November 13, 2012

Subject: Minutes of Site Inspection and Pre-Proposal Conference held on November 6, 2012, for the Make Ready Services of USG- owned and Leased Properties

Ref: RFP No. SRP380-12-R-0005

INTRODUCTION

The C&P Agent, Lina T. Arkoncel, welcomed all attendees and proceeded with the site inspection, together with FMO representative, Dominador Cancio and Nerio Pedregosa.

SITE INSPECTION

The Government representatives showed the participating offerors the types of residences on which the work shall be performed. The offerors were advised that the solicitation will be discussed in detail during the pre-proposal conference.

DISCUSSION OF THE SOLICITATION PACKAGE DURING THE PRE-PROPOSAL CONFERENCE

The following sections of the solicitation were highlighted:

Deadline for submission of proposals is on November 23, 2012, no later than 4:00 P.M. No late offers will be considered after this time.

a. Sections of the solicitation.

1. Cover Page, Standard Form (SF) 1442- The due date of submission was emphasized, and the number of proposal copies.
2. Section B; Paragraphs (B.1), (B.2), (B.3), (B.4). The completion date and responsibility of offerors to shoulder permits and expenses for work inside the villages or high rise residences were emphasized.
3. Section C- Descriptions of/ Specifications/Work Statement
4. Section F- Deliveries or Performance, Liquidated Damages, Paragraphs (F.8).
5. Section G- Contract Administration, paragraphs (G.2. and G.2.6)
6. Section H. Special Requirements, paragraphs (H.3), (H.4), ((H.12) and (H.12.2).
7. Section I – Contract Clauses; (52.222-50)- Combating Trafficking in Persons
8. Section J- Exhibits, Exhibits (5), (6), and (11).(H).
9. Section K- Representations/Certifications and Other Statements of Offerors
10. Section L- Instructions/Conditions and Notices to Offerors, paragraphs (L.3), (L.4.1), (L.4.2), (L.4.3); (L.9). The instructions were discussed in detail.
11. Section M-Evaluation Factors for Award, Paragraphs (M.1.2), (M.1.3), (M.5)

The Procurement Agent and the CO stressed the importance of following the instructions in Section L., addressing all the requirements of the solicitation and completing all the blanks in Section K as appropriate.

Participating offerors were given until November 7, 2012, no later than 4:00 p.m. to submit to C&P section any questions concerning the solicitation.

The following question was raised and answer is being provided herein:

1. Is subcontracting or a joint venture allowed in this project?
   Answer: Subcontractors may only be employed with the expressed written consent of the Contracting Officer. Refer to Sections (C.4), (H.7.3), (H.11.2), (I.13), and (L.4.3.3) for information and compliance. Section M also states that technical acceptability will include a review of the Proposed Work Information described in Section L to ensure that the offeror's proposed project superintendent and **subcontractors** are acceptable to the Government.

Conclusion

The discussion concluded and attendees were thanked for their presence and expression of interests in serving the U.S. Government.