

Minutes for Site Visit

DATE: December 4, 2020 at 10:00 a.m.
SUBJECT: Pre-Proposal Conference and Site Visit for CMR Decorative Pond Renovation
PARTICIPANTS: Company Representatives
Hasan Olgun Maintenance Supervisor
Gurhan Tarim Purchasing Agent

USG (United States Government) representatives welcomed all attendees at CMR gate and a pre-proposal conference was held, after which the Decorative Pond to be renovated was shown.

1. Gurhan Tarim provided the following general information on the solicitation:
 - 1.1. This contract is a firm fixed price contract for the contractor to provide decorative pond renovation by furnishing all labor, material, equipment and services.
 - 1.2. The purpose of this site visit is to convey the solicitation process and provide a chance for the offerors to inspect the site to provide a bid.
 - 1.3. Working Hours: All work shall be performed from Monday to Friday at the hours of 08:00 until 17:00. Other hours, if requested by the Contractor, must be approved by the Contracting Officer's Representative (COR).
 - 1.4. Submittals: Offerors are to provide proposals in 2 (two) copies consisting of the following:
 - 1.4.1. SF1442, Breakdown of price (all prices shall be in USD currency)
 - 1.4.2. Performance Schedule
 - 1.4.3. Financial Statements for the past 3 years
 - 1.4.4. Tax office registration
 - 1.4.5. Quality certificates of the components to be used
 - 1.4.6. List of equipment to be used during laminate flooring project
 - 1.4.7. NDAA 889 Compliance Document
 - 1.5. Pricing: Award will be made to the lowest priced, technically acceptable, responsible quoter. The Government reserves the right to reject quotations that are unreasonably low or high in price. The Government will determine acceptability by assessing the offeror's compliance with the terms of the solicitation document.
 - 1.6. Payment: Contractor will submit an invoice to the Embassy upon the completion of work.
 - 1.7. SOW: All work will be conducted in accordance with Attachment #1 of solicitation document.
 - 1.8. The awardee is to provide the list of vehicles and personnel with scanned copies of ID (kimlik) for security clearance which may take approximately 2-4 weeks.
 - 1.9. Performance and Guarantee: Contractor must submit an amount equal to 20% of the contract price in USD to be held until project completion. Then 10% of the contract price will be held for the duration of the contract guarantee period.

2. The following items were explained to the site visit attendees:
 - 2.1. The contractor shall remove the stones which already exist at the current pond location, all cleaning work must be performed with manpower and hand tools; power tools are not allowed to avoid damage to the infrastructure.
 - 2.2. Ground compaction and a thin layer of grout laying must be completed before placing decorative stones.
 - 2.3. Removal of plants at proximity of the project will be considered by USG.
 - 2.4. Electrical panel and conduits which currently exist will remain at their spots.
3. Questions and replies to the questions during the site visit are as follows:
 - 3.1. Q: Will you allocate an in-compound space for disposal of debris and salvage?
A: Yes, the Embassy will be setting out a disposal space in-residence garden and the contractor will remove the debris from this location.

USG representatives thanked the attendees for showing interest to this solicitation and the meeting adjourned.