

March 7, 2022



MEETING NOTES
United States Postal Service
Switchgear Replacement
Hartford, CT – P&DC
USPS Project No. B43529
A/E Project No. 18034.00

RE: Pre-Proposal Meeting

IN ATTENDANCE:

See Attached Sign-In Sheet

DATE: 3/3/22

- 3.3.1 The A/E explained that nothing stated today changes the solicitation documents. An addendum will be issued by the USPS to address any necessary changes.
- 3.3.2 The solicitation due date is no later than 3:00 PM on March 17, 2022.
- 3.3.3 The A/E stated that all questions (RFIs) are to be sent in writing as indicated in the solicitation documents, no later than 3:00 PM on March 7, 2022.
- 3.3.4 The A/E indicated that all potential offerors should register or respond to invitation with USPS eBuy (Coupa) in order to receive all solicitation documents and submit an offer.
- 3.3.5 The A/E reviewed phasing requirements.
- 3.3.6 All parties walked the facility to review the scope of work.
- 3.3.7 A/E reviewed the rigging and phasing requirements of the project.
- 3.3.8 Additional site visits can be scheduled by contacting Al Betournay at (860)710-7337 or Peter Jarzynski at (860) 524-6248 or peter.j.jarzynski@usps.gov.
- 3.3.9 Discussions of this meeting have been recorded as understood by this writer. If there are any omissions or corrections, please contact the writer within 10 days. Unless notified to the contrary, these notes are assumed accurate.

CMD/BMM/tac

Enclosure

cc: Jennifer Santiago
John Flynn
Peter Jarzynski

SIGN IN SHEET

Type of Meeting: Pre-Proposal Pre-Construction Project Other

Project Name/Location: Switchgear Replacement/Hartford, CT - P&DC

Project No. 18034.00/B43529 Date: March 3, 2022 Time: 10:00 AM

***** PLEASE PRINT CLEARLY *****

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Peter Jarzynski	USPS	860-524-6248	Peter.J.Jarzynski@usps.gov
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