

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

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

USG (United States Government) representatives welcomed all attendees at MSGR. A pre-proposal conference was held, and the kitchen 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. Embassy Marine Security Personnel.

The potential offerors are to provide proposals electronically and in hard copy before 16:00 pm on December 30th, 2020. The proposals are to be divided into separate Price and Technical sections in 2 binders. The price and technical proposals must be submitted via 2 separate emails 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:

The attendees conveyed the following questions, and their replies are as follows:

1. How many cooks must be provided by the contractor? **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'. Based on the requirements cited in the RFQ, the contractor will need at least 2 cooks.***
2. Should the offerors bid in USD or TL? **Answer: *The offerors should bid in USD.***

3. Is there a minimum salary requirement by U.S. Government? *Answer: No, this is the contractors' responsibly to determine a fair and reasonable salary for the cooks.*
4. Who will prepare the menus? *Answer: The COR will prepare the menus.*
5. Is the cook responsible for the cleaning of the kitchen only? *Answer: Yes*
6. 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.*
7. 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.*
8. Is the contractor required to provide any equipment? *Answer: No, the Embassy will provide all the equipment and supplies required for this service.*
9. When will the contract start? *Answer: The Embassy estimates that the contract will start in April or May 2021.*
10. For how many years will the contract be awarded? *Answer: The contract will be awarded for 5 years (base year + 4 options years)*

USG representatives thanked the attendees for showing interest to this solicitation and the meeting adjourned.