



*Embassy of the United States of America  
Phnom Penh, Cambodia*

**May 09, 2012**

***Minutes of Pre-Proposal Conference and Site Visit  
Solicitation SCB600-12-R-0005 – Provision of Gardening Services for US Embassy Phnom Penh***

***Date and Time: May 07, 2012 at 9:00 – 11:30 AM***

***Venue: US Embassy Compound, CMR, and DCR***

**Introduction**

The Contracting Officer welcomed all attendees, and briefed the purpose of the meeting.

**Discussion of the Solicitation Package**

The following sections of the solicitation were highlighted in brief:

- Section B on Supplies or Services and Prices/Costs,
- Section C on Description/Specifications/Work Statement,
- Section F on Deliveries or Performance,
- Section I on Contract Clauses
- Section J on Contractor Furnished Materials and Government Furnished Materials
- Section K on Representations, Certifications, and Other Statements of Offerors
- Section L on Instructions, Conditions, and Notices to Offerors
- Section M on Evaluation Factors for Award.

**Questions:**

The COR guided the site visit in the embassy compound, CMR, and DCR, illustrating the requirements in the scope of work and the need for the good-looking appearance of the flowers, shrubbery, plants, grass, and trees as required by the contract. The attached questions were asked during and after the conference and site visit.

**Amendment to the Solicitation:**

During the meeting, section C of the solicitation on paragraph C.4.2, C.4.5 and C.6.3 were amended and the amendments are highlighted in the enclosure.

**Conclusion**

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Embassy Phnom Penh. Upon completion of the meeting, site visit was conducted in the embassy compound, CMR and DCR. The site visit was concluded at 11:30 AM.

Sincerely,  
Dianne Syrvalin  
Contracting Officer

Enclosure:

- (i) Questions and Answers, and (ii) Amendment to the Solicitation

**(i) Questions and Answers:**

Questions have been received regarding the Solicitation SCB600-12-R-0005 – Provision of Gardening Services for US Embassy Phnom Penh. The questions and answers are as follows:

**Q 1:** What are the hours for lunch period? As you mentioned in the meeting, the working hours are 8 hrs/day, 6 days/week, also you indicated that watering time is between 6:00-9:00am and 4:00-6:00pm. What are the working hours?

**Answer 1:**

As mentioned in C.4.2 of the solicitation, working hours are between 07:30 AM and 4:30 PM, Monday through Friday. Additional half-day on Saturday morning is further required as highlighted in the amendments. Lunch hour is between 12:00 – 1:00 PM. Watering automatically switches on and off at a pre-set time between 6:00 PM and 6:00 AM.

**Q 2:**

Are the workers allowed to have lunch inside US Embassy compound? If so, do you have a designated area for having lunch?

**Answer 2:**

Workers are allowed to have lunch inside the Embassy compound. The designated area will be advised to the winning contractor upon the contract award.

**Q 3:**

At the meeting, you mentioned that Embassy provides the drinking water. Kindly indicate the areas.

**Answer 3:**

Filtered tap water is available in various locations in the embassy compound, and the contractor's staff should use tap water nearby the gardening areas.

**Q 4:**

Regarding a pot of lotus flowers in front of entrance door, can we quote with this SBC600-12-R-0005 Provision of Gardening Services?

**Answer 4:**

Quoting the price for pot of lotus is not part of the solicitation SCB600-12-R-0005. Pot of lotus will be separately acquired through another request for quotation procedures in which the bidding will be made to ensure competitive prices.

**Q 5:**

On Street 102, to be efficient and good street cleaning, instead of hand broom cleaning, can we use machine broom cleaning? by using broom machine, it could pick deep dust and debris, and leave the sidewalk and street look very clean and beautiful.

**Answer 5:**

Please refer to Section J – on contractor furnished materials and government furnished property for the cleaning materials/equipment to be provided to the contractor. As of now, we do not consider the provision of broom machine to the contractor.

**Q 6:**

Regarding the available funds for the next fiscal year (beyond September 30), will work be suspended starting October?

