

July 7, 2016

Dear Prospective Offeror:

SUBJECT: Request for Quotation Number SCA45516Q0006

The U.S. Consulate General in Montreal invites you to submit a proposal for the U.S. Mission to ICAO Reconfiguration and Build out of Office Space.

A site visit will be held on July 13, 2016 at 10:30 A.M. at the ICAO building located at 999 Boulevard Robert-Bourassa, Montreal, QC, Canada. All prospective offerors will be invited to attend. For additional information or arrange for access to the building, please contact Angelo Irrera at 514-261-7616 on or before July 13, 2016 and provide the names of all individuals planning to attend the site visit.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered, you must also complete and submit the following:

1. Section A and Attachment 2, Proposal Breakdown by Divisions;
2. Section L, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section J.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Proposals must be submitted in a sealed envelope marked "**Proposal Enclosed – SCA45516Q0006**" on or before **4:00 P.M. on July 18, 2016**. No proposal will be accepted after this time.

Proposals can be submitted via courier to:

U.S. Consulate Montreal
315 Place d'Youville
Suite 500
Montreal, QC H2Y 0A4
To the attention of Mark Atkisson, Contracting Officer

NO ELECTRONIC OFFERS OR PROPOSALS WILL BE ACCEPTED.

For this procurement action, prospective offerors must be registered within the Central Contractor Registration (CCR) which is now under the System for Award Management (SAM) in order to receive an award. Refer to the following link for details on the registration process: <http://www.sam.gov>

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Questions regarding this solicitation should be submitted to Mark Atkisson and Angelo Irrera at the following email addresses AtkissonMM@state.gov and Irreraan@state.gov or by fax to 514-398-0973 Attention: Angelo Irrera.

The U.S. Consulate General Montreal appreciates your interest in this solicitation.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark M. Atkisson". The signature is fluid and cursive, with the first name "Mark" and last name "Atkisson" clearly legible.

Mark Atkisson
Contracting Officer
U.S. Consulate General