

Pre-Proposal Conference Minutes for Pest Control Management Services Contract

02/03/2016

*US Embassy Lusaka
Subdivision 694/Stand 100
Ibex Hill Road
Kabulonga
Lusaka, Zambia.*

Minutes From Pre-Proposal Conference of 01/28/2016 – Solicitation Number SZA600-16-Q-0001 for Pest Control Management Services.

Introduction

The Contracting Officer welcomed all attendees, introduced the COR and Procurement Staff. Eight companies attended the pre-proposal conference. The Contracting Officer conducted the pre-proposal conference. Representatives from the requesting office attended to advise on technical matters.

The meeting started exactly at 09:10 Am.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

Beginning of Conference:

- Attendees were informed that statements made during this conference did NOT change the solicitation. All changes will be made in writing via an amendment to the solicitation. Attendees were informed that if the U.S. Government provides any information that isn't in the solicitation, we will issue an amendment containing the new information.
- Vendors were informed to send questions via email to Lusaka-GSO-Contracts@state.gov. All written questions were to be sent by COB Tuesday, February 2, 2016. Vendors were also advised that all questions and answers will be provided to all companies on the solicitation mailing list. They were reminded that if an answer changes something in the solicitation an amendment will be required and published.
- The Contracting Officer reiterated the due date and time as indicated on the Standard Form SF 33 and that no offers will be considered that are submitted after the deadline.

- The contracting officer advised that bidders must submit sealed offers in original and 2 copies to the Contracting Officer, American Embassy Lusaka, Subdivision 694/ Stand 100, Kabulonga/ District Ibex Hill Road, Lusaka (as specified in item 8 on SF33 form).
- The Contracting Officer encouraged vendors to Read Section L of the contract. The emphasis was that the contractor will be paid a fixed amount for services provided from award of an indefinite-delivery indefinite-quantity contract.
- The Contracting Officer explained clause 52.217-9, Option to Extend the Term of the Contract, which allows the exercise of options to be the choice of the Government, not the contractor.
 - Section I.7 Clause 52.217-9 provides the terms of the USGs ability to extend the term of the contract:
 - (a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract or within 30 days after funds for the option year become available, whichever is later.
 - (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
 - (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3(years).
- The contracting Officer explained section B of the solicitation document “Supplies or Services and Price/Costs” and that they are fully loaded or all inclusive rates”. The prices include all labor, materials, direct and indirect costs, insurance, overhead, and profit. No changes will be made after the contract is signed.
- The rates for option years must be in the offer and are not subject to renegotiation after the contract is signed.
- The contracting officer reiterated that the offerors must follow the guidelines in section L. Instructions, Conditions, and Notices to Offerors.
- The Contracting Officer Explained Section M – Evaluation Factors for Award. Offerors were asked to read through this section thoroughly so they may know how their submissions will be evaluated.
- The contracting Officer read other clauses or provisions which we believed are confusing to companies, such as recruitment of third country nationals on Department of State contracts (February 28, 2012) and 52.225-17 Evaluation of Foreign Currency Offers (FEB 2000) of the solicitation, 52.222-50 Combating Trafficking in Persons (March 2015) and 52.223-18 Encouraging Contractor Policies to ban text messaging while driving (Aug 2011).
- The Facilities Management team provided information on technical specifications in section C of the solicitation document. Facilities concluded by explaining Section 1 Exhibits 1 to 5 in the solicitation to attendees.

- The Contracting Officer then concluded to emphasize that, prior to contract award, the successful offerors will be required to have a DUNS number and be registered in SAM/CCR. Attendees were provided information on how to obtain a Dun and Bradstreet Number, Steps required for Sam Registration and how to get an N-cage Number. A hard copy flier was provided to all attendees on these registration requirements.

Questions:

The attached questions were asked during the conference or prior to the conference:

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned exactly at 10:40hrs.

Sincerely,

Aisha O'Neal
Contracting Officer
Enclosure: Questions and Answers

