



*Embassy of the United States of America*

*Moscow, Russia*

**Wednesday, February 11, 2016**

**PRE-PROPOSAL CONFERENCE MINUTES**

**RE:** Request for Quotations - Kitchen Renovations at three (3) Consulate-Owned Residences in St. Petersburg, Russia

**Attendance at 10:20:**

U.S. Government

Thomas Murphy, Senior Facility Manager  
Chris Jeppson, Facility Manager  
Vladimir Yermkin, Contracts Specialist  
Konstantin Nersesov, Facilities Engineer  
Alex Rodionov, Facilities FSN Supervisor  
Moses Mango, Procurement Agent

Prospective Offerors

OOO "Korvet"  
OOO "Expert"  
LM Prospect  
Ramilax Construction Ltd.

**Discussion:**

The following within the Request for Quotations were highlighted:

- General Requirements
- Work Performance Statement
- Important FAR and DOSAR provisions
- Instructions to Offerors
- Evaluation factors

**Questions:**

1. Must a copy of the offeror's construction license be notarized?
  - a. The answer: NO
  
2. Who will be escorting the contractor's employees to the site?
  - a. The answer: AN EMPLOYEE OF THE U.S. CONSULATE IN ST. PETERSBURG, RUSSIA

The companies were invited to send their further questions in writing to the attention of the Contracting Officer. The answers will be provided to all companies on the solicitation mailing list.

**Conclusion**

The conference concluded and attendees were thanked for their participation and interest in submitting a quotation. The meeting was adjourned at 11:45.

Sincerely,



Myron V. Hirniak  
Contracting Officer