

**SOLICITATION # PRE-S-1Z250-13-R-0013 FOR GARDENING SERVICES, U. S.
CONSULATE GENERAL, ERBIL, IRAQ.**

August 28, 2013

U. S. Consulate General,
#413 Ishtar Street,
Ankawa, Erbil
Iraq.

MINUTES FROM PRE-PROPOSAL CONFERENCE OF AUGUST 28 2013.

Introduction

The Contracting Officer, Matthew Taylor welcomed all attendees and the COR, Abd Al-Ahad, Sarhad, GSO Frank White and other members of the Consulate team were introduced accordingly.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- 1- The attention of all attendees was pointed to Section 3 for summary of instructions and all the documents and information that are required to be included in their submittals.
- 2- The blocks that are required to be completed by the offerors in the SF 1449 were pointed out to all attendees.
- 3- Attendees were informed that statements made at this conference do not change the solicitation until an amendment is issued if there are changes.
- 4- Offerors were advised that all questions will be answered and sent to all companies on the solicitation mailing list and also posted on FedBizOpps and Consulate internet contract opportunity web page.
- 5- Attendees were made to understand that their prices should be for both the base year and the four option year periods and the rates are not subject to renegotiation after the contract is awarded.
- 6- Due date of offers (9/13/2013) was reiterated as stated in block 8 of the SF 1449.
- 7- The contractors were also made to understand that it is their responsibility to provide a supervisor that can communicate in English language and can effectively control all gardeners assigned under the contract that would result from this solicitation.

- 8- The COR also briefed the attendees on the important points under the performance work statement. He reiterated that the work schedule at the Consulate is from 8:00AM-5:00PM, Sundays to Thursdays and Fridays and Saturdays are off days.
- 9- He stressed that the contractors need to provide us with schedule of work for each gardener, showing the ratio of gardens per gardener. This should be included in their proposals.

QUESTIONS:

Below are questions that were asked and answers provided:

SN	QUESTIONS	ANSWERS	REMARKS
1	Will the contract be renewed automatically after the base year?	Decision to exercise the option year is at the option of the Government, based on the contractor's satisfactory performance during the base year, continuous need for the service and availability of funds.	
2	Are there any issues if contractor hires gardeners from outside Iraq?	If an offeror plans to recruit Third Country Nationals (TCN), such offeror is required to submit their recruitment plan and housing plans along with their proposal – Please see page 29 of the solicitation document for details on recruitment of Third Country Nationals (TCNs) for performance on Department of State contracts.	
3	Why did you cancel the previous gardening contract	The requirement we have now is bigger than what we had before and the old contract was basically under-priced.	
4	As we go round each compound, how do we identify each compound in the solicitation document?	Under section 1.13 of the solicitation document, all the compounds are listed with their respective numbers. As we visit each compound, you will see each compound numbered on the fence wall by the gate just as listed.	
5	Are we going to plant grasses on in the gardens where there are none?	See 1.4.5 under turf repair and re-establishment, it requires planting of grasses on where there are damaged or no grasses.	
6	Is the contractor going to plant Iraqi flowers/ grasses or American flowers/ grasses?	The contractor shall plant American flowers.	
7	Is the contract set for veteran or the general public?	There is equal opportunity for all interested offeror to submit proposal.	
8	How often do we apply fertilizers?	Under the performance work statement, Section 1.10 specifies the frequency for fertilizer application for each category.	
10	Has any garden been added	Yes	

	since the last solicitation?		
11	What is the percentage of DBA insurance for this contract?	The offeror shall obtain DBA insurance directly from any Department of Labor approved providers at the DOL website at http://www.dol.gov/owcp/dlhwc/lscarrier.htm	
12	How many types of measurements do we have under section 2.0?	Under section 2.0, the 3,856 sqm is for the standard services while the 500 sqm is the estimated temporary additional services for each year.	
13	Our company is registered in Baghdad; do we need another registration in the Kurdistan region?	As stated in number (5) under section 3 of the solicitation document, offerors are to obtain all licenses required by local laws including licenses from the Kurdistan Regional Government for your company to work in the region.	

ATTENDANCE

The following companies attended:

S/N	Company Name	Name of Representatives
1	Lu'lua't al'-Iraq	Fresh Azad Harretn Muhannad Ahmed Ezzat
2	Sangar Office	Bahroz Mahmmad
3	Omak	Ghassan Patros
4	Spectrum	Sarhang Muhammed
5	Heat Trading &Construction Co.	Kian Jaff
6	ISIS Consulting group Inc. Corp	Auf Mustafa
7	Ruaa Almustaqbal	Aws Wisam Mohsin

8	Azalia Co.	Ibrahim Abdula
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9	Lafaw Co.	Adnan bahram
10	Toifor	Pachota Ivor Almos bajtalan
11	ASFA Group	Aziz Bahadir Akar
12	Dalo Group	Mohammed Azeem
13	Sorrell Group	Muhanad Mofaq
14	Jalenar Co.	Ali Shahab Amed Abbas Hussein Fadhel

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Sincerely,



Matthew Taylor
Contracting Officer

Enclosure:

Questions and Answers

Attendance