

Minutes from the pre-proposal conference for Solicitation #SBE20014R0009, Cleaning of Office Buildings on April 30, 2014

Introduction

The Contracting Officer welcomed all attendees.

The USG was represented by:
Christopher Pixley – Contracting Officer
David Callins – Facility Manager
Werner Sips – Procurement Supervisor
Paul Van Horebeek – Maintenance Supervisor
Nicole Janssens – Contracting Agent

Discussion of the Solicitation Package

It was noted that the offerors must complete boxes 12, 17, and 30 on page 1 of the SF-1449 and highlighted that Box 12 refers to prompt payment discounts.

Offerors were instructed to leave box 23 and Box 24 page 1 of the SF-1449 blank.

It was noted that, in accordance with Clause 52.222-50 Combatting Trafficking in Persons, the USG has a zero tolerance policy regarding the trafficking in persons and that every instance of alleged trafficking will be examined by the USG and could result in termination of employees or subcontractors, suspension of contract payments or contract termination.

It was noted that all offerors currently registered in the SAM (System for Award Management) database must complete paragraph (b) Section 5, Representations and Certifications. Those currently not registered in SAM must complete sections (c) through (o).

It was highlighted that the Defense Base Act information as specified in Section 3 must be filled out.

In reference to Section 3, it was also noted that all offerors must submit a complete list of references with specific points of contact and complete contact information.

Regarding questions, it was reiterated that all questions should be submitted in writing. The questions will be collated with a Q&A posted on post's website and FedBizOpps.

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

Enclosure: Questions and Answers

Questions and Answers No.1
Solicitation number S-BE200-14-R-0009
Office Building Cleaning

1. Question:

Can you provide us with some more detailed information about the surfaces that are to be cleaned: m² per type of room (offices, sanitary, kitchenettes, etc.) and floor covering for each building?

Answer:

The estimated numbers of square meters are listed per building. During the site visits, participants have been shown various standard floors, the garage and basements. See Section 1 – The Schedule: 3.0 Locations

2. Question:

Can you give us the m² of the windows and separation glass for each building?

Answer:

See Amendment 4.

3. Question:

Cleaning of glasses, cups, etc.: are there any dish washers available for this purpose?

Answer:

No dishwasher is available in the Ambassadors' office area.

See Continuation to SF-1449, RFP Solicitation Number SBE20014R0009 Schedule of supplies/services, Block 20, Description/specifications/Work Statement, paragraph 1.3.1.6 states: "Cleaning of glasses, cups, and silverware and coffee services in the Ambassadors' office areas. The Contractor shall clean the items in hot soapy water and rinse, dry and polish so that a presentable appearance is maintained".

4. Question:

How is the removal of waste organized? Do we put the waste in containers hired by the Embassy?

Answer:

Yes. During the site visit, the participants were shown the trash collection areas of all buildings, except Regent 40. The trash collection area for all buildings, except Regent 40 and the warehouse is located on Rue Zinner. The trash collection area for the warehouse is located within the warehouse compound. The U.S Government will provide the containers for above mentioned locations.

As the U.S. Government does not occupy the entire Regent 40 building, the trash collection

area is designated by the Office Building Management and is located in the basement.

Local authorities will remove trash from the designated area on a regular basis.

See Continuation to SF-1449, RFP Solicitation Number SBE20014R0009 Schedule of supplies/services, Block 20, Description/specifications/Work Statement, paragraph 1.3.1.8 states: "Removing trash to designated area as directed by the COR, and keeping trash area in a reasonably clean condition"

5. Question:
What is the occupation of the buildings: indication for each building of number of staff (male/female) en average number of visitors/year?

Answer:
We are not able to provide this information.

6. Question:
Is the price for the yearly cleaning of the windows to be integrated in the yearly amount for cleaning?

Answer:
Yes. As the annual cleaning of windows is part of the standard services, the cost should be included in the firm fixed price for standard services, see Section 1 – The Schedule, paragraph 1 Prices and Period of Performance. There is also a cost in the pricing schedule for window cleaning under additional services in the event that a customer would like their windows cleaned more than once per year.

See Continuation to SF-1449, RFP Solicitation Number SBE20014R0009, Schedule of supplies/services, Block 20, Description/Specifications/Work Statement, paragraph 1.3.6.1. Annual cleaning of windows (interior and exterior) states: "Annual Cleaning of windows (interior and exterior). The exterior cleaning will be done from inside the building."

7. Question:
Is the 1.066m² surface for the warehouse only the surface that is to be cleaned?

Answer:
Yes.

8. Question:
Do you have the dimensions per type of permis and per type of soil (e.g. the dimensions of the corridors)?

Answer:
No.

9. Question:

What are the frequencies of washing windows?

Answer:

The annual washing is included in the standard services. See question 6.

10. Question:

Do we have the possibility to place a dishwasher?

Answer:

No.

11. Question:

Do we have to work during Belgian holidays?

Answer:

No. The U.S. Government observes all holidays, including the Belgian Holidays as listed in below referenced clause.

