

4/13/2016

**Transportation Services for the Locally Employed Staff Members of  
the Embassy of the United States of America in Riyadh, Saudi Arabia  
Solicitation Number SSA70016R0001**

**Questions and Answers**

**Q1: Can you please let me know the incumbent and the award value**

A1. The previous award was issued as a firm fixed-price contract based on Embassy provided pre-established routes. This solicitation is for an Indefinite Quantity / Indefinite Delivery (IDIQ) contract and the vendor will be responsible for establishing routes based on the new terms and conditions outlined in the solicitation.

**Q2: Can you please confirm if the SAR 10,000,000.00 is for a single person or for the total 45 person**

A2. The Contractor shall submit to the United States Government Contracting Officer's Representative (COR) and to the Contracting Officer proof of insurance for damage to property and of injury to persons prior to commencement of contract. Such insurance shall be in the amount of SAR 10,000,000 and shall be secured from an insurance company authorized by law to transact business in the Kingdom of Saudi Arabia. The amount is for the entire contract not per individual.

**Q3: Can we use the vehicle which can carry more than 6 people, such as van or mini bus etc.**

A3. In continuation of block #20, I.A.3., the amended solicitation provides clarity on this matter. The following except is for your information:

*The designated route set forth by the awarded company shall have no more than six (6) employees in a vehicle. The vendor shall ensure that employees arrives/departs the chancery at/or before the required time as established in in Attachment 2 (Locally Employed Staff Members' Location). Additionally, the vendor shall ensure that an employee does not spend more than 60-minutes one-way in a vehicle. The vendor shall take into account traffic conditions when developing potential routes.*

*As you can see, you can use whatever make/model of vehicle is necessary to perform the required task. However, you must ensure that the adequate safety of each passenger as required in the scope of work.*

**Q4: How many vehicles are you using now and what is the brand and model.**

A4. The contractor shall determine the make/model that best meets the needs of routes they will establish under the terms and conditions of the contract.

**Q5: Do you really need a registration for the prime contractor in the host nation or a registered sub-contractor would be fine.**

A5. Yes, registration is required for the prime contractor.

**Q6: Will the number of employees transported stay consistent?**

A6. The number of passengers will fluctuate due to staffing requirements (e.g. hiring, retirements, etc.). In addition, employees will take leave or be absent from time-to-time for other reasons.

**Q7: Please advise expected date of Notice to proceed or once notice to proceed issued, contractor can start service within 60-days.**

A7. After contract award and submission of acceptable insurance certificates, the Contracting Officer (CO) shall issue a Notice to Proceed (NTP). The NTP will establish a date (a minimum of ten (10) days from the start date listed in the NTP unless the Contractor agrees to an earlier date) on which performance shall start.

**Q8: Vehicle / manpower: will you issue any permit for vehicle / manpower or contractor can send any available vehicle/ manpower, of course vehicle / manpower must meet contractual obligation.**

A8. As required in section J, the Contractor shall obtain all permits, licenses, and appointments required for the execution of work under this contract. The Contractor shall obtain these permits, licenses, and appointments in compliance with applicable host country laws. The Contractor shall provide evidence of possession or status of application for such permits, licenses, and appointments to the Contracting Officer with its quotation and shall provide any updates, as they become available, to the Contracting Officer. Application, justification, fees, and certifications for any licensure required by the host government are entirely the responsibility of the Offeror.

The contract may use any make/model vehicle as long as it meets the requirements in section B.

**Q9: In the morning after dropping staff to Embassy, vehicles will be parked in Embassy reserved parking area or drivers will be free to drive the vehicle to contractor parking area.**

A9. The Embassy will not provide parking for contractor vehicles. As per statement of work, we are only requesting pick up and drop off services.

**Q10: Suggested vehicles?**

In the updated statement of work, the Contractor shall provide a sufficient number of vehicles to provide uninterrupted service under this contract and to furnish replacement vehicles, which shall meet all requirements under the contract. The Contractor shall provide vehicles with adequate seating for no more than six passengers per vehicle, and each passenger is safely accommodated without utilizing the front right passenger seat. Vehicles provided by the Contractor shall be no older than five (5) years of age (see continuation of block #20, I.B.1). In addition, the contractor

must ensure that there are working safety belts (see continuation of block #20, I.A.6). The contractor shall provide clean and safe vehicles. The vehicles will be smoke-free.

