

SOLICITATION QUESTIONS AND ANSWERS

RFQ Number: 19CA5221Q0036

Proposed Contract Number: 19CA5221C0018

Date: September 16, 2021

TO: Prospective Offerors

FROM: Joshua Smith, Contracting Officer, U.S. Embassy Ottawa

SUBJECT: Solicitation questions and answers
pertaining to cooking services for Ottawa MSG Detachment

Following the pre-proposal conference held on September 9, 2021, the Government is publicizing answers to questions received by September 15, 2021.

Question 1: As clarification regarding pricing, we understand that the successful Contractor will be responsible for labour, administration, and management, but not for equipment or supplies, correct? Page 6 mentions equipment as part of the Contractor's responsibility, but this is not mentioned on page 8.

Answer 1: Equipment and supplies, including the purchase of the food will be provided. Pricing will be a firm fixed price to include the labour, administration, and management for the cooking services. Priced per month for a 12-month period.

Question 2: Page 8, sections 1.2.2 and 1.2.3 state the hours of operation but also that the Contractor is responsible for clean-up after the meals (and preparation of meals). Therefore, would the required hours actually be more than Monday-Friday, 8am to 5pm? On page 10, it is stated that serves are required 365 days per year.

Answer 2: The hours that the contractor will be available to prepare meals and clean up are Monday-Friday from 8am to 5pm. Meals for weekends and holidays will be premade and stored in fridges. The meals are to be prepared 365 days per year, but the contractor will not be on the premises 365 days per year.

Question 3: Section 10.1.1 states that the contractor is responsible for food procurement, although Section 1, point 1 states that food is purchase separately by Mess NCO. Please clarify.

Answer 3: Food will be purchased separately by the MSG Mess Non-Commissioned Officer (NCO).

Question 4: Are cleaning products included in the supplies purchased by the COR's department, or are they the responsibility of the Contractor (dishwashing detergent, anti-bacterial products, etc)?

Answer 4: Cleaning products will be included.

Question 5: Regarding health certifications, are the selected Contractor's employees expected to provide a health certification prior to assignment, or does this relate to a return to work following an illness?

Answer 5: The Contractor's employees should receive a health certification prior to assignment and prior to returning to work following an illness. The Contractor is required to retain records of medical exams and certifications on file for DOS inspection.

Question 6: Please clarify that all food products necessary for meal preparation are provided by the COR's department. This is not explicitly clear from statement such as this on p. 25/83 under "Food Provisioning": "Contractor shall provide all oversight, labour, materials, equipment, insurance and overhead to provide food provisions and storage services required to operate the MSGR kitchen."

Answer 6: All food products will be provided.

Question 7: In the section regarding holidays and administrative leave the deduction for those days is based on 21 working days per month (p.48/83). Please confirm whether services are required only Monday to Friday, or 365 days per year.

Answer 7: The hours that the contractor will be available to prepare meals and clean up are Monday-Friday from 8am to 5pm. Meals for weekends and holidays will be premade and stored in fridges. The meals are to be prepared 365 days per year, but the contractor will not be on the premises 365 days per year.

Question 8: On p. 51/83, it is stated that the offeror is to provide a strategic work plan: however, earlier it is stated that the successful Contractor will have a period of time to provide this plan. Are all responses to this solicitation suppose to include a comprehensive work plan?

Answer 8: Please see Section 3 – Solicitation Provisions of the RFQ. This section is a summary of what must be included with the proposal.

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