**Answer 6:**

Refer to Section I.5 52.232-19 Availability of Funds for the Next Fiscal Year.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES 1   2
2. AMENDMENT/MODIFICATION NO. <b>M001</b>	3. EFFECTIVE DATE <b>May 09, 2012</b>	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY  American Embassy Phnom Penh # 1, Street 96, Phnom Penh, Cambodia Tel: 855-23 728 000; Email: <a href="mailto:PhnomPenhProcurement@state.com">PhnomPenhProcurement@state.com</a>		CODE	7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (NO., street,city,county,State,and ZIP Code)			9a. AMENDMENT OF SOLICITATION NO. <b>SCB600-12-R-0005</b>	
			9b. DATED (SEE ITEM 11) April 11, 2012	
			10a. MODIFICATION OF CONTRACT/ORDER NO.	
			10b. DATED (SEE ITEM 13)	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<p><input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended</p> <p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment;(b) By acknowledging receipt of this amendment on each copy of the offer submitted; or(c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers.</p> <p><b>FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.</b> If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. <b>IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return ___ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) <b>The Section C of the solicitation on paragraph C.4.2, C.4.5 and C.6.3 are amended and highlighted in the enclosure. Also included int the enclosure are site drawings and additional mention of work.</b>				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME OF CONTRACTING OFFICER <b>Dianne Syrvalin</b>	
15B. NAME OF CONTRACTOR/OFFEROR  BY _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED	

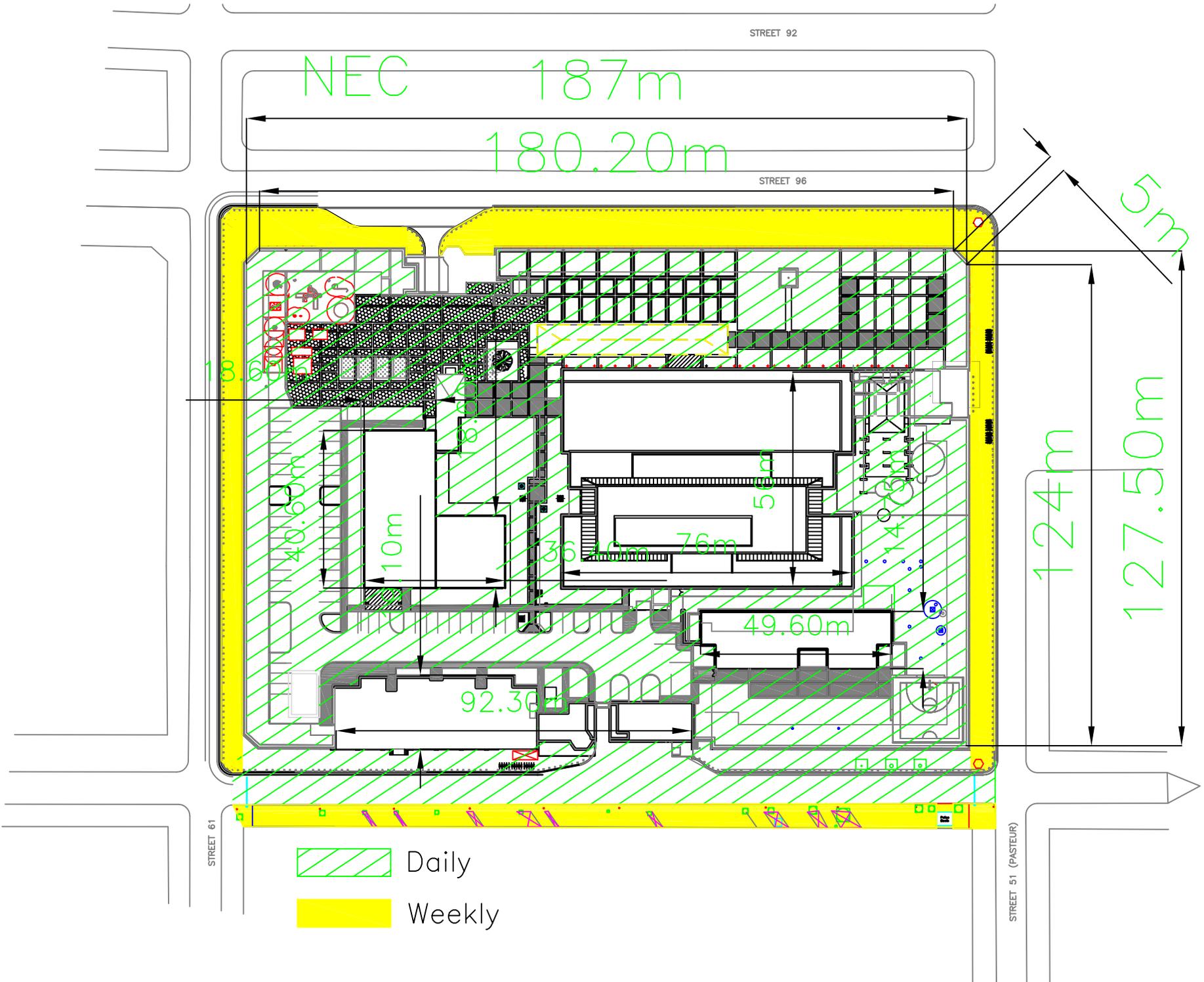
### **Amendments to the Solicitation SCB600-12-R-0005**

