

Site-Visit Minutes
Cleaning, Snow Removal, Gardening and Light Maintenance Services
at America House, Kyiv

September 13, 2016

6 Pymonenko St.,
Kyiv, Ukraine

Minutes from Site-Visit of September 13, 2016, 14:00 – 15:00 at America House (6 Pymonenko St., Kyiv, Ukraine).

Introduction

The Contracting Assistant welcomed all attendees and introduced technical representatives.

Contracting representative:

- Alla Biguniak, Contracting Assistant

Technical representatives:

- Tommy Heard, Facilities Maintenance Officer
- Oleg Gryb, Deputy Maintenance Supervisor
- Alexander Seriafin, Maintenance Supervisor
- Viktoriya Kravets, Administrative Manager of America House

Inspection of Walls

The premises and yard of America House were 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 (5.0) 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 "Cleaning, Snow Removal, Gardening and Light Maintenance Services at America House, Kyiv" on or before **18:00 September 21, 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) What are specific requirements to the uniform of Contractor's staff?

There are no specific requirements to the uniform of Contractor's staff. Contractor's staff should wear uniform as required in Section 1 paragraph A(4.2.1) of Request for Quotation.

2) What equipment and supplies should be furnished by the Contractor?

Contractor should furnish equipment and supplies as required in Section 1 paragraph A (2.9) "Supplies, Repair Parts, and Tools" of Request for Quotation.

3) Should Contractor clean the cafeteria zone?

Contractor is required only to clean the floor in the cafeteria zone.

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,

Joey Klinger
Contracting Officer