

Site-Visit Minutes
Gardening and Snow Removal Services at Chief of Mission Residence

September 22, 2016

4 Ihor Sikorsky St.,
Kyiv, Ukraine

Minutes from Site-Visit of September 20, 2016, 14:00 – 15:00 at Chief of Mission Residence (5 Pokrovska St., Kyiv, Ukraine).

Introduction

The Contracting Assistant welcomed all attendees and introduced technical representative.

Contracting representative:

- Alla Biguniak, Contracting Assistant

Technical representatives:

- Vasyl Baladyga, Maintenance Foreman

Inspection of Walls

The yard of Chief of Mission Residence was inspected by all attendees.

Discussion of the Solicitation Package

The following issues of the solicitation were highlighted:

- 1) Pricing according to the Section I of Request for Quotation
 - The quoter should provide a fixed cost price to meet this scope of work;
 - Payment will be performed in the local currency (hryvnya). In case the price is submitted in another than local currency, the payment will be provided in the local currency anyway, based on the official NBU currency exchange rate on the date of final invoicing.

- 2) Insurance according to paragraph A (5) Section 1 of Request for Quotation

The prospective bidder should provide a copy of the certificates of bodily and property damage insurance or a statement that the required insurance will be get in case of contract award.

- 3) Solicitation package according to the Section 3 of Request for Quotation

The prospective bidder should submit an offer according to the requirement stated in the Section 3 of Request of Proposal and filled in Section 5 of the Request for Proposal.

- 4) Quotes submission

The quote should be submitted by e-mail to KyivGSO@state.gov with subject line “Gardening and Snow Removal Services at DCR, Kyiv” on or before **18:00 September 27, 2016**. No quotations will be accepted after this time.

The quote should be signed by authorized employee and stamped. RAR- archive files are not acceptable.

Questions:

1) Please specify the days and hours of operations.

The work schedule is: business days, 7:30 – 16:30. As required in Section B paragraph 2.2.7 of RFQ, in case of heavy snowfalls the contractor shall be ready to work on removing snow on weekends and evenings as requested.

2) Is the roof of residence building equipped by the snow-melting system that prevents formation of icicles?

No, it isn't.

3) Is it required to remove plants and moss from gaps between tiles and pavers?

Yes, it is required.

4) Is it required to remove mushrooms from grass loans and flowerbeds?

Yes, it is required.

5) Where should be accumulated the snow removed from the walkways and pavement outside the perimeter fence?

According to the City Authority guidance, snow and ice are not allowed on the sidewalks and roads. Snow can be temporary collected into piles before it completely removed from sidewalks and roads during the day.

6) Paragraph 2.1.11 of RFQ (see attached) states that the Embassy will provide the insecticides to the Contractor. But according to paragraph 2.3 "Supplies, Repair Parts and Tool", the Government will furnish only deicer, and all other materials and supplies to perform the services under the contract should be furnished by the Contractor. Please clarify.

The Government will furnish only deicer. All other materials and supplies to perform the services under the contract should be furnished by the Contractor.

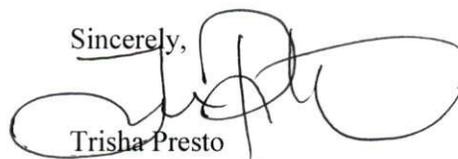
Amendment #A001 to the Solicitation will be issued to modify paragraph 2.1.11 of RFQ as follows:

2.1.11 Provide insect control when required. The Contractor will notify an Embassy GTM before applying insecticides. Only Embassy approved insecticides may be used. Spraying for insect control. All turf/grass will be monitored during maintenance program to ensure early detection of existing or anticipated problems. Contractor shall focus on maintaining healthy turf/grass. If insects are suspected to be causing a problem with plants, the Contractor will contact the COR and suggest a method of pest management to maintain a healthy turf.

Conclusion

The site-visit concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The site-visit was adjourned.

Sincerely,



Trisha Presto
Contracting Officer