

September 7, 2012

**CAR PORT SUNSHADES - ODC
U.S. EMBASSY ATHENS, GREECE**

Site Visit Attendees

Name/Company

George Kapantais/Artec EPE
Frixos Sakellaris/ Premium Property
George Motsakos/Premium Property
Evangellos Krikonis/Afoi N. Krikoni
Spyros Maniakis/In Maint
Christos Venizelos/In Maint
Ioannis Vlastaras/In Maint
Panagiotis Mpranis/ In Maint
Stamatis Volindras/Andreas G. Vryonis
Dimitrios Papachristou/ Christos Papachristou

Embassy Staff:

Themis Terezakis
Aneza Moustaka

QUESTIONS AND ANSWERS

(Site Visit held on 09/4/2012)

Q1. What is the thickness of the Polycarbonate Sheet?

A1. 5mm

Q2. Which type/kind of Polycarbonate sheets shall we use?

A2. The existing polycarbonate sheet has horizontal cells. Offeror shall use the same type.

Q3. How much is the thickness of the hollow sections to be used in the bearing structure?

A3. There is no information. The external dimension is 120 x 120 mm. Offeror was responsible for taking any required measurements during the site visit.

Q4. How much is the thickness of the tube that is used for the gutter?

A4. 3mm

Q5. Since the sun shade structures will be custom made and identical to the two existing parking structures where the dimensions between columns are exceeding 10m. Please confirm that the US Embassy has already made the structural analysis and study of the construction and that US Embassy is totally responsible for the rightness and the accuracy of the structural analysis and the structural security of the structure.

A5. The contractor must ensure that the structure that will be provided and installed will meet all safety and structural standards. The U.S. Government will not be responsible.

Q6. Are offerors required to register and have a DUNS number and register at the Online Representations and Certifications?

A6. Vendors are not required to register in the Central Contractor Registration (CCR) database whenever they do business with the federal government outside the United States, if it is impracticable to obtain CCR registration.

SITE VISIT

September 4, 2012

**CAR PORT SUNSHADES
U.S. EMBASSY - ATHENS, GREECE**

1. Quotations are due by September 10, 2012 at 12:00 hours (local time).
2. **Working hours:** All work shall be performed during 0830 to 1700 hours. Other hours, if requested by the Contractor, may be approved by the Contracting Officer's Representative. The Contractor shall give 24 hours in advance to COR who will consider any deviation from the hours identified above. Changes in work hours will not be a cause for a price increase.
3. **Security:** After award of the contract, the Contractor shall have seven (7) days to submit to the Contracting Officer a list of workers and supervisors assigned to this project (Biographic Data on Personnel) for the Government to conduct all necessary security checks. It is anticipated that security checks will take approximately fifteen (15) days to perform. For each individual the list shall include:

Complete application form provided by the Embassy
Copy of ID card
Passport
Greek Social Security Medical Book
Merchant Marine Seaman's book (if applicable)
Penal record of type A
Discharge papers (Greek Military service)
Pay Book (Greek Armed Forces)

4. **Insurance:** The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Contractor, its officers, agents, servants, and employees, or any other person, arising from and incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising therefrom, except in the instance of gross negligence on the part of the Government.

The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

5. **Payment** schedule and invoice submission (Fixed-Price). It is clarified that the U.S. Government will not make any advance payments. The U.S. Government shall show Value Added Tax (VAT) as a separate item on invoices submitted for payment.

5. **LATE QUOTATIONS.** Late quotations shall not be accepted.

E. DELIVERIES OR PERFORMANCE

52.211-10 COMMENCEMENT, PROSECUTION, AND COMPLETION OF WORK
(APR 1984)

The Contractor shall be required to:

- (a) commence work under this contract within **ten (10)** calendar days after the date the Contractor receives the notice to proceed,
- (b) prosecute the work diligently, and,
- (c) complete the entire work ready for use not later than **twenty one (21)** calendar days.

The time stated for completion shall include final cleanup of the premises and completion of punch list items.