PRE-BID CONFERENCE MEETING MINUTES
15BBNF26Q00000051 – REPLACE SUMMER BOILER #2
FCI MARION - PROJECT 25Z4AF3

Name	Organization	Email/Phone
Allen Montgomery	BOP	amontgomery1@bop.gov 618-964-1441 x1202
Charles Giambrone	BOP	cgiambrone@bop.gov x 1208
Lesley Jackson	BOP	LJackson@bop.gov x 1425
Kevin Hall	BOP	KShall@BOP.gov x 2026
Anthony Anderson	J3	anthony@J-3contracting.com 618-867-4884
Rowdy Moore	HMC	Rowdy@Heartlandmechanical.com 618-713-0185
Justin McElroy	HMC	Justin@Heartlandmechanical.com 618 927 5101

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VII. ADDITIONAL DISCUSSION:

Any additional discussion should be added here.

Meeting minutes recorded by:

Lesley Jackson, Business Administrator
FCI Marion

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).

Wednesday, March 25, 2026 9:00 AM
Sign-In Sheet

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CAPTAIN, (Absent): Lesley Jackson, Business Administrator:

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.

  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 **60** 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, snow 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 **Pages 8 and 9** of the solicitation.

- **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 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 orange-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.

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.

- **PAYMENT REQUESTS:** Application for payments are to be submitted on AIA G702(Continuation) or the contractors own form as long as the information is similar to the G702. Contactors can get these forms from the following website www.aiabookstore.com

- **TIME EXTENSIONS:** Time extensions for inclement weather will not be granted unless the weather is unusually severe and abnormal in comparison to prior years.

- **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 LUKE BONNER, CONTRACTING OFFICER via email, LBONNER@BOP.GOV. In order to provide sufficient response time prior to the bid due date, the Government has establishing that questions be submitted no later than Friday, April 24, 2026 at 11:00 AM, CDT.

- **STORAGE OF MATERIALS:** Storage of materials will be coordinated with the COR.

- **ACCESS TO SITE/PARKING OF VEHICLES:** Parking will be provided for employee vehicles and contractor work vehicles.

- **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, Charles Giambrone:

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.

- **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 FAO-0001 Bonds. A bid bond must be submitted 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.

- **PAST PERFORMANCE SUBMISSION**: Please complete FAO-0021 Business Management Questionnaire on Pages 49-50 of the solicitation.

- **REPRESENTATIONS AND CERTIFICATIONS:** All contractors submitting a bid must be registered in the System for Award Management (SAM) at www.sam.gov with the North American Industry Classification Standard code (NAICS) **238220** which is applicable to this acquisition.

- **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 IL20260002** is applicable for this area. All applicable workers must be paid according to the terms of the wage decision.

- **LICENSING AND PERMITS:** All required licensing and permits are required to be obtained by the contractor who receives contract award.

- **WORK HOURS:** Work hours within the secure perimeter shall be between 7:00 am and 3:30 pm Monday through Friday excluding weekends and federal holidays.

- **COR:** The Contracting Officer's Representative (COR) is **Mr. John Jordan, Facilities Manager at FCI Marion.**

- **PERIOD OF PERFORMANCE:** The completion period is **60 calendar days**.

- **LIQUIDATED DAMAGES:** Liquidated damages for this project are in the amount of **$1,312.74** 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 Contract Monitor as soon as possible. Each time the progress schedule is changed,

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DATE: Wednesday, April 22, 2026, at 9:00 AM CDT
Place: FCI Marion, 4500 Prison Rd., Marion, IL 62959

CONTRACTING OFFICER:

I. INTRODUCTIONS:

Round table introduction of all attendees.

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.

State - nothing said here shall be interpreted as a change to the solicitation without the issuance of a formal amendment through Luke Bonner, Contracting Officer.

III. MINUTES:

Advised minutes will be recorded and distributed via the System for Award Management (SAM) database at www.sam.gov.

IV. SITE VISIT INFORMATION:

Walk to selected site for Replace Summer Boiler #2 immediately following the meeting.

V. TIME FRAMES AND LOCATION FOR SUBMISSION OF BIDS:

State the deadline for submission of offers for this project is **Friday, May 8, 2026, by 12:00 PM CDT.** lbonner@bop.gov.

VI. GENERAL TOPICS:

The following submission/completion items will be addressed:

1. From the solicitation, each offeror **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 Pages 1, 2, 4, and 49-50:** 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 you SAM registration, include this name as well in Block 14. Ensure the address typed in block 14 matches the address in your SAM registration.