



United States Department of State

Washington, D.C. 20520

Panama, Republic of Panama
March 16, 2015

Dear Prospective Offeror:

SUBJECT: Minutes from the site-visit of **Wednesday March 4, 2015, at the Embassy Compound**
Solicitation Number SPM07015Q0007 – Exterior Buildings and Grounds Services

Introduction

All attendees were welcomed and the US Embassy representatives were introduced: the Contracting Officer Representative (COR), Elias Cartin, the Facility Manager, Jeffery Walker and the Procurement Representative, Maruquel Reyes.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- Solicitation Due Date and Time:
 - 10:00 a.m., Friday March 13, 2015
 - No proposals will be considered that do not meet the deadline.
- Instructions, Conditions and Notices to Offerors:
 - Must follow all guidelines (Refer to Sections 1, 3, and 5).
 - SF-1449 must be signed and turned in to be considered complete
- Evaluation Factors for Award:
 - Lowest priced, technically acceptable, responsible offeror (Refer to Section 4).

Some revisions resulted from the site-visit which will be corrected through Amendment A001 to the solicitation. Amendment A001 is attached as an enclosure to these minutes.

Questions and Answers

Attached as an enclosure to these minutes are the questions asked and the Government's responses.

Conclusion

The Site-Visit concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government.

Sincerely,

Paul Kalinowski
Contracting Officer

Enclosures: Questions and Answers
Amendment A001