

05/28/2013

United States Embassy
Av. das Forças Armadas
1649-044 Lisboa, Portugal

MINUTES FROM PREQUOTATION CONFERENCE HELD ON MAY 24, 2013

Ref. SPO500-13-Q-0006 – Maintenance of Fire Alarm System
Ref. SPO500-13-Q-0007 – Maintenance of Fire Sprinkler System

I. Introduction:

The meeting was called to order at 9.30 am. The Contracting Officer, Anthony Loh, welcomed all attendees and introduced Embassy's staff participating in the meeting:

Gary Edwards, Facilities Manager, Victor Madeira, Maintenance Supervisor, Adelia Monteiro, Procurement Agent, José Gregório, Procurement Assistant and Note Taker.

Copy of the Agenda was distributed to all attendees.

Pre-Proposal Conference meeting was attended by the following prospective offerors:

- Infrasecur : Osvaldo Ferreira
- Tovim Batista: José Pereira
- Tovim Batista: Carlos Alves
- Prosonic: João Soares
- Prosonic: José Guilherme
- Esegur: Nuno Ferreira
- Esegur: Jose Escobal

- Siemens SA: Rui Encarnação

- Extincendios: José F. Dias

- Extincendios: Carlos Correia

All participants introduced themselves to the meeting. The Contracting Officer (CO) explained briefly his roles and duties on behalf of the United States Government (USG). CO explained how questions on the solicitation had to be put in writing and that all prospective offerors would be receiving copies of all answers also in writing in order to give fair business opportunity to all. During his introduction CO explained that any changes to the solicitation would have to be made through written amendments to the solicitation.

Mr. Gary Edwards (FAC) explained briefly his role as Contracting Officer Representative (COR). Both CO and FAC referred the attendees to a Site Visit where other questions / concerns, if any, would be addressed.

FAC explained the meaning of the NFPA (National Fire Protection Association) and how NFPA codes may be found online but not all information is free of charge.

SPO500-13-Q-00006: (Maintenance of Fire Alarm System) FAC went through Section 1, General Requirements and explained in detail what was required from the prospective quoters such as their duties and responsibilities. FAC stressed that all parts and materials will be furnished by the Government. Any additional parts required should be listed by the contractor and given to FAC.

FAC referred to Section 1, Specific Requirements. FAC made a brief reference to the Chancery's drop ceilings. In the Specific Requirements FAC also referred to elevator recalls (also required in Portugal).

- Question 1: Do you have heat detectors?
- Answer: Yes we do. A list of equipment will be provided with a copy of the minutes of the pre-proposal meeting.

No additional questions were made by any to the participants regarding this solicitation.

SPO500-13-Q-0007: (Maintenance of Fire Sprinkler System) FAC went through Section 1. General Requirements and explained in detail what was required from the prospective quoters such as their duties and responsibilities.

FAC went through the schedules and explained what is being required; FAC explained why the Chancery's fire hoses were all removed from the wall cabinets in the fire stations.

- Question 1: Are there any water tanks in the compound?
- Answer: Yes, there are water tanks and they are required to be inspected according to the schedules on the solicitation.

FAC emphasized that a list of recommended maintenance parts be submitted by contractor in order to be supplied by USG.

FAC explained that part 5.3 d) does not apply.

On both solicitations Adelia Monteiro (Procurement Agent) briefed the prospective quoters about Section 1, 8.0 - Payments.

SITE VISIT:

The prospective quoters, accompanied by the CO, FAC and all other meeting attendees, followed to the Chancery's Post One in order to verify the fire alarm detection panels. The visitors proceeded to the basement for fire detectors verification. At the same time FAC showed where some of the fire sprinklers were located. He showed where the main pump was located.

The visit proceeded to the Manor House, an area covered by the fire alarm system. The attendees were informed that the existing fire alarm board located at the Manor House is independent of the Chancery's board.

Further on the site visit proceeded to the Navy Exchange (NEX) building and attendees were informed that NEX is also covered by the fire sprinkler system and they were pointed out the locations of the fire sprinklers.

After the site visit all participants gathered one more time at the conference room for final clarification.

Question #2: Do you have a list of devices available and where they are located?

Answer: A list of equipment will be provided with a copy of the minutes of the pre-proposal meeting.

Conclusion:

An amendment will be issued to extend the proposal due date.

Since no additional questions were raised, CO concluded the meeting by thanking everyone presence. The Contracting Officer adjourned the meeting at 10:55 am and prospective quoters were escort out of the Chancery building.

Attachment 1.

List of fire alarm equipment

Quantity	Type of equipment
1ea	Notifier annunciator, type NCA-2,
2ea	Notifier sub slaves
340ea	Smoke detectors
3ea.	Duct detectors
40ea	Heat detectors
79ea	Horns with visuals
1ea	Chime
54ea	Strobes
103ea	Manual pull stations
1ea	Electric fire pump
1ea	Electric jockey pump
6ea	Flow switches
9ea	Zone alarm valves
100ea	Sprinkler heads