

SOLICITATION QUESTIONS AND ANSWERS

RFQ Number: 19CA5221Q0007

Proposed Contract Number: 19CA5221C0003

Date: March 1, 2021
TO: Prospective Offerors
FROM: Hunter J. Crowder, Contracting Officer, U.S. Embassy Ottawa
SUBJECT: Solicitation questions and answers
pertaining to cooking services for Ottawa MSG Detachment

Following the pre-proposal conference, the Government is publicizing answers to questions received by February 25, 2021.

Question 1: What is the maximum budget per Marine for food cost per day in Canadian dollars that will be spent by the MSGR kitchen/MESS personal?

Answer 1: The maximum is not to exceed \$12.00 CAD per Marine per day.

Question 2: Would it be reasonable to assume that staff would be arriving and leaving 30 mins before and after the start / end times of daily operations? ie: there would not be any expectations outside that time frame?

Answer 2: There should be no need to stay beyond the scheduled time frames, as long as all food has been stored away and everything has been cleaned.

Question 3: If we were to produce food off site for weekends and holidays what would we have per day per marine for a food budget?

Answer 3: The max = \$12 CAD / The min = \$6 CAD

Question 4: Ideally we would have two cooks one 1st cook and one 2nd cook but if one was to fall sick and we needed to have a temporary replacement how would we go about expediting a security check? or would we be able to have a few other members of our team pre cleared in case of such issues?

Answer 4: We would prefer to have multiple people cleared for backup staffing.

Question 5: In the scope of work page 6 it says dinner is until 730 but on page 21 it says 8pm. Can you specify what time you want dinner to end?

Answer 5: Breakfast 7:00-9:30 Lunch 11:00-13:30 Dinner 17:00 to 19:30

Question 6: What are the payment terms after invoicing IE 15 days 30 days?

Answer 6: Payments can take up to 30 days to process from the date a USG Official receives the invoice.

Question 7: Do you prefer that we provide sample menus in our quotation?

Answer 7: This was not requested in the RFQ.

Question 8: Would a website link / google link to our business showing address and phone number suffice or do you want us to send along articles of incorporation etc... (In section 3 A.2 Line 2)

Answer 8: That would be evidence that there is an established business.

Question 9: Can you provide examples of the type of evidence you are looking for IE: bank statements for financial resources / payroll statements for the amount of people we employ? (In section 3 A.2 Line 4)

Answer 9: Any of the following would be acceptable:

- profit and loss reports for the past three years
- a letter from the bank about the company standing
- a statement from the offeror saying that they have proper employment and good internal control and accounting procedures in place
- some general information about the company, e.g. when the company was established, how many employees
- list of major clients for references

Question 10: To clarify, what are the licenses and permits you require to be submitted for this sub-section? (In section 3 A.2 Line 5)

Answer 10: Copies of a business license, operating license and health inspection. Health inspection certificate only if preparing premade food for weekends/holidays at the company location.

Question 11: Could you please send us any copies of Q&A's, notes from the site visit notes, or addendums to the RFQ?

Answer 11: No addendums to the solicitation have been made. Notes from Site Visit:

- Statements made at this site visit do not change the solicitation, any changes will be by written amendment to the solicitation.
- Please submit any questions in writing to ContractsOttawa@state.gov by February 25th. All questions and answers will be posted on the embassy website.
- The Award will be made to the lowest price that is technically acceptable.
- Offers are firm fixed price. Invoices to be submitted the end of each month
- We encourage you to complete the SAM registration as soon as possible.
- Contract is a base year plus 1 one-year option to renew.
- Email electronic quotations at Contractsottawa@state.gov by 4:00pm on March 8, 2021.
- Printed submissions can be dropped off at 323 Coventry Rd a Dymon Storage Facility by 4:00pm on March 9, 2021.

Question 12: Regarding the Food Service Management System (item 3.2.1 on page 26), what exactly does the Government expect in terms of implementing such a system given the scale of the operation involves up to 36 meals per day?

Answer 12: This would be a tracking system for inventory, which will assist with the planning of the meals and for replenishment purposes. The contractor will know in advance which meal options the Marines have chosen.

Question 13: Regarding Materials and Equipment (Item 5.0), which states “The Contractor shall provide all necessary cooking supplies, to perform the work identified in this contract.”. Given that the Government is furnishing equipment and food, what supplies will the Contractor need to provide?

Answer 13: There should not be any items that the contractor would need to provide.

Question 14: On pages 20 and 21, different hours of operation and mealtimes are proposed. Could you please confirm the correct hours of operation?

Answer 14: Breakfast 7:00-9:30 Lunch 11:00-13:30 Dinner 17:00 to 19:30

Question 15: In terms of hours of operation, please confirm whether or not it is typical/expected that the cook(s) would be onsite before, between and after meals for preparation and clean-up, or is it anticipated that cooks would be onsite only during the proposed mealtimes?

Answer 15: There should be no need to stay beyond the scheduled time frames, as long as all food has been stored away and everything has been cleaned.

Question 16: Could you please also confirm our understanding that meals for weekends and holidays are prepared on Fridays (or the last business day prior to a holiday) and that MSGs would heat up meals as needed. If yes, could you also indicate if meals are to be prepared as individual servings, and the method by which they would ordinarily be reheated (e.g. microwave or stove/grill/oven depending on the meal). Additionally, what packaging is available for storing and serving weekend/holiday meals?

Answer 16: Yes, meals should be prepared the day prior to the weekend/holiday in individual servings. The method of reheating would be by microwave. There will be plastic containers with lids available to store the premade meals.

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