

SITE VISIT NOTES

DATE : July 24, 2013 at 11:00 AM
SUBJ. : Site Visit for Modification of DPO Area
PARTICIPANTS : Attendees cited in Access Request
Jamal Lewis IPC Supervisor
Thomas Backman IPC Supervisor
Fatih Eren Maintenance Supervisor
Glenn Lewis Contracting Officer
Meral Yalhi Acquisitions Supervisor

USG (United States Government) representatives welcomed all attendees at the DPO Pouch Room. 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 DPO area, 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 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 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 5-6 weeks.
 - 1.6. The deadline for questions is 8/6/13 at 10:00 a.m.; proposals are due on 8/15/13 at 10:00 AM.
2. Thomas Backman, Jamal Lewis and Fatih Eren provided a general summary of the SOW and stated the following:
 - 2.1. In the drawings, the following changes were made:
 - 2.1.1. Cabinet width: 70 cm wide (not 100)
 - 2.1.2. Door: 100 cm wide (not 45)
 - 2.2. Existing alarm system will be dismantled by the U.S. Government.
 - 2.3. Please refer to the revised SOW for details on the doors and the removal of the window in the mailbox area.
 - 2.4. Mylar is to be installed on all the windows within the mail facility building.
 - 2.5. Repairing of DPO, Pouch, and mailroom office floors consists of removing the existing floor cover, repairing or replacing as necessary, removing the wood floor structure and replacing the floor covering to match the blue flooring. The final result should be a level, sturdy floor.

An amendment with all changes to the SOW will be provided. USG representatives thanked the attendees for showing interest to this solicitation and the meeting was adjourned.