

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 25		
2. AMENDMENT/MODIFICATION NO. SCA52514Q0003 - A002		3. EFFECTIVE DATE May 2, 2014		4. REQUISITION/PURCHASE REQ. NO. PR3142148		5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. Embassy – Canada General Services Office P.O. Box 866, Station B Ottawa, ON K1P 5T1			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. SCA52514Q0003			
				9b. DATED (SEE ITEM 11) April 16, 2014			
				10a. MODIFICATION OF CONTRACT/ORDER NO.			
				10b. DATED (SEE ITEM 13)			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<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 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:</p> <p>(a) By completing Items 8, 14 and 15, and returning 1 copy 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>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. 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)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
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. IMPORTANT: Contractor <input 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.)

The RFQ No. SCA52514Q0003 is amended to delete requirements outlined in the Paragraph 4.7 under the Schedule of Supplies/Services, Block 20 and to include the following language:

- 4.7 The Contractor is required to supply, install and remove the following tents:
- 1) Tent 80' x 100', 1 each, Ref: "dining tent", top only, no side walls;
 - 2) Tent 20' x 40', 1 each, Ref: "orchestra tent", including walls on three sides mounted on 10' legs;
 - 3) Tent 20' x 20', 4 each, Ref: "beverage tent", including regular walls mounted on four sides;
 - 4) Tent 20' x 20', 3 each, Ref: "food tent", top only, no side walls;
 - 5) Tent 15' x 40', 1 each, Ref: "dessert tent", top only, no side walls;
 - 6) Tent 30' x 30', 1 each, Ref: "stage tent", including walls on three sides;
 - 7) Staging 32' x 32' x 18", including one set of stairs, skirted all around;
 - 8) Tent 10' x 10', 2 each, Ref: "Minto gate", including three side walls and four barrels;
 - 9) Tent 15' x 15', 1 each, Ref: "equipment tent", including regular walls on 4 sides;
 - 10) Tent 10' x 10', 1 each, Ref: "security tent", top only, no side walls;
 - 11) Tent 10' x 10', 2 each, Ref: "main gate", including regular walls on three sides;
 - 12) Tent 10' x 10', 1 each, Ref: "ambulance", top only, no side walls;
 - 13) Tent 10' x 10', 1 each, Ref: "sound tent", including four regular walls;
 - 14) Varnish floor 28' x 32', 1 each;
 - 15) Tent 20' x 50', 1 each, Ref: "side terrace", including walls and wall extensions, mounted on 10' legs with 5 barrels;
 - 16) Canopy 6' x 15', 1 each, Ref: "sunroom", top only;

Installation Schedule:

The tents referenced in line items 1 - 16 must be installed by close of business day on July 2nd, 2014 and removed during period of time from 7:00am to 1:00pm on July 5th, 2014.

The Contractor shall install the following Government furnished tents:

- 17) Tent 20' x 20', 1 each, Ref: "food tent";
- 18) Tent 20' x 30', 1 each, Ref: "beverage tent".

The tents referenced in line items 17 - 18 must be installed by close of business day on July 2nd, 2014 and then moved and installed at an alternative position within the premises during period of time from 7:00am to 1:00pm on July 5th, 2014.

The contractor shall supply and install white stake caps on all metal stakes utilized for the installation of all tents.

Government Furnished Property:

The Government will provide and allow the tent installation crew to use the Government owned John Deer tractor, as well as the Government owned skid steer on site for the installation and dismantling of tents.

Note: All tents referenced in this paragraph are not an additional requirement to the list of tents included in paragraph 2.4 of the Pricing Clause. Based on the results of technical evaluation of offers, the Government reserves the option to furnish all tents at no cost to the Contractor and remove the requirement for tents from the scope of the contract award.

The RFQ No. SCA52514Q0003, Section 1, Paragraph 2 "Pricing" is amended to include sub-paragraph 2.5 "Decoration of the Reception Area".

2.5 Decoration of the Reception Area

The Contractor shall offer a reasonable priced solution for decoration of the reception area, reflecting the concept presented in the Addendum 1 to this RFQ Amendment. Response to the RFQ shall include this signed and priced RFQ Amendment No. SCA52514Q0003-A001, as well as provide description and images of decorations proposed by the Quoter for the price included below, which will be discussed in greater details with each Quoter during the pre-award conference.

Total Cost of Decorations Excluding HST (CAD):

HST (13%):

Total Price Including 13% HST:

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 Gepffrey P. Douglas	
15B. NAME OF CONTRACTOR/OFFEROR BY _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY // signed // _____ (Signature of Contracting Officer)	16C. DATE SIGNED May 2, 2014

American Embassy Ottawa
Date: May 2, 2014

To: Prospective Quoters

Addendum No. 1 to the RFQ Amendment SCA52514Q0003-A001

Subject: Concept for decoration of the 4th of July reception area.

The Government has introduced the following concept during the pre-proposal conference held on April 29, 2014:

Event Design: Farmer's Market Festival feel with American picnic food.

Suggested dress code for the servers: white shirts, navy blue shorts, red accents (red suspenders, red beads).

Suggested décor items:

- Long picnic tables, white tablecloths with gingham runners;
- Incorporating produce on tables with floral arrangements: Large red flower bouquets, punchy big pots of red geraniums on some of the tables with burlap and gingham wraps (see below images, but consider bigger bouquet of geraniums which could be replanted), mixed flowers in tin buckets on some of the tables, candles in glass jars with small white flowers on some of the tables;
- Lights strung from tent (see images below);
- Piles and/or buckets/baskets of the produce that matches the menu;
- Giant chalkboards with handwritten menu in each of the tents;
- Carts holding piles of fresh fruit, chalkboards, buckets of produce, etc.

We thank all interested parties in the business opportunities offered by the U.S. Government and look forward to receiving responses to the RFQ No. SCA52514Q0003.

Sincerely,

//signed//
Geoffrey P. Douglass
Contracting Officer

Request for Quotation no. SCA52514Q0003
"Catering Services for the U.S. Independence Day Reception in Ottawa"



Request for Quotation no. SCA52514Q0003
"Catering Services for the U.S. Independence Day Reception in Ottawa"



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