1. Will you please advise which items should be sent to LSS?

   A:

   Items moved to LSS:
   - Personal desk items, maximum 3 boxes per person
   - Computers and monitors
   - Office equipment such as shredders, water dispensers, typewriters, copiers, scanners, fax, printer, plotters, UPS (Uninterrupted Power supplies), etc
   - Contents of filing cabinets, bookcases, shelves, and storage areas
   - Three (2)-drawer safes
   - All of the Medical Unit, including equipment, supplies, and furniture
   - Satellite dish (pack and unpack by the Contractor)
   - A/V equipment (pack and unpack by the Contractor)
   - IT equipment (pack and unpack by the Contractor)
   - Network Servers and racks
   - Five Refrigerators (two vaccine refrigerators in med unit and three standard refrigerators)
   - Two microwaves
   - Scales
   - One air compressor
   - Cleaning equipment (vacuums, brooms, etc)
   - Satellite Dish
   - Recycle Bins
   - Statue in PAS Building entrance
   - 6 Cabinets located in the ISC Storage Connex (31” W x 16”D x 38”H)

   Items will not be moved to LSS:
   - Furniture
   - Remaining safes
   - Filing cabinets
   - Wooden and metal racks/shelving and bookcases
   - Fire extinguishers
   - Telephones
   - Microwaves and refrigerators, except as listed above
   - Most paintings, maps, and any other hanging decoration

2. Are you going to send the items on the hallway in front of PAS meeting room?

   A: Yes, those items will be moved.

3. Will you please advise the due date of this solicitation?

   A: Please see SF1449, block 8. The due date is closing of business August 31, 2012, 4.00pm

4. There are some tags/stickers on filing cabinets and furniture. Will these items be moved?

A: No, please disregard the tags.

5. How many employees will be moved?

A: About 420-450 employees.

6. What percentage of your 400 people do you think will be moved?

A: About 420-450 employees will be moved. Employees remaining on embassy compound were not included in estimate.

7. What percentage will be moved during the week, and what percentage will be moved on the weekends?

A: The sequence of the move will be decided once the contract is awarded and determined by the shipping company and Contracting Officer. The goal is to keep the offices operating and functional as long as possible. Likely 20% will be packed and pre-moved, and the remaining 80% will be moved at the end of the week or weekend.

8. What are your operating hours during this moving period?

A: Please see page 14: Period of performance

9. Will the DOJ-ICITAP Office (in PAS-Annex 1st floor) be moved?

A: No, this office is not included in the move.

10. Windows. We are allowed to demolish the windows. Should we re-install the windows after the move?

A: No. The windows do not need to be reinstalled in most buildings. The exception is the Café Building which houses the ISC/IRM office. This building will be used after the move, and any windows removed will need to be re-installed in this office.

11. For IT equipment moving, do you require us to specify in the move plan? Who will pack and unpack these items?

A: Yes, please specify on move plan because these need extra attention.

Contractor will pack and unpack all of IT equipment, server, A/V equipment, medical equipment and furniture.

For the server racks, some will remain intact with equipment inside. The equipment is very fragile, but it is bolted to the racks. This refers primarily to the USAID Server Racks, the ICE Server Rack, and the OSC Server Rack (included in A/V Room Inventory). Many of the racks located in the A/V Room will have the equipment removed by a specialized contractor (we will arrange) prior to the move. This equipment will need to be packed and moved, along with the actual racks.

12. Will pharmacy move? Who will pack and unpack their supplies?

A: Yes. The pharmacy will pack and unpack their supplies. As with other areas, boxes will need to be provided by the shipping company to the pharmacy for packing.

13. Items on medical unit, who will pack and unpack their supplies?

A: The moving company will pack and unpack medical supplies and equipment, except for pharmacy. The medical unit staff will oversee the packing.

14. Do we need to prepare the documentation for security checking in advance?

A: The documents required for security checking will only be submitted when an offeror win the award.

15. Where will the satellite go at the LSS?

A: The satellite will be placed on the 2nd floor mezzanine area located on the backside of the building. It is outside and accessible by stairs.

16. Will we only have access to the LSS service lift during the move?

A: No. Additional passenger elevators will be available for use during the move. These elevators will need to be properly protected to prevent damage.

17. Will the cardboard remain on the floors at the LSS?

A: No. The cardboard will be removed upon completion of construction at the LSS. The mover will need to provide their own floor protection for the move.

18. What floors will the U.S. Embassy occupy at the LSS?

A: Please refer to *Section 1.4 The Sites* on page 9 of the Move Solicitation.

19. How much weight to the elevators at the LSS hold?

A: Please refer to *Section 1.4 The Sites* on page 9 of the Move Solicitation.

20. How many satellites are being moved?

A: One satellite.

