

Navy Exchange Roof repairs
Solicitation Number 19P05018Q0015
Pre-Proposal Meeting Minutes
09-12-2018 – 10.00am

Participants:

US Embassy Staff:

Victor Madeira – Maintenance Supervisor (COR)
Adelia Monteiro – Procurement Supervisor (PS)
José Gregório - Procurement Assistant, Notetaker
José Freitas – Procurement Clerck

Contractors:

Pascoal Monteiro Construções;
António Tavares Lopes;
Eurofenix;
Camontol.

The meeting was called to order at 10:00 am.

The Procurement Supervisor (PS) explained briefly the conference parameters and that all complex questions would have to be submitted in writing and would be answered subsequently. Adelia Monteiro also indicated that any changes to the solicitation would be done in the form of written amendments and will be sent to the prospective offerors and must be acknowledged in writing.

The PS informed all present that all the information regarding this solicitation will be available to all equally. It was also indicated that the solicitation and the whole contracting process is in accordance with United States Government regulations, i.e. Federal Acquisition Regulation (FAR), Department of State Acquisition Regulations (DOSAR) and the Office of the Procurement Executive.

PS indicated that on the SF-1442 (cover page of the solicitation) should be returned duly filled out. PS continued the meeting by referring to Section H - Contract Clauses (Federal Acquisition Regulation FAR and Department of State Acquisition Regulation DOSAR) and how they are mandatory on the Federal Government contracting solicitations, such as the present one. Some Clauses are inserted by reference

and other are in full on the solicitation. The clauses may be found online, at the Office of the Procurement Executive web page for additional information.

<http://a.m.state.sbu/sites/OPE/default.aspx>

PS referred to Section K – Evaluation Factors. This section is related to those factors that will be addressed by a Technical Evaluation Panel (TEP). Aspects such as the technicality and acceptability of your proposals will be taken in consideration by the TEP. TEP members are not aware of the pricing part of the quotation; they evaluate the proposals from the technical point of view only. Award will be made based on technically accepted lowest priced quotations.

A work plan is very important as well as a work schedule. Proof of insurance is also necessary to be in the proposal package. A bank guarantee of 20% of the total project is also necessary, the Procurement Supervisor stated.

All laborers and everyone else within the project are required to go through a security check. Since this project is time sensitive, as soon as the contract is awarded we need that all security forms.

The Procurement Supervisor (PS) also referred that a registration in the US System Award Management (<http://www.sam.gov/>) an online platform has become mandatory for contracts above \$35,000. Since the registration process is not very friendly, therefore it was recommended that contractors began their registration as soon as possible. PS referred to section L of the solicitation that is necessary to be on the proposal package, unless the prospective quoter is a sam.gov registered contractor. (If being the case, the procurement section may consult all necessary data directly that is required in section L.)

The Procurement Supervisor referred to FAR Clause 52.223-18 Combating Trafficking in Persons (Feb 2009), and to the concept of third country nationals. The prompt payment clause was also referred in the meeting. However, since the solicitation is for a very small project, it was advisable that the contractor issue one invoice only upon completion and acceptance of the work.

Victor Madeira, Contracting Officer Representative (COR), addressed the meeting in other details related to the Scope of Work (SOW).

Because of the complexity and technicality of the project the Embassy Faculties Section (FAC), requested technical advice from official Sika insulations representative in Portugal to assist in determining what was the best materials to be utilized as insulation roof materials.

Due the short time that is necessary to implement all works an amendment to the current solicitation was subsequently agreed upon.

The meeting attendees proceeded to the site visit (Navy Exchange roof area). A short post site visit meeting took place at the Embassy dining room with the intend to brief one of the contractors that had arrived late to the initial meeting about the solicitation requirements. However, as a result of the technical site visit please the COR has requested an alteration to the solicitation to add the following requirements:

1. The contractor shall supply and install 45 square meters of concrete tiles 60cm x 40cm Grazimac with insulation, thickness 35mm of concrete + 30mm of insulation to allow the circulation of the Security personnel and HVAC maintenance technicians.
2. Additional insulation is required for the West roof gutter in an area adjacent to the flat terrace with 15 meter long and 1,80 meter wide.
3. Additional insulation is required for the East roof gutter in an area adjacent to the flat terrace with 1.5 meter long and 1,65 meter wide.

All prospective quoters would be informed in writing that an updated post to the solicitation will be available at the Embassy webpage.

Questions and answers should be addressed to the Contracting Officer (CO) to lisbonprocure@state.gov The Procurement Supervisor thanked all for attending the meeting.

The meeting was adjourned at 11.30am. All participants were escorted out.