

**PACKING AND MOVING SERVICES  
CONFERENCE MINUTES  
October 2, 2013 at 9:00am  
SDR860-13-Q-0002**

- Supervisory General Services Officer (S/GSO) Kristin Rockwood introduced the US Government participants (Contracting Officer Grimstad, NEC Transition Coordinator Kamara, Facilities Supervisor Rodriguez, and Procurement Agent Sangiovanni). The S/GSO stated that the purpose of this meeting and the site visits is for bidders to view the locations to better understand the requirements outlined in the solicitation. She informed the group that notes from the conference will be published on the Embassy Santo Domingo web site.
- The S/GSO handed out blank cards and advised the participants about the procedure for asking questions:
  - Questions may be written on the blank cards and submitted during any of the site visits (October 2<sup>nd</sup>-3<sup>rd</sup> and 10<sup>th</sup>).
  - Questions by email are due Friday, October 11<sup>th</sup> at 5:00pm.
  - All questions will be answered and all answers will be distributed to everyone via the Embassy internet site, in batches as they are answered.
- The S/GSO advised the group that statements made at the conference do not change the solicitation.
- The S/GSO informed the participants that if in the future the Embassy needs to make changes to the solicitation that will be done in writing and the amendment will be posted on the Embassy internet site.
- The S/GSO advised that bid packages are due on Thursday, October 23<sup>rd</sup> before 4:00pm.
- The S/GSO gave an overview of the day's activities:

October 2:

- Chancery (Location 1)
- USAID (Location 3)
- JAO (Location 5)
- GSO (Location 6)

October 3:

- Meet at the Chancery at 8:00am.
- Guest ID's will be processed at the Chancery.
- Please be prompt.
- Consular Section (Location 2)
- Franklin Center (Location 7)
- COMSER (Location 4)

October 10:

- Meet at the back (Carretera Isabella) gate of the NEC at 10:00am.
- The S/GSO advised everyone that it is not permitted to take photos at any of the sites.
- The S/GSO also provided the following information:
  - As described in the solicitation document, the Embassy will be moving files and equipment. The Embassy will NOT be moving the furniture. As you proceed through the buildings please do not consider the furniture (desks, chairs, tables, sofas, et cetera) for your quote. The only furniture that will be moved is the furniture stored in the warehouse.
  - Access to certain areas is restricted and we will not be visiting these areas. Please note that the contents of these areas are included in the solicitation.
- Procurement Agent Sangiovanni reiterated the deadline for submitting proposals and informed the participants that solicitation packages should be submitted at the entrance of the JAO Compound on Calle Cesar Nicolas Penson 85A.
- Mr. Sangiovanni advised the participants that this is a firm fixed price contract and that all costs/charges should be included in the quotes. The price is not renegotiable unless there is a cause majeure. Mr. Sangiovanni encouraged everyone to read Section 3 of the solicitation.
- Mr. Sangiovanni stated that only written questions will be answered as the intention is for all bidders to have access to the same information.