

# Minutes for Site Visit

**DATE** : March 11, 2021 at 10:00 a.m.

**SUBJECT** : Pre-Proposal Conference and Site Visit for Tennis Court Roof Canvas Replacement

**PARTICIPANTS** : Company Representatives  
Hasan Olgun Maintenance Supervisor  
Gurdal Cimen Safety Program Coordinator  
Gurhan Tarim Purchasing Agent

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USG (United States Government) representatives welcomed all attendees at CMR gate and a pre-proposal conference was held, after which the Tennis Court Roof Canvas to be replaced 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 replace the existing tennis court roof canvas 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. Signed copy of solicitation amendments (if any)
    - 1.4.3. Name of project manager who understands written and spoken English
    - 1.4.4. Proof of SAM, DUNS, NCAGE registration
    - 1.4.5. List of past customers demonstrating prior experience
    - 1.4.6. Financial Statements for the past 3 years
    - 1.4.7. Tax office registration
    - 1.4.8. Licenses and permits required by local law
    - 1.4.9. Performance Schedule
    - 1.4.10. Data sheets and catalogs
    - 1.4.11. Quality plan
    - 1.4.12. Statement for getting the required insurance
    - 1.4.13. Quality certificates of the components to be used
    - 1.4.14. List of equipment to be used during laminate flooring project
    - 1.4.15. Brochures and samples of material
    - 1.4.16. 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 4-6 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 and dispose of the tent which already exist at the current tennis court location.
  - 2.2. The existing metal structure shall be sanded, primed, and be double coated. Paint type and RAL code will be provided to the awardee.
  - 2.3. Insulation layer is not required, Embassy is going to issue an amendment addressing this and the following issues.
    - a) The tent material shall be flame retardant min. 900gr/sqm PVC material.
    - b) Guaranty requirement for the tent material is min. 10 years whereas the workmanship coverage shall be 2 years.
    - c) The new period of performance after notice to proceed is maximum 90 calendar days.
    - d) The lighting equipment and exhaust fans will remain at their original spots and shall not be painted.
    - e) Tent material for the roof section of tennis court shall be consisted of max. 4 pieces.
    - f) Tent color of existing side skirts that measure 3.5 meters from ground level shall be navy green and the height shall be increased to 4.0 meters. The lateral area extending from the top edge of side skirts and reaching the dome shall be white color to maintain light transparency.
    - g) 15x15cm sized tent material samples and color chart shall be provided.
    - h) M.S.D.S. for the paint to be applied on existing metal structure shall be submitted.
    - i) All materials and equipment to be used in this project must be compliant with work safety. regulations and the contractor's work safety specialist shall always supervise the work.
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 up a disposal space in the residence garden and the contractor will remove the debris from this place to a location approved by the local municipality.

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