

## Site-Visit Minutes

### Solicitation for Construction of Garbage Corral SUP300-16-Q-0013

September 08, 2016

4 Ihor Sikorsky St.,  
Kyiv, Ukraine

Minutes from Site-Visit of September 07, 2016, 14:00 – 15:00 at the US Embassy Kyiv (4 Igor Sikorsky 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
- Oleksiy Kulyk, BAS Engineering Technician

#### Inspection of Location of Garbage Corral

The location where garbage corral is required to be constructed was inspected by all attendees.

#### Amendment #A001 to Solicitation

Amendment #A001 to Solicitation is issued and will be placed on the US Embassy web-site (section “Contracts for Bids”):

- The changes to scope of works and requirements to the project completion terms were presented to all attendees.
- Offers due date is extended from September 13, 2016 (18:00) to September 16, 2016 (18:00).

#### Discussion of the Solicitation Package

The following issues of the solicitation were highlighted:

- 1) Pricing and Payments terms according to the Sections A and B of Request for Quotation
  - The quoter should provide a fixed cost price to meet this scope of work. The price shall include all labor, materials, all insurances, overhead and profit.
  - 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) Liquidated damages according to Section D of Request for Quotation

If the Contractor fails to complete the work within the time specified in the contract, or any extension, the Contractor shall pay liquidated damages to the Government in the amount of USD 500.00 for each calendar day of delay until the work is completed or accepted.

- 3) Performance payment protection according to Section F of Request for Quotation  
The Contractor shall furnish within five (5) calendar days after award some form of payment protection as described in 52.228-13 in the amount of 50% of the contract price. Bonds, irrevocable letters of credit, bank guarantees or insurance agreements could be used as a form of payment protection.
- 4) Insurances according to Section F of Request for Quotation  
The prospective bidder should provide a copy of the certificate of insurances (bodily injury and US Government Property damage) or a statement that the required insurances will be get in case of contract award.
- 5) Registration in System for Award Management (SAM) of Request for Quotation  
According to Federal Acquisition Regulations prospective contractors shall be registered in the System for Award Management (SAM, [www.sam.gov](http://www.sam.gov) ) prior to award of a contract and through final payment of contract in case contract amount is at or above \$30,000.  
*Quick Start Guide For New Foreign Registration* is attached to this document.  
Important: allow up to 18 business days after you start the registration process before your registration is active in SAM.

#### Questions:

- 1) **Should the Contractor remove the spotlight that is currently installed on location of future garbage corral?**  
No, the spotlight will be removed by the US Government staff.
- 2) **Please specify the type of metal gates: open/transparent-type or closed-type?**  
The metal gates should be of closed-type.

#### 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