21. Does all of the move have to occur on the weekends, or can we stage the move?

A: The move can be staged. Once the bid is awarded, we will begin work with the vendor to determine the most appropriate plan. The goal is to keep the embassy operational as long as possible and limit work "down-time". However, pre-moving some areas will be necessary. It is likely that the Med Unit will be moved earlier in the week. We can also identify office areas that contain items non-essential for daily work, and these areas could be moved earlier in the week as well (example: library, file areas, A/V storage, or other storage areas). The end of the week and weekends can be used to re-locate the remaining areas which consist primarily of essential work items (example: desk items, office equipment, etc).

22. Please describe the definitions of Discount Terms

A: Please see 52.232-8 Discounts for Prompt Payment. As prescribed in 32.111(b)(1), insert the following clause: DISCOUNTS FOR PROMPT PAYMENT (FEB 2002)

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount

period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the agency annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

23. Fixed Price Including VAT? As far as we know the Embassy is the organization which will be free of taxes, as long as we could have the related letter.

A: US Embassy will NOT provide any tax exemption letter. If the VAT must be charged, please put the VAT in separate line. Please also check page 13, par 6: Invoices and payment.

24. Include Container(s) for controlled movement of secured items, including safes.
Could you please describe more detail for the above statement? Do we need to provide the shipping container or any kind of other definitions?

A: We request that you describe (if necessary) the use of containers for the movement of safes or other items. The packers may need to use belts, large dollies, or other equipment necessary to move safes that may weigh more than 200 kg.

25. Can we provide the names of the Project Manager and Deputy Project Manager only on the solicitation? Then when we awarded the project, will provide more detail for all crews will involved within the project.

A: Please see page 26, section 3 (1) that offeror must provide the name of Project Manager and Deputy Project Manager. Then based on section 3 (4) that contractor must provide the evidence to provide the necessary personnel. Other crews' title and structure should be shown in the solicitation, and it is acceptable without name.

26. Page 14 par 11: Insurance? Do we have to provide the certificate of the insurance only?

A: Please see page 26, section 3 (9): A copy of the Certificate of Insurance or a statement that the contractor will get the required insurance, and the name of the insurance provider to be used.

27. Period of Performance? 10 calendar days or work days? Office hour only? Weekdays only or include the weekend?

A: Period of performance will be amended on the move solicitation to 14 *calendar* days. This will include weekends. Move should be completed during office hours.

28. P32 section 5: Do we have to completely fill in the entire blank column within the Section 5?

A: Yes, but you may put N/A for some statement which is not applicable.

29. P46 (a) (4): If we answer "Yes", then we may ignore the DBA Insurance? Could you please give us more explanations of the DBA Insurance?

A: Please see explanation of this FAR on paragraph c and d.

(c) If the bidder/offeror has indicated "yes" in block (a)(4) of this provision, the bidder/offeror shall not purchase Defense Base Act insurance for those employees. However, the bidder/offeror shall assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention, in accordance with the clause at FAR 52.228-4.

(d) If the bidder/offeror has indicated "yes" in blocks (a)(1), (2), or (3) of this provision, the bidder/offeror shall compute Defense Base Act insurance costs covering those employees pursuant to the terms of the contract between the Department of State and the Department's Defense Base Act insurance carrier at the rates specified in DOSAR 652.228-74, Defense Base Act Insurance Rates – Limitation. If DOSAR provision 652.228-74 is not included in this solicitation, the bidder/offeror shall notify the contracting officer before the closing date so that the solicitation can be amended accordingly.

30. Move relating to the medical center-will there be designated supervisor or person from the embassy for accountability and take and receive accountability when moving the medical center?

A: The shipping company will be accountable for the move of these items. We will have an embassy employee responsible for this unit. Embassy personnel will be on hand to aid in the inventory and oversee movement of boxes on and off of the truck at both locations.

31. Same question applies to the moving procedure for the servers.

A: The shipping company will be accountable for the move of these items. We will have an embassy employee responsible for these areas. Embassy personnel will be on hand to aid in the inventory and oversee movement of the servers on and off of the truck at both locations.

32. Are we allowed use specialists under our care for the moving of medical center and the servers?

A: Yes.

33. What about the insurance arrangements for the contents involved in the moving ? Will the Embassy give an itemized list with values as required by our insurers?

A: Yes. Embassy will work to create a list of major equipment and values.

34. Can you specify the exact date, if possible for the moving of the medical center/servers?

A: Once the contract is awarded, we will work with the shipping company to determine the exact date. This will be based on what makes the most sense for the sequence of the move. As it stands now, the medical center will most likely be moved during the week of November 26. Time will need to be allocated for the shipping company to pack the unit and provide the physical move. Consideration will need to be made to limit "down-time" of the Medical Unit. The same applies for the servers. However, the servers in the USAID building will be moved the week of December 3.

35. At this point, will the embassy quantify the furniture/paintings to be packed and moved?

A: Unless already specified, most furniture will be remaining on Embassy compound. At this time, we suspect approximately 30-40 hanging pictures to be moved.

