

American Embassy Ottawa  
Date: May 14, 2015

To: Prospective Quoters

Subject: Questions and answers pertaining to the RFQ No. SCA52515Q0003.

The Government has received questions pertaining to the subject RFQ posted on the US Embassy web site on April 28, 2015. The answers are provided below.

Question 1: Will the Government provide electric power for the catering contractor equipment?

Answer 1: The contractor is required to provide detailed specifications outlining electrical power requirements and their position on site. The Government will provide electric power according to contractor's specifications.

Question 2: How many people can participate in the pre-proposal conference?

Answer 2: The number of participants shall not exceed 5 persons from each Quoter. Additional attendees may be authorized on a case-by-case basis.

Question 3: Does the Government require security clearance for participants of the pre-proposal conference?

Answer 3: A formal security clearance is not required; however, all interested Quoters participating in the pre-proposal conference shall provide the names, titles and telephone numbers for each participant at least two business days prior to the pre-proposal conference date. This information must be submitted by e-mail using the email addresses provided in the RFQ cover letter.

Question 4: Can the prospective Quoters receive a site map?

Answer 4: The Government will provide a copy of the site plan to all prospective Quoters during the pre-proposal conference.

Question 5: How many people can represent the Quoter menu sampling on the 20<sup>th</sup> of May, 2015?

Answer 5: The Government will not conduct the menu sampling on May 20, 2015 or prior to the RFQ submission deadline. The Government may issue separate contracts to the Quoters for the taste verification events after the RFQ submission deadline.

Question 6: Can the prospective Quoters receive security clearance forms?

Answer 6: The Government will make security clearance forms available after the contract award decision is made.

Question 7: Does the VIP tent remain populated after the VIP reception?

Answer 7: No.

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"Catering Services for the U.S. Independence Day Reception in Ottawa"

Question 8: Can the catering contractor's logo appear on the signage and/or staff uniforms?

Answer 8: The catering contractor's logo can appear on the uniforms only. The size of the logo should not exceed the size of the business card.

Question 9: Can the catering contractor use hand held radios during preparation stage and during reception?

Answer 9: Yes. The contractor can use contractor owned hand held radios on site. The Government will not provide any communication equipment under this contract.

Question 10: Is the catering contractor required to provide background music under this contract?

Answer 10: No.

Question 11: At what time the contractor will have access to the site?

Answer 11: The contractor can make deliveries of food and equipment during regular business hours on July 2<sup>nd</sup> and 3<sup>rd</sup> and have access to the site beginning 7:00am on July 4, 2015.

Question 12: What non-alcohol beverages shall be served by the contractor?

Answer 12: The Government will supply a variety of non-alcohol beverages made by Coca-Cola.

Question 13: Is the catering contractor required to provide lighting inside the large tent?

Answer 13: No.

Question 14: Will the grass area be covered by flooring?

Answer 14: No. A technical video is available for the prospective Quoters, which provides an overview of a similar event held in the past. The government will provide a URL to the video to interested Quoters individually by email.

Question 15: Is the catering contractor required to provide any décor in the non-food station areas? The question is pertaining to the elements of décor such as center pieces for the dining tent or theme décor on the grounds.

Answer 15: No. The contractor is not required to provide any décor for the event, however, all elements such as food, equipment, uniforms, etc. shall be presented in a visually attractive format.

Question 16: Can the contractor bring an extra refrigerating trailer or truck?

Answer 16: No. The Government will make space available in a refrigerating trailer on site.

Question 17: Will the Government provide empty skids?

Answer 17: No.

Question 18: How many sanitary stations are required?

Answer 18: The Government will provide portable comfort stations in the back area of the site. The contractor is responsible for determining and providing sufficient amount of sanitary stations required for the reception area.

Question 19: What shall be the design of cocktail napkins?

Answer 19: The Government will develop design and supply sufficient amount of cocktail napkins.

Question 20: How many beer cups will be supplied by the Government?

Answer 20: The Government is planning to provide 16oz stadium cups for beer in the amount of 6,000 each.

Question 21: Will the wine glasses have stems?

Answer 21: Yes.

Question 22: Will a preparation area be made available for the contractor on site?

Answer 22: The Government will re-visit this question during the site visit scheduled on May 20, 2015.

Question 23: Will the Government provide information about the sizes of government furnished tents, indicating the sides of the tents which will be open or closed?

Answer 23: The final quantities and sizes of tents will be determined at a later date; however, based on the historical pattern, the Government was using the following tents and sizes in the past:

Qty	Part No.	Description
1	0990-2041	Tent 20'X40' 1pc Orchestra Tent / Regular Walls on 3 Sides Tent Mounted on 10' Legs
1	0990-8100	Tent 80'X100' Dining Tent / Top Only
2	0990-8020	Tent End 80'X20' PE-1
2	0990-8030	Tent Mid 80'X30' PM-1
7	0990-2022	Tent 20'X20' F-1 4 Beverage Tent / 3 Regular Walls 3 Food Tent / Top Only
1	0990-2040	Tent 20'X40' Dessert Tent / Top Only
2	0990-2010	Tent End 20'X10' FE-1
1	0990-2015	Tent Mid 20'X20' FM-1
1	0990-1515	Tent 15'X15' Equipment Tent / Regular Walls on 4 Sides
5	0990-1010	Tent 10'X10' F-1 Security Tent / Top Only 2 Gate Tents Regular Walls on 3 Sides Ambulance Tent Top Only Sound Tent 4 Regular Walls
2	0990-1010	Tent 10'X10' F-1 Minto Gate / VIP Registration

- 3 Sides & 8 Barrels
- |   |           |  |
|---|-----------|--|
| 1 | 0990-3030 | Tent 30'X30' F Tent on Stage / Regular Walls on 3 Sides  |
| 2 | 0990-3015 | Tent End 30'X15' FE-1  |
| 1 | 0950-0300 | Staging 32'X32'X18" Including 1 Set of Stair Skirted All Around                                      |
| 1 | 0950-0313 | Dance Floor 28'X32   |
| 1 | 0990-0615 | Entrance Canopy 6X15 / Top Only  |
| 1 | 0990-2050 | Tent 20'X50' Side Terrace VIP Including Walls and Wall Extensions Mounted on 10' Legs with 5 Barrels |
| 2 | 0990-2010 | Tent End 20'X10' FE-1  |
| 1 | 0990-2012 | Tent Mid 20'X10' FM-1  |
| 1 | 0990-2015 | Tent Mid 20'X20' FM-1  |

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. SCA52515Q0003.

Sincerely,

//signed//  
Kellie M. Reifstenzel  
Contracting Officer