

SP050013Q009 and SP050013Q0010

Elevator solicitation meeting held July 23 at 9.30 conference U.S Embassy 3rd floor conference room

Participants:

Otis 1: Rui Carvalho
Schindler. 2 Rita Guerra and Luis Custodio
Pinto e Cruz: 1 João Emílio
Thysen group 2 Jose Casaca and Hugo Graça and Jose Santos
Grupnor: 1 Alvaro Duarte

Contracting officer (CO) Tony Loh
Facilities Manager (AFC): Gary Edwards FAC
OBO Elevator specialist: Daniel Brockway
Procurement Assistant (PA): Jose Gregorio (Note Taker)

Everyone participating in the meeting introduced themselves starting with CO.

CO explained the complexity of some solicitations and how Federal acquisition Regulation FAR and DOSAR Dept of State Acquisition Regulation applies to the solicitation processes.

The meeting was conducted by Tony Loh, Contracting Officer (Co).

CO referred to the solicitation and how it should be available to everyone, even to absent prospective quoters - USG solicitations should be fair for everybody.

Our solicitations are Federal Acquisition Regulated (FAR) and the U.S. and falls and rules and regulations from AOPE (Office of the Procurement Executive)

CO reminded all participants in the pre-proposal conference that questions and answers (Q&Q) will be posted on the embassy website.

PA reminded all attendees that despite the fact that the Embassy is posting two different solicitations they are almost mirrored.

Question 1

Is there a special online platform to reply to the solicitation? Such as the ones used by US military. For example like the one that is used by military solicitations on U.S Lages Azores airbase base?

Answer: Civilian contracting is different from Military. The proposals we request should be submitted in writing, although we accept electronic version, contracts have to be signed on form SF1449 by both USG representative (CO) and by the winning bidder.

PA (NT) mentioned that all solicitation should be addressed to the CO's attention in English by August 9th (this date was incorrectly insert on the agenda however all prospective quoters were informed in writing of the correct due date, August 16), 2013at 16:00, in sealed envelope addressed to the Contracting Officer.

CO advised all prospective quoters to read the solicitation very carefully and in case of doubts they were welcome to put questions in writing in order to make a successful submission.

Question no. 2

The proposal should be in English or in Portuguese?

Answer no.2

All proposals should be addressed in English.

FAC mentioned his roles within the Embassy, particularly, and as far as this project is concerned, has explained that he will be serving as liaison between contractor and OBO elevator program.

Dan Brockway OBO representative began his presentation stating that these two solicitations are very similar as both Scopes of Work (SOW) regarding installation of two Machine Room Less (MRL) elevators.

We prefer that all controls be on the hoist way. Each Contractor should be submitting a couple of layout drawings with proposed location so we can approve them.

In section 1.2, there is a lot of related work to be performed. OBO Rep. called the attention to meeting's attendees that a lot of the work to be done will consist in repairs related work, hoist-way and painting. OBO Rep. Our hoist ways are two hour fire rate.

OBO Rep referred that on the CMR (Chief Mission Residence) specification, it is being requested that hoist way be extended in the overhead to make a combination for the equipment in the overhead and the machine room.

OBO Rep continues to explain in detail the various other technical aspects of the solicitations' Scopes of Work.

Clarifications

- Hoistway ventilation will not be required for smoke control
- The existing conduits located in the hoistway will remain.

SITE VISIT

The meeting attendees were all escorted to the elevator sites, respectively at the Embassy Federal Benefits Unit (FBU) elevator area where they took the opportunity to take measurements and notes. While at the CMR hey made all necessary inspections and also to measurements and made their own drawing.

The meeting reconvened at 14:00 at the 3rd floor conference room for final considerations on the solicitation process.
All attendees were escorted to the Embassy front CAC by 3pm.