

Pre-Proposal Conference and Site Visit Notes

DATE : April 20, 2015 at 10:30 a.m. & 1:30 p.m.
SUBJ. : Pre-Proposal Conference and Site Visit Notes for Gardening Service
PARTICIPANTS : Attendees cited in Access Request
Robert Warner Facility Manager
Erhan Uzun Engineering Supervisor
Melih Canturk FM Gardener Foreman
Michael Fundahn Contracting Officer
Meral Yalhi Acquisitions Supervisor

USG (United States Government) representatives welcomed all attendees at gate no. 1 and a pre-proposal conference was held, after which the grounds of the Embassy compound were shown. In the afternoon, the attendees met at 1:30 pm and the grounds of Kemer 19, CMR and DCR were shown.

1. Meral Yalhi provided the following general information on the solicitation:

- 1.1. This contract is a firm fixed price, indefinite delivery/indefinite quantity contract for the contractor to provide gardening service to the sites in Ankara by furnishing all labor, material, equipment and services. The work will be conducted with minimum disturbance to the occupied residences.
- 1.2. The purpose of this site visit is to convey the solicitation process and provide a chance for the offerors to inspect the sites to provide a bid.
- 1.3. The contract will be valid for one base year and have the option to extend for the next year up to 4 option years.
- 1.4. **SUBMITTALS:** Offerors are to provide proposals with separate binders for technical and pricing proposals in 2 (two) copies. The pricing proposal should consist of the following:
 - 1.4.1. SF 1449: fill in item numbers 17a, 24, 30a, 30b and 30c. All prices are in TL currency.
 - 1.4.2. Price: Monthly and annual prices are to be provided for all properties for each year by filling out the charts under the 2.0 Pricing section.

The technical proposal should consist of the following:

- 1.4.3. Name of Project Manager,
 - 1.4.4. Evidence of an established business,
 - 1.4.5. List of ongoing and completed work of clients for the past 3 (three) years,
 - 1.4.6. Evidence of the necessary personnel, equipment, and financial resources,
 - 1.4.7. Copy of all licenses and permits or evidence to obtain them,
 - 1.4.8. strategic plan for gardening services,
- 1.5. **Insurance:** the following insurances are required as cited under item 6 on page 16.
 - 1.5.1. Bodily: Per Occurrence \$5,000 and Cumulative \$20,000
 - 1.5.2. Property: Per Occurrence \$7,000 and Cumulative \$30,000
 - 1.6. **Government Furnished Property:** USG shall make available the properties listed under Attachment 1 but will not issue any tools and equipment to the Contractor.
 - 1.7. The awardee is to provide list of vehicles and personnel with scanned copies of ID (kimlik) for security access which will take approximately 4-8 weeks.
 - 1.8. The deadline for the questions is May 7, 2015 at 10:00 a.m. and the proposals are due on May 13, 2015 at 10:00 a.m. electronically and in hard copy. The offerors are responsible to ensuring

that BOTH the electronic and paper copies must arrive on embassy grounds on time for their proposal to be considered.

2. As provided in the Performance Work Statement (PWS) on page 8-13, Melih Cantürk conveyed details on lawn care, pruning, leaf removal, removing debris and garbage, watering, fertilizing pest and disease control, hazardous and toxic substance, snow removal, gutter cleaning and greenhouse upkeep.
3. Snow removal of external sidewalks located on the perimeter of the compound is the awardee's responsibility.
4. The grounds of the compound, CMR and DCR are under government protection; and any pruning and cutting of trees has to be done after the awardee obtains permission from the Ministry of the Environment.
5. At the CMR, the locations of the pump station, green houses and the water tank were shown.
6. The following questions posed during the site visit and their replies are as follows:
 - 6.1. Does U.S. Government provide any office and/or storage area? Yes, a small office and/or storage space is provided in the compound, CMR and DCR for the usage of the contractor.
 - 6.2. How many employees does the current contractor have? Since the scope of the current contract and this solicitation is different, it will be misleading to provide the number of employees of the current contractor.
 - 6.3. Do we have access to the residences during weekends? Under normal circumstances we do not require weekend work in Governmental residences, unless there are excruciating circumstances. Under such circumstances, the contractor is to provide their list of employees beforehand and access request is to be obtained by the COR.
 - 6.4. How are customer complaints dealt with? The performance threshold is at most 3 (three) customer complaints are received per month. Details on how complaints are dealt with is provided in item 9 on page 17 of the solicitation and the procedure is on page 18.
 - 6.5. Is attendance to this conference and/or to the site visit a must to submit a proposal? No, attendance is not mandatory to submit a proposal. That being said, attendance to these visits is advantageous to understanding the PWS and the solicitation.
 - 6.6. How are the grounds to be watered? M. Canturk stated that the following watering systems are available at the different properties:
 - 6.6.1. Compound : Has programmable, automatic irrigation system except CAC#2 area,
 - 6.6.2. DCR : No irrigation system,
 - 6.6.3. CMR : Has programmable automatic irrigation system,
 - 6.6.4. Other Residences: no irrigation system.

USG representatives thanked the attendees for showing interest to this solicitation and the meeting was adjourned.