Section C of the solicitation on paragraph C.4.2, C.4.5 and C.6.3 were amended to read as follows:

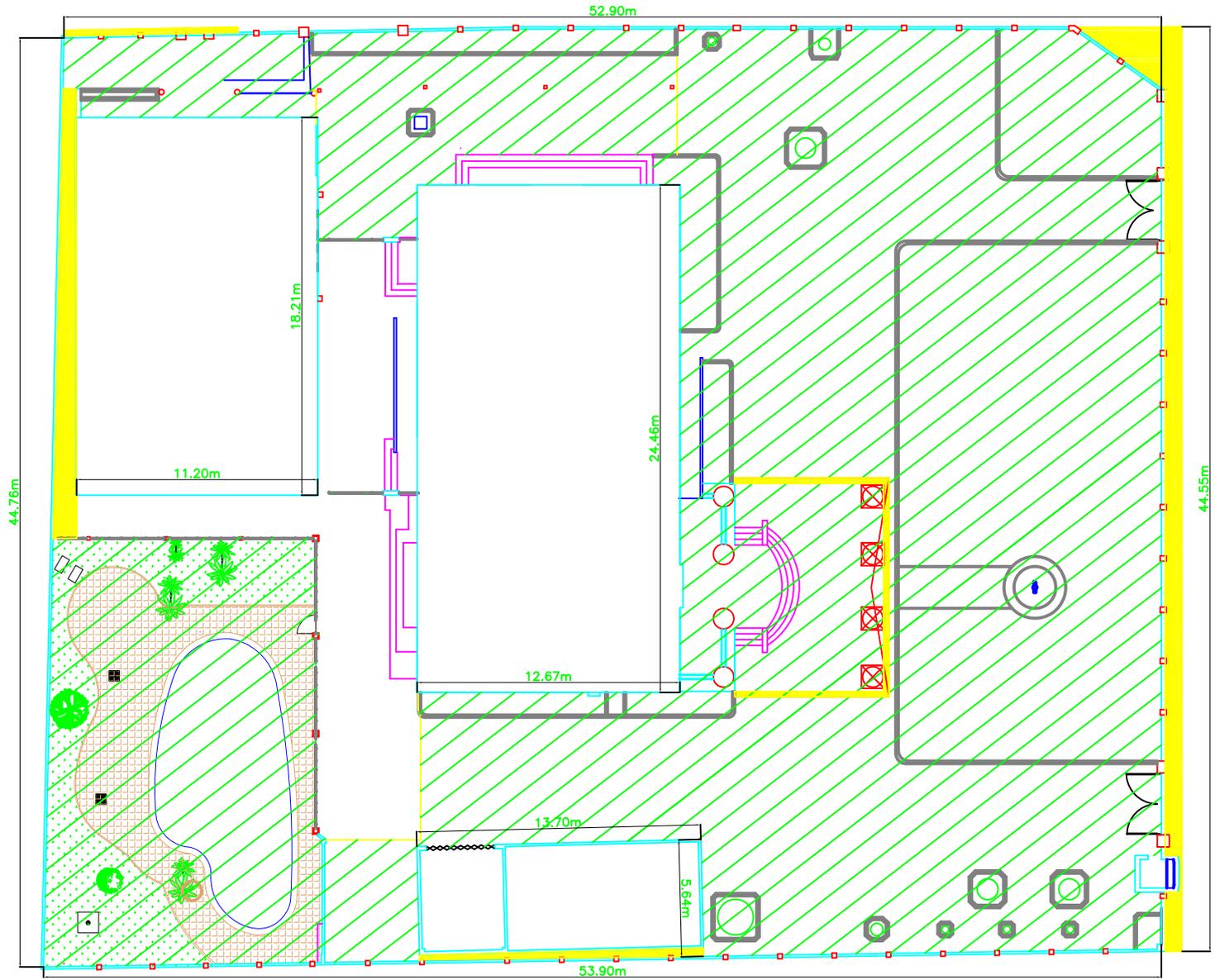
- C.4.2 – Standard services shall be delivered between the hours of 07:30 AM and 04:30 PM Monday through Friday **plus Saturday morning between 07:30 AM – 12:00 PM.**
- C.4.5 - Grounds Maintenance Plan. “The Contractor shall submit the Grounds Maintenance Plan to the COR for approval **within 20 days** after contract award”.
- C.6.3 under C.6. Pruning – in the last paragraph. “Pruning shall be necessary in area B (blue on the Chancery site plan) when growth exceeds **5 cm** beyond symmetry with the silhouette of the groomed planting, or at the discretion of the COR”.

