

April 9, 2013

Pre-solicitation and Site-visit Minutes
Solicitation number S-BE200-13-R-0008
Residential Cleaning

Minutes from the pre-proposal conference of April 3, 2013

Introduction

The Contracting Officer welcomed all attendees.

The USG was represented by:
Christopher Pixley – Contracting Officer
Mark King – Housing Coordinator
Nicole Janssens – Contracting Agent

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

The due date and time indicated on the Standard Form 33. Offers that do not meet the deadline will not be considered.

Section 3 – solicitation procedures: The list of clients should be as detailed as possible and not only contain the name of the company, but also the name of the contact person with telephone number and/or e-mail address.

Questions:

The attached questions were asked during the conference or prior to the conference.

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Enclosure: Questions and Answers

Pre-solicitation and Site-visit Minutes
Solicitation number S-BE200-13-R-0008
Residential Cleaning

1. Question

Are all apartments/townhouses in the same condition?

Answer:

No, the condition of the apartments/single family houses/townhouses varies. The housing pool consists of a mixture of new and older apartments/family houses/townhouses.

2. Question

Do all apartments/townhouses have a terrace?

Answer

No, all single family house/townhouses and the majority of apartments have a terrace.