**Q11: Maximum number of staff can be transport in one vehicle**

In Section A of the updated scope of work, the designated route set forth by the awarded company shall have no more than six (6) employees in a vehicle. The vendor shall ensure that employees arrives/departs the chancery at/or before the required time as established in in Attachment 2). Additionally, the vendor shall ensure that an employee does not spend more than 60-minutes one-way in a vehicle. The vendor shall take into account traffic conditions when developing potential routes.

**Q12: Project Manager: can we quote Project Manager Cost separately or you can confirm minimum number of staff to be transport always**

A12. Please see the price matrix in 5.0. The Price shall include all direct and indirect costs for equipment and labor, including but not limited to: labor and overtime for employees, benefits, all social insurance to include any severance liabilities required by law, licenses, communication equipment and its expenses (radio or cell phones), vehicles, vehicles maintenance & repair, all operating costs associated with the services, fuel, and profit. We cannot confirm any minimum number of staff to be transported always. The quantity provided (45) is only an estimate and will be used for evaluation purposes.

The minimum guarantee is in local currency, not per number of passengers or per trip.

**Q13: Attachment 2 - Locally Employed Staff members routes Location, the total number of staffs are 38 in attachment -2 but in pricing are listed 45. Kindly confirm number of staff to be transport upon notice to proceed.**

A13. The contract is Indefinite Delivery and Indefinite Quantity (IDIQ). The task order will specify exact numbers. The quantity provide (45) is only an estimate and is for evaluation purposes.

**Q14: Due to busy hours in the morning, how much approximate time is required to drop staff from DQ checkpoint to Embassy?**

A14. The Offeror shall take into account all traffic patterns and conditions when developing routes to ensure passengers do not spend more than 60-minutes in the vehicle one-way. The Embassy understands that security requirements at the entrance to the Diplomatic Quarter may add additional commute time. However, the vendor should plan accordingly and should base their routes anticipating a high volume of traffic. In the event that security procedures are heightened at the gate of the Diplomatic Quarter, the vendor must communicate his/her concerns to the COR.

**Q15: For any reason if the staff is not going on duty without any information to transportation contractor, the charges for particular day will be charged?**

A15. The Contractor shall follow all delivery/task orders provided. Please refer to the solicitation for further guidance on the issuance of a task order.

**Q16: Regarding the Solicitation we would like to know if the rates should be written or typed on the solicitation document as you have provided only the pdf copy of the same**

A16. The contractor may either type or write (ink) their rates in the proposal documents.

**Q17: Page 10, B1 states that an 8 seat van is acceptable. Does that mean no more than 8 passengers per vehicle?**

A17. In section A of the updated scope of work, the designated route set forth by the awarded company shall have no more than six (6) employees in a vehicle. The vendor shall ensure that employees arrives/departs the chancery at/or before the required time as established in in Attachment 2). Additionally, the vendor shall ensure that an employee does not spend more than 60-minutes one-way in a vehicle. The vendor shall take into account traffic conditions when developing potential routes.

**Q18: Page 12, states no usage of mobile phones. Is it ok to use phones if the drivers are using bluetooth devices?**

A18. Operators shall not use cell phones for voice or text communications while operating the vehicle. If a call must be placed for a non-emergency purpose, the operator will pull the vehicle over to a safe place, and ensure the vehicle is in park and the brake is set before using the phone. In a life threatening emergency, the operator may use any communication device he/she requires to summon first responders while operating the vehicle.

**Q19: Page 13, first aid training for drivers. What level of training?**

A19. The contract does not require formal medical training. However, operators shall be familiar with the contents of the vendor-provided first aid kit.

**Q20: Are we eligible for diplomatic plates to aid with access to the DQ?**

A20. No. As identified in continuation of block #20, I.F., the Embassy will provide a letter for each driver to carry to show to the security official at the entrance of the Diplomatic Quarter.

**Q21: What are the expected responsibilities for the project manager?**

A21. Supervise the contractor's work force and be the point of contact for the U.S. Government regarding day-to-day operations. The Project Manager shall possess sufficient ability in reading, writing, speaking, and understanding the English language to carry out the duties prescribed herein for the position. The Embassy requires that the Contractor guarantee a response within no more than one business day when the Contracting Officer Representative (COR) submits an inquiry or change request.

