MINUTES OF ROOF REPAIRS CRC LABORATORY -KERICHO PRE-PROPOSAL AND SITE VISIT

Solicitation Number PR 11178329

October 19, 2022, 11:00 AM

Embassy members present: Eric Kamau (Contract Specialist);

MRD-A(K): Bernard Koros (MRD-A-Facilities Maintenance Manager).

8 Representatives from 6 prospective bidder companies were present.

Introduction

• Vendors arrived at the designated venue and were cleared through security.

• Vendors introduced themselves by name and company as the Mr. Koros ticked/checked against the invite list.

• The Contracting Specialist started the meeting by welcoming the offerors and each participant introduced themselves.

• The Contracting Specialist began with an overview of the project and pointed out the building in question.

The Solicitation Process

• A pre-solicitation conference was held for CRC laboratory roof repairs Solicitation Number **PR 11178329**, E. Kamau provided the conference introduction. Also provided was an explanation of the purpose which was to ensure prospective offerors understood the significant solicitation requirements and to provide instructions for official question submissions. Participants were informed all contractual written questions should be submitted to the CO in writing, at this email NairobiGSO-Contracts@state.gov by October 21, 2022 by 11:00 am and that responses pertaining to the contract will be disseminated to all offerors electronically along with the meeting minutes as soon as possible.

• Reminded proposals must be submitted via email to NairobiGSO-Contracts@state.gov on or before October 28, 2022, by 4:00 pm. No proposal will be accepted after this time. See L.5 Submission of Offers instructions.

That, the U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

• Kamau, E. provided the project overview, solicitation guidance, and a comprehensive review of the solicitation process. Specifically, he called attendees attention to the following sections of the solicitation document:

PART 1

Sections A and B- The Schedule and Supplies and Services

• Provided instructions on populating Standard Form (SF) 1442 - Solicitation, Offer, and Award (Construction, Alteration or Repair). Instructed to complete the entire OFFER portion of the SF 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected. Advised to complete the Acknowledgement of Amendments section (#19-20c) if applicable.

• Discussion on project: schedule; scope; period of performance; pricing table; solicitation description; scope of work; delivery requirements; expectations; and terms and conditions

• Addressed VAT and explanation of non-acceptance of VAT in pricing or invoices

• Kindly note James Zadroga 9/11 2% levy requirement is deducted from the bid amount.

• Discussed Pricing Table Section B.1.2. Clarified the pricing should include provisions to the building code (e.g., British and ASTM standards, etc.). Explained that line items in the pricing table unit amounts will guide on the rate to be stated and calculated based on the quantities requested. Instructed to provide a grand total of the cost of the entire project services and supplies. Offeror should include any cost they may incur. Instructed that the quantities represented in the pricing chart are based on the Embassy's measurements and what has been verified though the Architectural and Engineering (A&E) contractor and that the awarded contractor will have an opportunity to confirm subsequent to award.

• Explained contract is firm, fixed- price contract payable entirely in the currency indicated in the SF-1442. No additional sums will be payable for any escalation in the cost of materials, equipment or labor, or because of the Contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required.

Section C – Description/Specifications Statement of Work

• Addressed the detailed specifications and drawings are indicated under Section J Attachments 5 and 6.

Section E – Inspection and Acceptance

• Quality Assurance Plan will be the basis for managing the quality of services to be delivered

• Advised the COR will periodically inspect services being performed and the supplies furnished to determine whether work is being performed in a satisfactory manner, and that all supplies are of acceptable quality and standards.

Section F- Deliverables and Performance

• Addressed the contract will commence 3-days after the date the Contractor receives the notice to proceed.

• Addressed the contract is expected to complete the entire work ready for use not later than 30 working days and that this includes final cleanup of the premises and completion of "punch list items"

• Advised the regular workday expectation of 0800-1700 including night shifts from Monday through Friday and weekends.

• Advised on the project deliverables stated in F.11 and stressed adherence to all timelines.

Section D – Contract Administration Data

Section E – Deliveries and Performance

- Highlighted expected delivery schedules , clarified to vendors on the requirement to submit feasible construction schedules with the solicitation bid, while the final construction schedule will be submitted after contract award.

Section F – Contract Administration Data.

• Provided COR for this contract is the MRU Chief of Logistics who is the contractor's point of contact.

• Addressed payment procedures: contractor will send all invoices electronically to Financial Management Center, U.S. Embassy Nairobi, email: NairobiPayables@state.gov

Section G – Special Terms and Conditions

• Discussed bond/irrevocable letters of credit requirements that contractor is required to provide within 2 days after award.

• Discussed insurance requirements which absolved the U.S. Embassy of any associated liabilities and statutory industry liability requirements.

• Reminded offerors to provision and comply with all labor, health and safety laws and customs.

• Reminded offerors to comply with all safety requirements and ensure all gear is in adherence with DOSAR 652.236-70.

Section H – Contract Clauses

• Discussion on contract clauses and importance familiarizing and fully understanding; many were addressed. Participants were invited to use any search engine to research and familiarize themselves on any of the clauses indicated in the solicitation.

• SAM registration importance and instructions. Reminded participants of the annual requirement to re-register

Section I – List of Attachments

• Contractors were advised to provide Attachment 3.

• Advised to ensure they complete Attachment 4 in its entirety.

• Advised that architectural drawings were provided and should be sufficient for determining the costings.

Section K – Representations and Instructions

• Reminded to populate the various representation statements. Offerors may be disqualified in they fail to complete this section in its entirety.

• Discussion of representations and certifications; Reminded bidders to pay attention to areas in this section requiring input such as SAM registration status.

Section L – Instructions, Conditions, and Notices to Offerors or Quoters

• Advised to ensure they fully comply with the instructions indicated in this section.

• Explanation of solicitation provisions and requirements – attendees were instructed pay attention to tender submissions. Provide responses to the solicitation provisions.

• Provided submittal requirements instructions; reminded to provide, Soft copies in separate volumes as indicated in the submission of quotations table to the following address nairobigso-contracts@state.gov indicating Solicitation Number PR11178329;

Section M - Evaluation Factors for Award

• Discussion of the evaluation criteria; reminded of the summary of instructions; the evaluation factors and Section J, that will form part of the technical selection criteria.

• Advised under FAR provision 52.215-1 (included in Section L of this RFP), award of this contract may be made based on initial proposals and without holding discussions, following FAR 15.306(a)(3).

SITE VISIT SUMMARY

Participants site visit entailed a walkthrough the Laboratory exterior and interior. Mr Koros . conducted the physical/visual site visit and pointed out the critical areas to be focused on and indicated the A&E drawings and specification addressed all such areas. Potential bidders are advised to reference the physical site visit with the A&E drawings to provision for all pricing and workplan requirements.

Next, Kamau, E. reminded attendees of the RFQ submission date. He discussed the importance of full adherence to the process.

He thanked participants for attending.

The conference adjourned at 1310 hour