



Embassy of the United States of America

Moscow, Russia

June 22, 2016

*U.S. Embassy Moscow Russia
8 Bolshoy Devyatinsky per., Moscow 121099 Russia*

Subject: *SRSS00 - 14 - Q - 0010*

Minutes from the Site Visit on Spaso Annual Cleaning Contract Solicitation, which took place 6/22/16

Introduction

Welcomed all attendees at 12:00 p.m.

Discussion

The following sections of the solicitation were highlighted:

All offerors were invited to submit written questions to the Contracting Officer before the conference.

No questions were submitted before the conference.

Responses to questions will be provided to all participating bidders.

All attendees were informed that statements made at the conference do not change the solicitation. All changes will be in the form of an amendment to the solicitation.

Attendees were reminded of the importance of submitting their proposals on or before due date and time mentioned in solicitation. It was reiterated that the due date and time is July 06, 2016, 16:00, Moscow time. No proposals will be considered if submitted after this date and time.

Regarding Section 1 – Prices, it was emphasized prices for the base and option years must be provided by offerors. Submissions should be addressed to the Contracting Officer and will be opened by the Contracting Officer. Before providing bidders' proposals to the Technical Evaluation Panel (TEP), the Contracting Officer will remove the price portion from each bidder's proposal. Bidders' prices will be kept by the Contracting Officer.

After the contract is signed, prices will not be changed. The rates provided for option years are not subject to renegotiation after the contract is signed.

Regarding Section 3 – Solicitation Provisions. Bidders have to pay very close attention to the instructions in this section.

Regarding Section 4 – Evaluation Factors, the contract will be awarded to the contractor that is technically qualified, with the lowest price. Proposals must meet requirements set forth in all sections of this solicitation.

Regarding 52.204-13 System for Award Management Maintenance (JUL 2013) is included in the solicitation. The bidders have to register. Bids from the companies who did not register or showed evidence that they started this registration will be considered technically unacceptable, even if all other conditions are met.

Regarding 52.222-50, Combating Trafficking in Persons (Mar 2015) is included in this solicitation. All bidders have to be aware that US Government has zero tolerance of violations and watches closely of rights of people, who work on this contract, are violated. Inspections will be made.

Regarding Insurance. All companies have to show that they either have insurance for the amounts shown in the solicitation or ability to obtain it. No work will start without insurance submitted.

Facilities Maintenance Engineer, who is Contracting Officer Representative (COR) read aloud Scope of Work of this Solicitation, to make sure that all attendees are aware of all details.

COR stressed out importance of safety issues, those are listed in this solicitation in 4.3. Violation of safety issues will be documented and reported to Contracting Officer.

All bidders were invited to send further questions in writing to the attention of the Contracting Officer.

Conclusion

The conference concluded with thanking participants for their attendance. The meeting was adjourned at 1300.

Sincerely,


Myron V. Himiak
Contracting Officer
American Embassy, Moscow

