

Site-Visit Minutes
Solicitation for Warehouse Roof Repair

July 07, 2016

4 Ihor Sikorsky St.,
Kyiv, Ukraine

Minutes from Site-Visit of July 07, 2016, 14:00 – 15:00 at the U.S. Embassy

Introduction

The Contracting Assistant welcomed all attendees and introduced technical representatives.

Contracting representative:

- Alla Biguniak, Contracting Assistant

Technical representatives:

- Igor Serpak, Maintenance Supervisor
- Konstantin Sukhenko, Mechanical Engineer

Inspection of Warehouse Roof

The lower level of warehouse roof was inspected by all attendees.

Discussion of the Solicitation Package

The following issues of the solicitation were highlighted:

- 1) Pricing and Payments terms according to the chapter 1.0 Section III of Request for Proposal
 - 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.
 - Payment will be made within 30 calendar days after receipt of the goods and services and the valid original invoice(s).

- 2) Insurance according to the chapter 6.0 Section I of Request for Proposal

The prospective bidder should provide a copy of the certificate of insurance or a statement that the required insurance will be get in case of contract award.

Questions:

- 1) **The warehouse roof is a two- level roof. What part of roof should to be inspected and repaired?**

The total area of warehouse roof (both two levels) should be inspected and repaired.

- 2) **There are several alternative variants of complex waterproof treatment. Will these alternative variants be considered or only sealing of joints is acceptable?**

All proposed variants of waterproof treatment will be considered.

- 3) **Questions and answers.**

Questions should be sent by e-mail to KyivGSO@state.gov . Deadline for receipt of questions is July 08, 2016, 14:00. Answers will be provided in writing and will be posted on the US Embassy's web-site.

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,

A handwritten signature in black ink, appearing to read 'Trish Presto', with a long horizontal line extending to the right.

Trish Presto
Contracting Officer