.; however, an amendment will be performed to correct the work hours.
- **COR:** The Contracting Officer’s Representative (COR) is Mr. Julius Buyag, Engineering Technician at FDC Honolulu.
- **PERIOD OF PERFORMANCE:** The completion period is 308 calendar days after issuance of notice to proceed. Page 8 of the solicitation gives 49 calendar days for the time required for contractor security clearances to be completed.
- **TIME EXTENSIONS:** Time extensions for inclement weather will not be granted unless the weather is unusually severe and abnormal in comparison to prior years.
- **LIQUIDATED DAMAGES:** Liquidated damages for this project are in the amount of \$1,429.04 per calendar day of delay after scheduled completion.
- **PRE-CONSTRUCTION CONFERENCE:** A Pre-Construction conference is required after the contract is awarded and will be scheduled accordingly.
- **PROGRESS SCHEDULE:** A copy of the progress schedule is to be provided to the Contracting Officer and COR as soon as possible. Each time the progress schedule is changed, it must be provided to both the Contracting Officer and COR. It is suggested an updated document be provided by the Prime Contractor at the mandatory monthly progress meeting.
- **PROGRESS MEETINGS:** Progress meetings are mandatory and will be scheduled monthly.
- **PAYMENT REQUESTS:** Application for payments are to be submitted on AIA G702(Continuation)

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or the contractors own form as long as the information is similar to the G702. Contractors can get these forms from the following website [www.aiabookstore.com](http://www.aiabookstore.com)

- **QUESTIONS:** Oral questions asked at Site Visit of a technical nature are not acceptable due to the possibility of misunderstanding or misinterpretation. All questions shall be sent in WORD FORMAT to Martin Guidry, FAO Contracting Officer, via email at [mguidry@bop.gov](mailto:mguidry@bop.gov). In order to provide sufficient response time prior to the bid due date, the Government has established that questions be submitted no later than March 4, 2022 at 12:00, noon CST.
- **ACCESS TO SITE/PARKING OF VEHICLES:** Parking will be provided for employee vehicles and contractor work vehicles. The amount of parking stalls will be determined by the COR, and Facilities Department.
- **STORAGE OF MATERIALS:** Storage of materials will be coordinated with the COR.
- **CONTRACTOR TEMPORARY OFFICE:** No temporary office space will be provided.
- **INSPECTIONS:** "Punch List" items generated by inspections will be corrected and discrepancy items re-inspected and approved before contract closure takes place. Should any work be covered without proper notification, the contractor shall uncover that work for inspection at his own expense.

**SAFETY MANAGER(Acting): J. Bontog**

**3. SAFETY POINTS:**

- The contractor is responsible for providing required protective gear to all contractor workers, should it be required. Contractor will ensure that all workers have proper safety gear at all times.
- Contractor is responsible for the prevention of accidents on the project site and has spill kit onsite and containment procedures. OSHA requirements will be adhered to.
- The Contractor will have a Safety Representative on site at all times during the completion of this project.
- Proper storage of any chemicals in lay down yard with SDS present.

**CAPTAIN: Jose Nunez**

**4. SECURITY**

- **ADVERSE WEATHER:** Whenever adverse weather conditions or other institution emergency contingencies are in effect, contract workers will not be permitted passage into the secure institution. Should emergency conditions be implemented while contract workers are inside the secure perimeter, they will be required to secure their tools, remove vehicles and equipment, and leave the institution grounds until the emergency situation has been resolved.

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Depending upon the nature of the emergency, this normally will not affect any construction outside of the secure perimeter. Contractor is reminded that fog days will be treated like rain days. The performance period of **308 days** will allow adequate time to complete the job, and no consideration will be allowed for normal rain days and normal fog days. The normal rain, or fog days will be based on the average over the last ten (10) years for the local community.