See Addendum to Contract Clauses FAR AND DOSAR Clauses not Prescribed in Part 12: DOSAR Clause 652.237-72 Observance of Legal Holidays and Administrative Leave (APR 2004)

12. Question:

Do we have to deliver sanitary supplies (toilet paper, paper hand towels and soap)? If so, can you give us an estimate of the number of people who work in your office and an average estimate of the passage so that we can make an average of persons using the bathroom?

Answer:

Yes. See Section 1 – The Schedule, paragraph 1. Prices and Period of Performance states: “(*) The yearly estimated quantities are: 385 packs of 4,746 paper towels, 450 bottles containing 1 liter of soap and 258 boxes of 42 rolls of toilet paper (50m).” However, we cannot provide the total number of personnel.

(*)The data provided is for informational purposes only and under no circumstances shall be construed to change any terms or conditions or requirements within the solicitation. It is each offeror’s decision on whether to use or not to use this information. Under no circumstances shall the U.S. Government be liable for this data or shall it become the basis for a request to adjust rates once the contract is awarded.

13. Question:

Is the Shop of the embassy to clean? if so, only the soil or with displays?

Answer:

No, the TMA store at the Embassy is not included in the statement of work.

14. Question:

Is it possible to install a washing-machine and a dryer for our mops etc?
Please also provide square meters pertaining window cleaning. What about grilled window surfaces? How can they be cleaned from outside?

Answer:

- The contractor can install a washing machine and dryer for mops and cleaning items on the premises at their own expense. The location of the appliances must be approved by the COR.
-All windows should be cleaned if they can be accessed from inside. See question 2.

15. Question: Could you please provide floor plans respectively a classification (square meters) in sanitary, carpet and hard floor areas? This would relieve the calculation and the submission of an equitable proposal.

Answer:

No floor plans will be provided.

16. Question:

On page 41 of 62 you refer to the quality standards of the 'Belgian Cleaners Union'. What do these standards include? Will DIN EN ISO 9001 certification also be accepted?

Answer:

Yes, DIN EN ISO 9001 certification is accepted.

17. Question:

The working program does not include the cleaning of the underground parking lots in Brussels. Do we need to clean them? If yes, how many times a year and what type of cleaning do you want us to do? (brooming, scrubber-dryer, ...)

Answer:

Yes. 6 times a year. Continuation to SF-1449, RFP number SBE20014R0009 Schedule of supplies/services, block 20 description/specification/work statement. Paragraph 1.3.3.10.1. Sweeping brush of parking area floors in the Chancery, USEU and JAS Buildings.

18. Question:

Do we need to evacuate glasses, cups ... from the desks to the kitchens? No we need to clean the dishes (manually or with a dishwasher)?

Answer:

No. Glasses cups, etc. do not need to be removed from individual desks and brought to the kitchenette for cleaning.

19. Question:

Where do we need to evacuate the waste of Regentstraat 40 to?

Answer:

See question 4.

20. Question:

Could you please confirm that we only need to clean the exterior of the windows which are accessible from the interior ? Does the team of window cleaners need to be accompanied by one or more of your security guards? When can the windows be cleaned (time of day, month)

Answer:

See Continuation to SF-1449, RFP Solicitation Number SBE20014R0009, Schedule of supplies/services, Block 20, Description/Specifications/Work Statement, paragraph 1.3.6.1. Annual cleaning of windows (interior and exterior) states: "Annual Cleaning of windows (interior and exterior). The exterior cleaning will be done from inside the building."

Only exterior window surfaces accessible from the interior are part of the standard services. The schedule for annual cleaning must be coordinated with the COR of the contract.

21. Question:

When can we plan the deep cleaning of the carpet floors (weekend, evenings, ..) ? Does the team need to be accompanied by the security guards?

Answer:

See Continuation to SF-1449, RFP Solicitation Number SBE20014R0009 Schedule of supplies/services, Block 20, Description/specifications/Work Statement, paragraph 3.0 Location for janitorial services states:

" The following areas require a USG escort and can only be entered during scheduled times:
American Embassy (Chancery): 1st thru 6th floor.
U.S. Mission to the EU (USEU): 2nd thru 4th floor."

To be coordinated with the COR. Cleaners will have to be escorted in Controlled Access Areas.

22. Question:

Do the offices in the workshops (ateliers) in Zaventem need to be cleaned ? If yes, how many times a year?

Answer: Yes. The offices are included on the statement of work but the workshops are not. See Continuation to SF-1449, RFP Solicitation Number SBE20014R0009 Schedule of

supplies/services, Block 20, Description/specifications/Work Statement, paragraph 3.0
Location for janitorial services.

23. Question:

Could you please inform the other potential partners that the US holidays which are not Belgian holidays need to be paid to the workers? This is of major importance when calculating a correct yearly budget. The workers cannot be forced to take leave.

Answer:

See A002 to the solicitation dated May 22, 2014: 652.237-72 Observance of Legal Holidays and Administrative Leave: No cleaning can be performed on American Holidays. The workers will not be granted access to the buildings. Offerors should factor that into their pricing.

24. Question:

Can a small Business in the USA apply to this when it is released?

Answer:

Yes.

25. Question:

How would you deal with USA contracted personnel, meaning would they be allowed to relocate to Belgium for this contract? If allowed to relocate, what type of housing would be used to house the family or families?

Answer:

No USG housing will be provided under this contract. Workers must be in compliance with all Belgian labor laws.