

LETTER TO PROSPECTIVE OFFERORS

October 07, 2016

**US Embassy Helsinki
Itäinen Puistotie 14
00140 Helsinki, Finland**

Dear Prospective Offeror:

SUBJECT: Request for Quotes for snow removal for real property owned by the U.S. Embassy Helsinki, Finland in Helsinki and Westend, Espoo.

The U.S. Embassy intends to award a firm fixed contract based on initial proposals per attached scope of work (SOW).

The pre-bid site visit is scheduled on October 26th, 2016 at 10:00 a.m. (Helsinki Time). The purposes of this visit for contractors to become familiar with the grounds discussed in the SOW and develop their bid for this work. Participants will start the visit at Itäinen Puistotie 14, Kaivopuisto, Helsinki, and continue from there to Kuninkaanniemi 8, 02160 Espoo.

The names of the participants to the pre-bid meeting must be submitted no later than 5pm on October 22, 2016 to helsinkiprocurement@state.gov for security access to the grounds.

Your proposal must be submitted electronically in English by email with the subject line "Snow Removal 2016-2017" to HelsinkiProcurement@state.gov no later than November 1, 2016 at 1:00p.m.(Helsinki Time).

You may also elect to submit your proposal in hard copy marked for the attention of the "Monica E. Madrid - Contracting Officer – Snow Removal Services Proposal Enclosed 2016-2017", which may be delivered to the Embassy via mail. No proposal will be accepted after the cut-off date and time.

Please direct any questions regarding this solicitation to HelsinkiProcurement@state.gov. Questions must be submitted in writing in English at or before 1:00p.m. (Helsinki Time) on November 1, 2016.

All bidders will be notified after the award.

Sincerely,



Monica E. Madrid, Contracting Officer