- **SECURITY CLEARANCES:** Contract workers are subject to security investigative procedures. Please refer to the contract for details. Please refer to Page 8 of the contract.
- **EMPLOYEE IDENTIFICATION:** Contractor personnel working on project site must bring valid photo identification to the institution each day. The identification will be surrendered upon entry to, and returned upon exit from institution property.
- **TOOL ACCOUNTABILITY:** Strict accountability and control of all contractor tools and hazardous materials must be maintained at all times. All contractor tools to be used inside the secure perimeter must be inventoried and accounted for at the conclusion of the work day. Contractor tools may not be stored on-site overnight. The contractor should provide for enough time at the conclusion of the work day for the return and accounting of all tools issued during the work day. Lost or missing tools must be reported to the COR, and the Captain immediately.
- **ILLEGAL ITEMS ON FEDERAL PROPERTY:** Firearms, ammunition, knives, other weapons, drugs, narcotics, and alcoholic beverages are not permitted inside/outside the secure perimeter or anywhere else on Federal property at any time. This includes the private vehicles of contract workers. Violators will be subject to criminal prosecution. All persons, vehicles, and equipment are subject to search by institution authorities at any time.
- **NO CONTACT WITH INMATES:** Contract workers are not to have any contact with inmates at any time. No photographs may be taken of inmates.
- **CONTRACTOR EMPLOYEE WORK DRESS:** Green or khaki-colored clothing is not allowed, as inmates wear these colors.
- **PHOTOGRAPHS:** The institution's Facilities Department maintains a digital camera that will be utilized by FBOP staff to document the project work. The Contractor may request copies of these photos, and may request that photos be taken for specific conditions. Cellular telephones equipped with photographic capabilities are prohibited on the project construction site.

**VIII. ADDITIONAL DISCUSSION:**

M. Akhter Human Resources Manager: All security clearances must be complete before project can start.

Meeting minutes recorded by:

