

# **MINUTES OF REFUSE COLLECTION SERVICES CONTRACT PRE-PROPOSAL**

## **VIRTUAL CONFERENCE HOSTED BY THE US EMBASSY NAIROBI**

**Solicitation Number 19KE5021Q0003**

**February 11, 2021 AT 10:00 AM**

Embassy members present: Aisha O'Neal (Contracting Officer (C.O.)); Eric Kamau (Contract Specialist (C.S.)); Charles Onyango (Information Technology Specialist); Bilhah Luvutse (Contracting Officer Representative); Stephen Opondo (Housing Clerk)

20 representatives from 16 prospective bidder companies were present.

### **Introduction**

- Vendors signed into the virtual WebEx meeting.
- The C.S. started the meeting by welcoming the offerors and introduced all Embassy attendees.
- The C.S. began with a few ground rules, indicated that all microphones should be muted, and all questions be posted in the chat box.

### **The Solicitation Process**

- A pre-solicitation conference (Webex) was held for Refuse Collection Services 19KE5021Q0003. The C.S. provided the conference introduction, an explanation of the purpose to ensure prospective offerors understood the significant solicitation requirements, and instructions for official question submissions. Participants were informed that all solicitation questions should be submitted to the C.O. in writing, via this email ([NairobiGSO-Contracts@state.gov](mailto:NairobiGSO-Contracts@state.gov)) on or before February 15, 2021 1600 hrs and that responses pertaining to the solicitation will be disseminated to all offerors electronically along with the meeting minutes as soon as they are available.
- The C.S. reminded attendees their proposals must be submitted in two separate sealed envelopes: (1) financial proposal and (2) technical proposal. Also explained was the proposals must be submitted on or before Wednesday, March 03, 2021. 4.00pm East African Time and that no proposals will be accepted after this time and only hard-copy documents will be accepted. Attendees were advised of the deliver location (U.S. Embassy- Nairobi, UN Avenue, Gigiri at the Truck Transfer Area next to CAC 2).
- Attendees were advised of the USG's intent to award a contract based on initial proposals without holding discussions although the USG may hold discussions with companies in the competitive range if there is a need to do so.

- The C.S. provided the project overview, solicitation guidance, and a comprehensive review of the solicitation process. Specifically, he called attendees attention to the solicitation document as follows:

#### Section 1- The Schedule

- Instructions on populating SF 1449 (#'s 12., 17., 23., 24., & 30. (a-c)).
- Discussion regarding ensuring including provision for labor, material, equipment, and services required to carry out contract requirements.
- Discussion regarding indefinite delivery indefinite quantity (IDIQ) with fixed unit prices for refuse collection services.
- Discussion regarding performance period from start date in Notice to Proceed continuing for 12 months, with four, one-year options to renew.
- Explanation regarding Temporary Additional Services and that the COR shall order in writing on an as needed basis with 24-hour advanced notification.
- Addressed James Zadroga 9/11 Victims Health and Compensation Act of 2010, which subjects contractors to an excise tax of 2% pursuant to 26 U.S.C. 5000C.
- Discussion regarding Minimum and Maximum amounts (per contract period min-500 and max-40,000 pickups per annum).
- Addressed Value Added Tax (VAT) and explanation of non-acceptance of VAT included on invoices.
- Discussed Pricing Table Section 2.2.-2.6. Clarified the chart methodology specifically how the pricing is to be developed. Provided an explanation regarding the NEMA certified bag acquisition and delivery. Informed attendees where to insert offeror/bidder prices and cumulative totals.
- Discussion regarding the Performance Work Statement Section 1.
- Discussion regarding Management and Supervision Section 1.3.
- Discussion regarding Schedules Section 1.3.2 and Section 1.3.4.
- Discussion regarding all necessary environmental licenses and permits for collection and transport of waste.
- Discussion regarding the 12 dumpster specifications.
- Discussion regarding due dates of all Deliverables Section 3.
- Discussion regarding Standards of Conduct Section 4.2 and Personnel Security 4.3.
- Discussion regarding Quality Assurance & Surveillance Plan; Complaints & Procedures; COR verification & Role  
Advised attendees of Exhibit B requirements for the contractor to furnish items i.e., vehicles, bins, dumpsters, trash bags, etc. and maintain sufficient spares to ensure uninterrupted service.

#### Section 2- Contract Clauses

- Discussion on contract clauses; option to extend terms explanation and maximum contract period; many were addressed, specially explained was new Zadroga Act implementation and Human Trafficking
- SAM registration importance and instructions. Reminded participants of the annual requirement to re-register

- Adherence to order limitations (pg. 39)
- Attention to option to extend services (pg. 40)
- Availability of funds (pg. 40)
- Discussion regarding payment procedures; invoice submission; VAT processing; any payment related questions to be sent to [NairobiPayables@state.gov](mailto:NairobiPayables@state.gov).
- Provided explanation of COR designation (pg. 46)
- Provided explanation of Legal Holidays and Administrative Leave (pg. 45)

### Section 3- Solicitation Provisions

- Explanation of solicitation provisions and requirements – attendees were instructed not to simply use the boiler plate tender submissions. Provide responses according to the solicitation provisions.
- Provided submittal requirements instructions; reminded to provide an original + 2 copies (technical and price proposals) separately in a sealed envelope indicating Solicitation Number 19KE5021Q0003; also reminded technical documents may have identifiable markings but should not have any pricing information.

### Section 4- Evaluation Factors

- Discussion of the evaluation criteria; reminded of the summary of instructions Section 3; the evaluation factors that will form part of the technical selection criteria.

### Section 5- Offeror Representations and Certifications

- Discussion of representations and certifications; Reminded bidders to pay attention to areas in this section requiring input such as SAM registration status.

Next, the C.S. reminded attendees of the RFQ submission date. He discussed the importance of full adherence to the process.

O’Neal, A. thanked participants for attending.

The conference adjourned at 1109 hours.