

# SITE VISIT NOTES

**DATE** : March 20, 2014 at 2:00 p.m.  
**SUBJ.** : Site Visit for Consular Heating Project (14-Q-3006)  
**PARTICIPANTS** : Attendees cited in Access Request  
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 consular building'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 Consular building'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 \$100,000
  - 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 4/4/14 at 10:00 a.m.; proposals are due on 4/8/13 at 10:00 AM.
2. Fatih Eren provided a general summary of the SOW and a walk through of the consular area and the boiler room was conducted.

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