

**GARDENING, POOL CLEANING AND TENNIS COURT MAINTENANCE  
PRE-BID CONFERENCE AND SITE VISIT  
AGENDA  
SDR860-14-Q-0008  
July 9, 2014**

- Welcome and introduction of USG participants. The purpose of this meeting and the site visits is so that bidders can view the locations to better understand the requirements outlined in the solicitation.
- We will publish this agenda on the Embassy website.
- How to ask questions:
  - Questions will be accepted by email only. The deadline is Wednesday, July 16, 2014 COB. All answers posted on Embassy website by Wednesday, July 23, 2014.
- Statements made at the conference do not change the solicitation.
- If in the future we need to make changes to the solicitation that will be done in writing and the amendment will be posted on the Embassy website.
- Bid packages are due on Wednesday, July 30, 2014 before 4:00pm
- Overview of the day's activities:
  - NEC, DCMR, Former Chancery, CMR
  - Meet at each site at the appointed time.
  - Park on the street.
  - Please be prompt.
- It is not permitted to take photos at any of the sites.
- Details:
  - Explain the points outlined in Pre-Proposal Conference document Section C (Gabriel).