

# SITE VISIT NOTES

**DATE** : 2/17/2015, 2:00 PM  
**SUBJ.** : Minutes from CMR Showers & Annex I WC Renovation Site Visit (15-Q-3006)  
**PARTICIPANTS** : Representatives from Service Providers  
Robert Warner FMO  
Erhan Uzun FM Supervisor  
Meral Yalhi Acquisitions Supervisor

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USG (United States Government) representatives welcomed all attendees for the site visit to renovate the CMR swimming pool shower area and Annex I bathrooms (2 each). The attendees were first taken to Annex I then to the CMR for a walk-through. The following issues were discussed:

1. Meral Yalhi provided the following general information on the solicitation:
  - 1.1. This contract is a firm fixed price contract to provide services to renovate the cited areas, including all labor, material, equipment, and services.
  - 1.2. The purpose of the site visit is to convey the solicitation process and provide a chance for the offerors to inspect the site prior to providing a bid.
  - 1.3. Offerors are to provide proposals complete with all the required information:
    - 1.3.1. SF 1442: fill in item numbers 14, 15, 17, 19, and 20. All prices are to be in USD currency.
    - 1.3.2. Price: Sections B and Breakdown of Price are to be filled in.
    - 1.3.3. Work Schedule: in the form of a “bar chart”.
    - 1.3.4. Submittals: catalogues of material and ceramic samples, as specified.
    - 1.3.5. Company and sub-contractor information
    - 1.3.6. Experience and Past Performance: for ongoing and completed work for the past 3 years.
    - 1.3.7. Financial Statements: valid for last 3 years.
  - 1.4. The following amount of insurance is required; bank guarantee worth 20% of the contract total will be provided:
    - 1.4.1. Bodily: Cumulative \$100,000
    - 1.4.2. Property: Cumulative \$75,000
  - 1.5. The awardee is to provide a list of personnel and scanned copies of IDs (kimlik) for security access which will take approximately 5-8 weeks.
  - 1.6. The deadline for questions is February 23<sup>rd</sup>, 2015 at 10:00 a.m.; proposals are due by February 26<sup>th</sup>, 2015 at 10:00 a.m. both in hardcopy (2 copies) to Kirkonak warehouse and electronically.  
Erhan Uzun provided a general summary of the SOW and stated that the CMR men’s and women’s shower area are each to have a new exhaust fan; a minimum of 35 L/s exhaust is required for each water closet cabinet and/or urinal area.
2. Robert Warner stated that both projects can start at the same time or at different times; but the CMR shower area has to be completed by the third week of May, 2015.

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