  
\_\_\_\_\_  
Pamela Howard, Contract Specialist

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FDC Honolulu

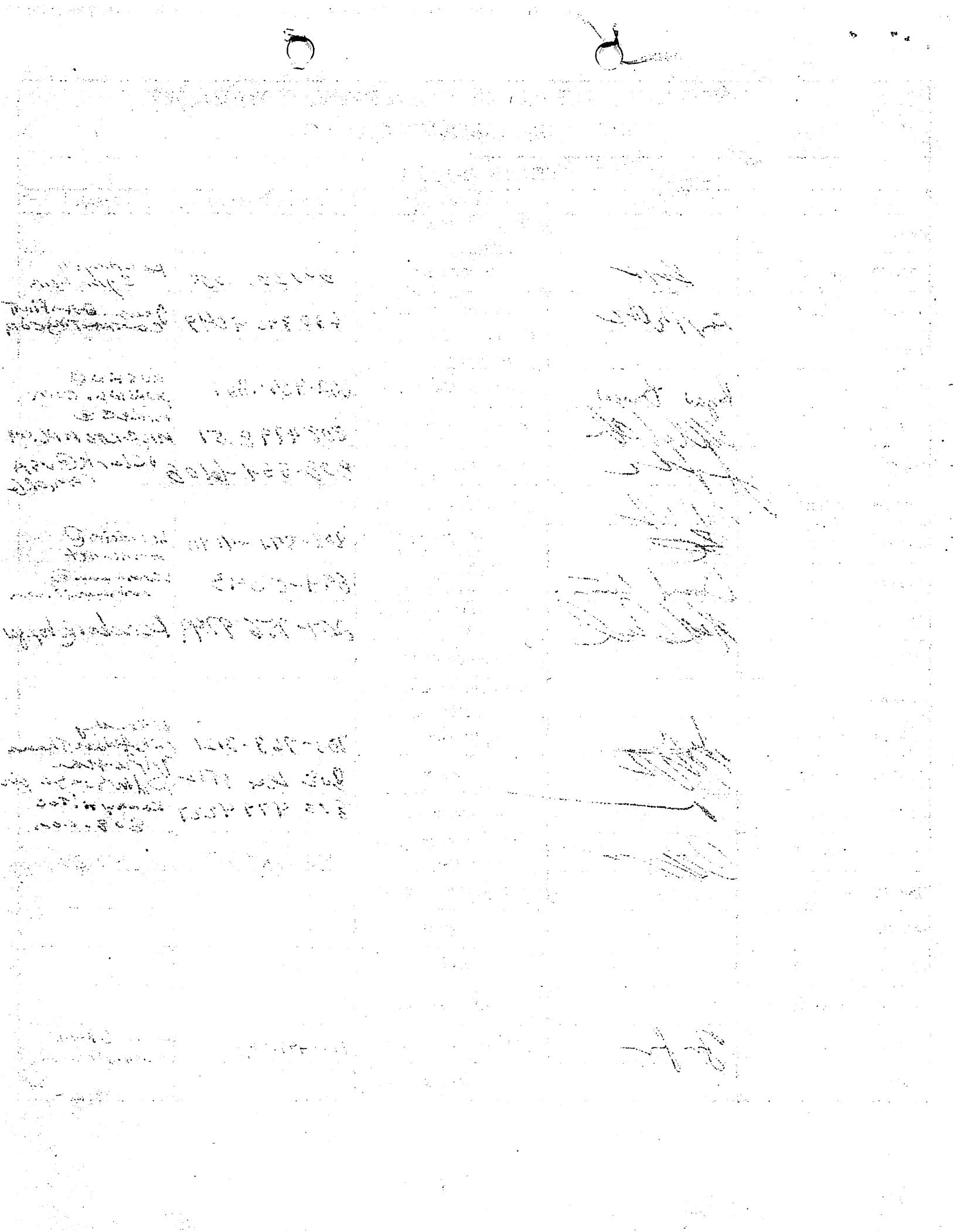
**NOTICE:**

**MEETING MINUTES ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THEY ARE NOT INTENDED TO CHANGE ANY SPECIFICATIONS, TERMS OR CONDITIONS OF THE SOLICITATION. ANY AND ALL CHANGES TO THE SOLICITATION SHALL BE ISSUED IN SUBSEQUENT AMENDMENTS ISSUED BY THE CONTRACTING OFFICER ON A STANDARD FORM 30 (SF-30).**

**ROOFING PROJECT PRE-BID MEETING & SITE VISIT 03/02/2022**  
**SOLICITATION: 15BFA022B00000005**

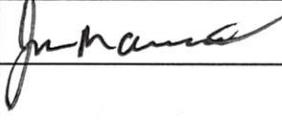
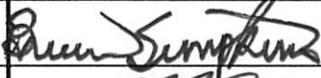
**FDC HONOLULU**