#### **Site Drawings/Plans**

- Site drawings/plans for the gardening services in three locations (US Embassy compound, CMR, and DCR) are attached. The plan shows in yellow highlight the areas where we wish sweeping/cleaning to occur weekly. The green angle bars will designate areas where we wish sweeping/cleaning to occur daily. The weekly areas are largely outside the walls and involve sidewalks that need some attention because they are adjacent to the U.S government properties.
- The site details include some gutters requiring weekly cleaning by the contractor. These gutters are at the CMR. It is important that the contractor use a provided ladder to clean those gutters.



CMR

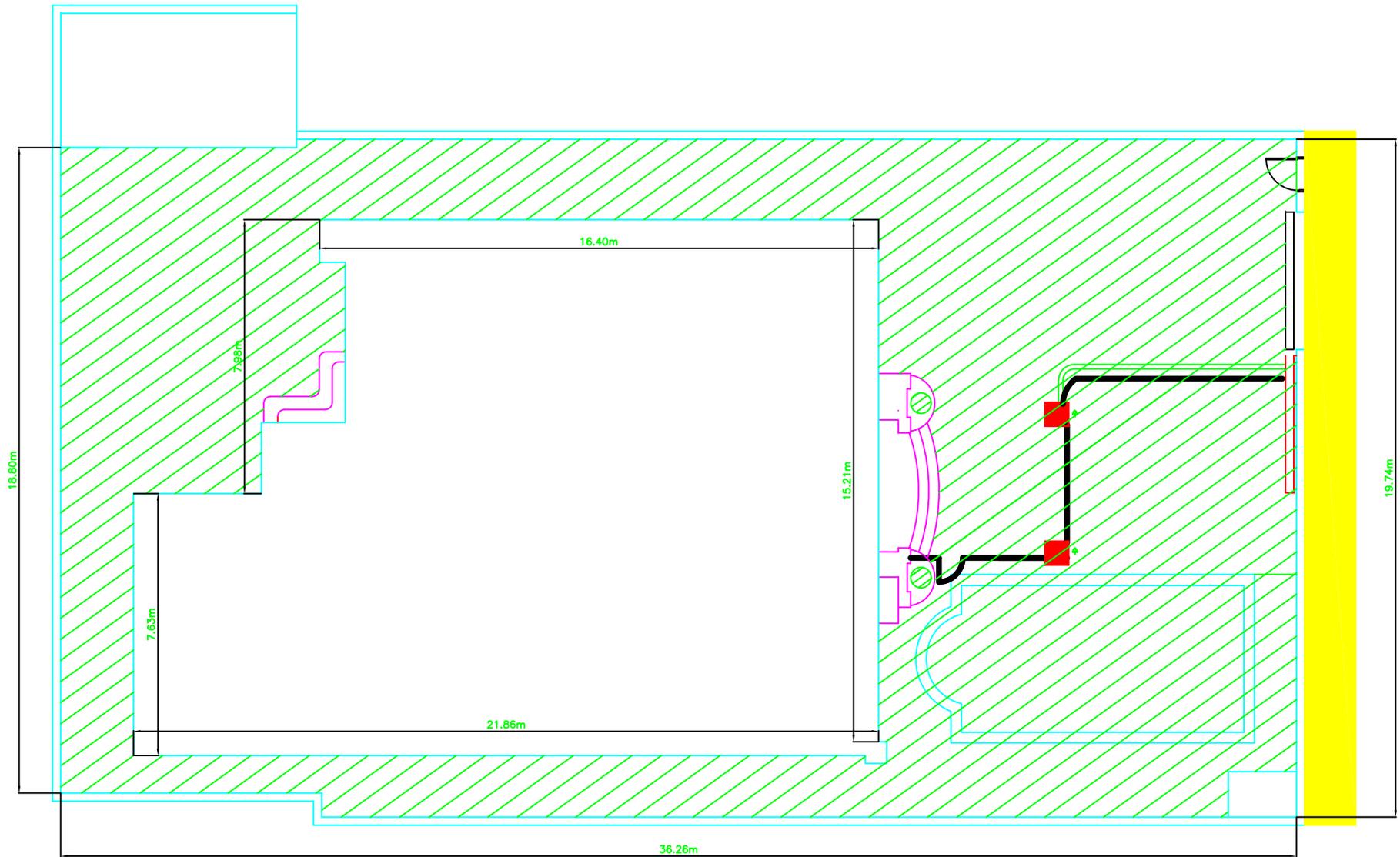


Daily



Weekly/Gutters Weekly

DCR



 Daily

 Weekly