

**Replacement of Stone Stairway of Parking Lot**  
**Solicitation Number 19P05019Q0006**  
**Pre-Proposal Meeting Minutes**  
**April 30, 2019 – 10.30 a.m.**

Participants:

U.S. Embassy Staff:

Christopher Jeppson- Facility Manager (FAC)  
Victor Madeira – Maintenance Supervisor (COR)  
Adelia Monteiro – Procurement Supervisor (PS)  
José Gregório - Procurement Assistant, Notetaker  
José Freitas – Procurement Clerk

Contractors:

António Tavares Lopes;  
CBC Construções Borges e Cantante Lda;  
Pascoal Monteiro Construções;  
Socodefил Construção Civil e Obras de Reabilitação  
LX CR Construções

The meeting was called to order at 10:30 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. She 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 stated 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 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.

<https://usdos.sharepoint.com/sites/A-OPE/SitePages/OPEHome.aspx>

The PS focused on the importance placed by Department of State on issues related to Combating Human Traffic (FAR 52.222-50).

In her briefing Ms. Monteiro also reminded all prospective quoters need to register in [www.sam.gov](http://www.sam.gov) a mandatory procedure for contracting activities with the U.S. Government above \$30,000.

Section J - This section addresses to documents that need to be submit and that will be scrutinized by the Technical Evaluation Panel (TEP) for its accuracy and pertinence. Ms. Monteiro referred that according to the solicitation, the awarded contractor must begin performance within 30 days after notice to proceed. The work must be completed within 90 days after notice to proceed.

Section K – Evaluation Factors. This section is related to those factors that will be addressed by the Technical Evaluation Panel (TEP). The technical aspects of your proposals will be evaluated 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.

Section L – Representations and Certifications – this section should be filled out and returned as much complete as possible, the PS recommended.

The Contracting Officer Representative (COR) referred to the project as it consists of the removal of the existing stone stairwell and its replacement by a concrete stairwell with handrails, according to the drawing in the solicitation. The COR also mentioned that this project also includes renovation of the exterior wall of the existing water depo house.

Victor Madeira, Contracting Officer Representative (COR), reviewed other details related to the Scope of Work (SOW). One the key issues referred was how seriously the US Government takes security issues. All laborers and everyone else within the project are required to go through a security check.

During the project the Embassy Regional Security Office (RSO) will issue temporary badges to key contracted personnel to be appointed as escorts for this project.

Payment can be done in full or partially depending on the quantity of work performed or fully accepted.

The COR informed the attendees that a location at the work area would be indicated to serve as locker room/ storage place. However, a small container, provided by the contractor, may also be brought over to serve as storage and changing room.

On the site visit, the COR explained the limitations in the movements of machinery and personnel in an out of the premises.

Proposals are due May 17, 2019 at 16:00. Questions and answers should be addressed to the Contracting Officer (CO) to [lisbonprocure@state.gov](mailto:lisbonprocure@state.gov).

The Procurement Supervisor thanked all for attending the meeting.

The meeting was adjourned at 11:30.

After the site visit it was decided to amend the solicitation to increase to 120 days, after notice to proceed, the completion period of the project. An amendment will be issued and published in the Embassy website.