NAME (LAST, FIRST)	Sign - In	COMPANY	PHONE NUMBER	EMAIL
ANDRADE-BENITEZ, LUIS		ALCAL SPECIALTY CONTRACTING, INC.		
ARROYO, KEITH	<i>Keith</i>	AK DESIGNS LLC	808-285-5889	Keith.Arroyo.71@egmna.hawaii.gov
BELLOCK, GEORGE	<i>George Bellock</i>	CORNERSTONE CONTRACTING	630-390-9049	George.Bellock@cornerstoneinc.com
BOEHM, JOSEPH		TORY'S ROOFING & WATERPROOFING, INC.		
BOWEN, RYAN	<i>Ryan Bowen</i>	PENNS CONTRACTING, INC.	662-436-1861	Ryan.Bowen@pennsinc.com
CHU, ROBERT	<i>Robert Chu</i>	PENNS CONTRACTING, INC.	808-479-8551	Robert.Chu@pennsinc.com
CLARK, JASON	<i>Jason Clark</i>	A TEAM PACIFIC ROOFING	808-554-6108	Jason.Clark@usacanada.com
COLEMAN, MICHAEL	<i>Michael Coleman</i>	PENNS CONTRACTING, INC.		
CORDEIRO, BROCK	<i>Brock Cordeiro</i>	PACIFIC FEDERAL CONTRACTORS, LLC	808-397-4040	Brock.Cordeiro@pfcinc.net
COUSINEAU, SAMUEL	<i>Samuel Cousineau</i>	PACIFIC FEDERAL CONTRACTORS, LLC	694-0543	Samuel.Cousineau@nanhawaii.com
CROCKER, KEITH***	<i>Keith Crocker</i>	BOP - WESTERN REGIONAL ENGINEERING TECH	209-956-9799	Keith.Crocker@bop.gov
CUBIT, DANIEL		A TEAM PACIFIC ROOFING		
DICKER, GREGORY		SOUTHERN DEVELOPMENT CORP.		
FLEMING, STEPHEN	<i>Stephen Fleming</i>	DAWSON	703-763-3121	Stephen.Fleming@daawsonhawaii.com
FONSECA, MICHAEL	<i>Michael Fonseca</i>	DAWSON	808-479-5712	Michael.Fonseca@daawsonhawaii.com
GERNHARD, KENNETH	<i>Kenneth Gernhard</i>	HI TECH ROOFING	818-479-4227	Kenneth.Gernhard@hi-tech8.com
GUIDRY, MARTIN***	<i>Martin Guidry</i>	BOP - FAQ CONTRACTING OFFICER	972-352-4514	Martin.Guidry@bop.gov
HALL, WILLIAM		A TEAM PACIFIC ROOFING		
JAEGER, DAN		DAWSON		
KAHANAOI, SHELDON		DAWSON		
KUTKUT ARROYO, ALICIA		AK DESIGNS LLC		
LEONG, BRENNAN	<i>Brennan Leong</i>	KAPILI CONSTRUCTION LLC	808-497-3790	Brennan.Leong@kapiliconstruction.com
MIKES, ADAM		DAWSON		



# ROOFING PROJECT PRE-BID MEETING & SITE VISIT 03/02/2022

## FDC HONOLULU

NAME (LAST, FIRST)	Sign - In	COMPANY	PHONE NUMBER	EMAIL
MOROMISATO, JASON		T. TAKETA SHEET METAL, INC.	479-7089	
PETERS, KOREY		CERTIFIED CONSTRUCTION, INC.		
PINEDA, ANDREW		ALCAL SPECIALTY CONTRACTING, INC.		
PINEDA, SERGIO		ALCAL SPECIALTY CONTRACTING, INC.	808 348 4268	Sergio.Pineda@alcal.com
RIVERA, CLAYTON (JR.)		LEEWARD ROOFING & GENERAL CONTRACTING		
RIVERA, CLAYTON (SR.)		LEEWARD ROOFING & GENERAL CONTRACTING		
SATAKE, KRISTINE		ELITE PACIFIC CONSTRUCTION, INC.		
SIMPKINS, BRIAN		CERTIFIED CONSTRUCTION, INC.		
SIMPKINS, KEVIN		CERTIFIED CONSTRUCTION, INC.	808-383-3117	Keon@zillow.com
SOMERA - RICKARD, KAWAILANI		KAPILI CONSTRUCTION LLC	808 384 8438	
TULBA, ERNEST		TULBA'S ROOFING INC.		
VILLEGAS, MARC		DAWSON		
WEE, JAMES		PRIME ENC, INC.	818-455-1816	info@primeencinc.com
WONG, RANDALL		KAPILI CONSTRUCTION LLC	808 224 0034	rnicconstruction@ymail.com
YOSHIHIRO, MARLA		ELITE PACIFIC CONSTRUCTION, INC.	808 864 3369	myoshihiro@elitepacificinc.com
Howard, Pamela		BOP ACO	808-838-4354	pshoward@bop.gov
Akhilesh		BOP HRA	808-838-4200	matchler@bop.gov
Lum, Steven		UDS	808-848-7010	slum.edis@gmail.com
Bethany S. Nunez		BOP BOP		
D. Kim		BOP		
L. Cruz		BOP		
R. Cruz		BOP		
J. Bontoc		BOP		