36. Will the embassy make a down payment to the winner of the contract based on the final price agreed?

A: Please see page 3
Par (3) Type of Contract: This is a fixed price, completion type contract
Par (5) Pricing: a. The Government will pay the Contractor a fixed price upon satisfactory completion of the move.

37. For plotter, is it allowed for vertically maneuver?

A: The plotter manual does not indicate that vertical movement should be prevented. As long as it is wrapped and handled gently, this should not be a problem.

38. For container, may it be changed with truck box or goods carried by liftvan on truck?

A: Yes. Please indicate the equipment and methods that you judge best to complete the job safely.

39. For traffic jam anticipation and due to far distance of Embassy, is it possible to change working time from 7.30 to 10.00AM?

A: Yes, this may be possible. However, this will reduce the amount of working time to complete the job. Therefore, we strongly prefer that arrangements be made so that work can begin at 7:30.

40. If we remove the window, are we also obliged to assemble the window back to its original place? The answer would help us calculate the work to be done.

A: See Q&A #9

41. Based on Section 11 Period of Performance, please advise whether the US Embassy will authorize to work after office hours or on weekends and holidays due to circumstances beyond the bidder control i.e. weather, traffic jam, demonstration. This also listed on Section 1 (no.4; Type of services)

A: Yes, your bid should reflect this.

42. Is there entry or exit door for the USAID (4) building roof top door measurement? If yes, please provide the door measurement.

A: There is a door (30"W x 75.5"H) on the third floor that opens to a ladder which leads to the roof.

43. For the items that installed on the wall, LCD TV, will the contractor allowed to take out the TV from the wall?

A: Yes.

44. On the RFQ stated that the contractor may use crane to remove heavy file safes and other bulky items. And it may be necessary to remove windows to accomplish this task.

Regarding to this clause, please be advise whether there's some charges to be billed to Movers Company for the renovation cost of origin building or it will be covered under US Embassy.

A: See Q&A #9

45. Kindly inform regarding the working hours for our team, can we do 24 hours for all of our manpower with different? (Both origin and destination).

A: Your team cannot work 24 hours around the clock. The typical workday at the Embassy is 0730 until 1600.

46. For the Satellite Disk that located on the roof of USAID Building 4. The Satellite dish will be disassembled into eight pieces prior to move.

Since on the RFQ stated that the Embassy will disconnect and reconnect computers and other electrical items, so our service is only to pack and move the satellite from the origin office into the new office or it should be handled service. Please advise.

A: Your service will be to appropriately pack and move the pieces of the satellite from the roof of the USAID Building 4 to the 2nd floor Mezzanine located at the LSS. We will have another

contracted responsible for dis-assembling the satellite from the embassy and re-assembling the satellite at the LSS.

47. Please be inform who will be managed and prepare the schedule of moving & delivery (Movers Co. or US Embassy ?) for several rooms at US Embassy Jakarta with the following details as follow :

a. Government
b. CDC (Center for Disease Control)
c. CLO (Community Liaison Office)
d. CSC (Customer Service Center)
e. DEA (Drug Enforcement Agency)
f. FPO (Fleet Post Office)
g. GSO (General Service Office)
h. HRO (Human Resource Office)
i. IRM(Information Resource Management)
j. LSS (Leased Swing Space)
k. ODC (Office of Defense Cooperation)
l. OSC (Open Source Center)
m. PAS (Public Affairs Section)
n. RELO (Regional English Language Office)
o. RSO (Regional Security Office)
p. USAID (United Stated Agency for International Development)

A: The Embassy and the Moving Company will work together to determine the appropriate schedule for the move and delivery of these areas. During the actual moving days, there will be a Section Head from the Embassy that will serve as a point of contact for these offices.

48. What will the movers be responsible for packing and unpacking?

A:

- All office equipment, except computers and monitors. This includes but is not limited to: printers, shredders, copiers, scanners, digital senders, plotter machines, typewriters, televisions, dvd players, water coolers, coffee machines, refrigerators (if indicated) etc. Toner will need to be removed from copiers and printers prior to move.
- All Audiovisual (A/V) and electronic equipment
- Medical Unit and Laboratory (excluding pharmacy)
- PAS – IRC (Library)
- PAS – A/V Room and Storage
- Server Racks (located in USAID 2, PAS-A/V room, PAS-Annex in ICE office)
- USAID Conference Rooms and PAS Auditorium (audiovisual equipment, projector, projector screen etc)

- Storages (Med Unit, ISC, CSC, PAS-A/V, Data Management Center in USAID 2)
- Satellite Dish
- FMO Office Files

49: What areas may be available for pre-moving?

We will work with the moving company to determine which areas will be available for pre-move. The following areas appear to be the most appropriate to be involved in pre-moving:

- IRC Library
- Storages
- Files in PCU Office and Financial Management Office
- A/V Room
- Med Unit