**Q22: Do the vehicles have to stay parked at the embassy or in a specific location, or can the drivers take them with them when the routes are finished?**

A22. The Embassy will not provide parking for contractor vehicles. As per statement of work, we are only requesting pick up and drop off services.

**Q23: Can you please elaborate on a “Light driving license”?**

A23. Depends on the host country regulations, the most accurate definition is a driving license that permits a driver to operate a vehicle weighing up 3,500 KG with a maximum 8 Passenger seats. Since the contract allows flexibility in the make/model of vehicle, the driver shall hold a driver’s license that corresponds to the weight and type of vehicle.

**Q24: Award type is single, but the document mentions multiple awards. Which is it?**

A24. This is a single award indefinite delivery, indefinite quantity (IDIQ) contract awarded to a single contractor. Many individual task orders will be issued off of this single IDIQ contract.

**Q25: Pricing structure is per passenger per month, but the contract states price is per trip. Which is it?**

A25. Number of round trips per passenger.

**Q26: Will the vehicles be required to have embassy TOC radios? If yes, what type of radios?**

A26. The Contractor shall furnish communication equipment, cell phones or radios, to all vehicle operators, in order to be in contact with the operator at all times and keep the COR informed on any incidents which might happen during the trips.

**Q27: How many number of vans are currently accommodating your staff and which Types?**

A27. Offerors may use whatever make/model of vehicle is necessary to perform the required task.

**Q28: We are planning to provide van that can accommodate 5 Females per van is it possible according to the condition and stops?**

A28. The amended solicitation provides clarity on this matter. The following except is for your information:

*The designated route set forth by the awarded company shall have no more than six (6) employees in a vehicle. The vendor shall ensure that employees arrives/departs the chancery at/or before the required time as established in in Attachment 2 (Locally Employed Staff Members’ Location). Additionally, the vendor shall ensure that an employee does not spend more than 60-minutes one-way in a vehicle. The vendor shall take into account traffic conditions when developing potential routes.*

As you can see, you can use whatever make/model of vehicle is necessary to perform the required task. However, you must ensure that the adequate safety of each passenger as required in the scope of work.

**Q29: What will be the criteria for payment, you will pay according to Fix price per month or number of passengers or Number of Trips?**

A29. Number of round trips per passenger.

**Q30: According to the contract Documents Total working days are 20, what will be the criteria for payment if excess service is required?**

A30: The successful Offeror will be issued a task/delivery order for all services rendered. If additional services are required, the contractor will be notified.

**Q31: Based on past performance how many average number of passengers accommodated per month**

A31. There are currently 36 employees that utilize the shuttle service. However, the Offeror should base his/her quote on the estimated quantity of 45.

**Q32: What is the minimum car size? The solicitation document contains two different statements about vehicles.**

In Section# 1 item 1.4, Round-trip "consists of one vehicle that safely seats a minimum of six passengers...." while in page#9 under "statement of work" under "B. Vehicle requirements; Vehicle" it mentions "The contractor may substitute an eight seat van for a full sized car depending on the number of employees per specific route..."

A32. Statement of work has been corrected to show no more than six passengers per vehicle

**Q33: What is the minimum insurance amount? In the meeting it was mentioned that the embassy would accept the usually accepted insurance in Kingdom. The 10 Million riyals insurance mentioned in page#14 under "proof of insurance" well exceeds the usual accepted insurance in Kingdom.**

A33: In section D, the insurance refers to general liability that the successful Offeror must carry. The individual insurance requirement for each vehicle is subject to the minimum limits of the Kingdom of Saudi Arabia. Please keep in mind that this contract may be subcontracted to other companies, as mentioned in section K, and the United States Government wants to ensure that adequate coverage is maintained. The SAR 10,000,000 insurance requirement is nonnegotiable.

**Q34: When should the services start after granting the contract? Can such period be extended to 30 days?**

A34. After contract award and submission of acceptable insurance certificates, the Contracting Officer (CO) shall issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from start date listed in Notice to Proceed unless the Contractor agrees to an earlier date) on which performance shall start.

**Q35: Can the contractor cancel the agreement?**

A35. No.