

Minutes of the pre-proposal conference and site visit for MSG Cooking Services:

DATE: December 11, 2020 at 10:00 a.m.
SUBJECT: Pre-Proposal Conference and Site Visit for MSG Cooking Services
PARTICIPANTS: Company Representatives
Contracting Officer Representative
Procurement Agent
Detachment Commander

United States Government representatives welcomed all attendees at the Consulate Compound. A pre-proposal conference was held, and the kitchen, cold storage area was shown to the attendees.

USG Representatives explained the U.S. Government solicitation procedures, rules and the Statement of Work (SOW). Statements made at the conference do NOT change the solicitation. All changes will be by written amendment to the solicitation. The following general information on the solicitation was provided:

This contract is a firm fixed price contract for the contractor to provide cooking services for U.S. Consulate Marine Security Personnel.

The potential offerors are to provide proposals electronically before 12:00 pm on December 30th, 2020. The proposals are to be divided into separate Price and Technical sections. The price and technical proposals must be submitted via email labelled as "Price Proposal" and "Technical Proposal".

Submittals: Offerors are to provide proposals consisting of the items mentioned in Section 3 of the solicitation document.

QUESTIONS and REPLIES:

1. How many cooks must be provided by the contractor? Is there a minimum requirement?

Answer: The contractor must determine the number of the cooks taking into consideration that the cooks must be working per the time frame specified in the solicitation. Also, per the SOW - line item#2.4, 'Individual work schedules shall not exceed 40 hours per week to preclude overtime being part of the services provided under the contract'.

2. Should the offerors bid in USD or TL?

Answer: The offerors should bid in USD.

3. Who will prepare the menus?

Answer: The COR, SSgt. Cervantes will prepare the menus.

4. Is the cook responsible for the cleaning of the kitchen only?

Answer: The cook is responsible for the cleaning of the kitchen and the common dining area.

5. Is the cook responsible for cooking additional meals to cover the weekend?

Answer: The cook should cook an additional meal on Friday to be consumed on Saturday and Sunday.

6. Is the contractor expected to provide staffing every business day during official working hours?

Answer: Yes, the cooks will be working every business day including Turkish and American Holidays.

7. Is the contractor required to provide any equipment?

Answer: No, the Consulate will provide all the equipment and supplies required for this service.

8. When will the contract start?

Answer: The Consulate estimates that the contract will start in late February or March 2021. Depending on the receipt of full budget.