

## Final Questions and Answers

**Question 1:** What hours of the day/night and weekends are the contract staff allowed to be in there to inventory? Is it limited to 0700-1600 Monday through Friday (except holidays).

**Answer 1:** They can only be there during times listed in the Statement of Work, which is 0700-1600 Monday through Friday (except holidays).

**Question 2:** Has a contractor performed similar work (e.g. one inventory at the Williamsburg CIF warehouse location) for the government in the past?

**Answer 2:** This is the first time that we have requested an outside company to inventory the CIF.

**Question 3:** If available, please provide the incumbent contract number.

**Answer 3:** N/A

**Question 4:** If you are unable to provide a contract number, is it safe to assume this is a new requirement for the government?

**Answer 4:** This is a new requirement for the government.

**Question 5:** Has one company been preselected for this requirement?

**Answer 5:** No, this requirement is competitively open to all responsible small businesses below the size standard of \$15 million in average annual receipts engaging in NAICS activity code 541614 and that can satisfy all of the terms of the posting and the Statement of Work.

**Question 6:** Paragraph 4.1 of Statement of Work states, "All scanners needed for the inventory agency to conduct the inventory will be provided and training on how to use the scanners will be provided by NECC/CIF personnel." With the requirement listed in para 5.1 where or how are the scanned inventory counts being collected?

**Answer 6:** The scanners are located at the warehouse where the inventory will be conducted. The inventory counts will be on the scanner.

**Question 7:** Paragraph 5.1 of Statement of Work states, "Provide NECC/N41 the results of the inventory at the end of each day via email to the Technical Point of Contact and using Microsoft Excel or Word." Are ongoing inventory counts being collected in Microsoft Excel or Word with the use of scanners mentioned in para 4.1?

**Answer 7:** If they use their own inventory tool, then reports come from their tool. We can get the inventory results from the system that the CIF uses.

**Question 8:** How is the product organized in the warehouse? Are the items somewhat organized or will the inventory taking process involve a lot of time searching for the product in an unorganized clutter?

**Answer 8:** The items are organized pretty good in Bldg 4, however in Bldg 3 it may be a clutter. Bldg 3 is where all of the bulk items are at.

**Question 9:** If the product is in unopened packages or boxes, does each individual piece need to be opened or can the count be taken from the labels of unopened boxes/cartons/packages/pallets ?

**Answer 9:** If the box is sealed, then the count on the outside of the box is correct. If the product is opened, then each individual piece will need to be counted.

**Question 10:** There are many items that show a quantity of 1 or just a few pieces. Is it the responsibility of the warehouse personnel to locate them or does the awardee do the search to locate the items? Or would we simply count what is presented and consider it missing if items cannot be presented?

**Answer 10:** If the product is not in the location then the count is 0. The scanner will tell them if there is an inventory discrepancy. The awardee should not have to go search for the item. NECC/CIF personnel will perform those actions if necessary, however that will not take place until a second count is conducted.

**Question 11:** What are the ID requirements for entering the facility to perform this operation? Is a TWIC card sufficient? What if one of the employees does not have a TWIC card?

**Answer 11:** You may need to contact Naval Weapons Station Yorktown, for the access requirement. I do not know the requirements for access to Cheatam Annex

**Question 12:** Is there any chance of getting some pictures of the warehouse to see the physical conditions?

**Answer 12:** Pictures are not available at this time.

**Question 13:** It also looks like we have to use the NAVSUP Inventory System, or can we use our own inventory tool?

**Answer 13:** They can use their own inventory system as long as the information can be downloaded in excel or word formats. If they use their own inventory tool, then they reports will come from that which was asked about in Question 7.

**Question 14:** What is the required timeframe for completing the entire inventory?

**Answer 14:** 16 work days (Monday through Friday only, excluding holidays, during the operating hours from 0700 to 1600) from February 16, 2016 through March 8, 2016.