

# SITE VISIT NOTES

**DATE** : August 7, 2014 at 10:30p.m.  
**SUBJ.** : Site Visit for CMR (14-Q-3016)  
**PARTICIPANTS** : Attendees cited in Access Request  
Stanislas Parmentier S/GSO  
Fatih Eren Maintenance Supervisor  
Erhan Uzun Maintenance Eng. Supervisor  
Meral Yalhi Acquisitions Supervisor

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USG (United States Government) representatives welcomed all attendees for the site visit of the 'repair of the CMR's heating system' project. 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 repair the existing CMR residence's heating system, including all labor, material, equipment, and services.
  - 1.2. The purpose of the site visit was 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, as required.
    - 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 \$50,000
    - 1.4.2. Property: Cumulative \$50,000
  - 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 8/13/14 at 10:00 a.m.; proposals are due on 8/18/14 at 10:00 AM.
2. Erhan Uzun provided a general summary of the SOW and a walk through of the boiler room and the master bedroom suite was conducted.
3. To one of the inquiries on if the mechanical project can be provided, Erhan Uzun replied affirmative if the relevant authorities approve.

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