

**Site-Visit Minutes**  
**Solicitation for Walls Repainting at America House**

July 19, 2016

4 Ihor Sikorsky St.,  
Kyiv, Ukraine

Minutes from Site-Visit of July 19, 2016, 14:00 – 15:00 at the 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:

- Alexander Seriavin, Maintenance Supervisor

**Inspection of Walls**

The walls that are required to be repainted were 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 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.
- 3) Project delivery terms according to the chapter 4 of Section I of Request for Proposal

The Project start shall commence with contract award, the contractor shall schedule a kick off meeting and site visit with the COR as soon as possible but, no later than 14 days after contract award.

The bidder should develop and submit the detailed schedule of works taking into account the time of activities set up in the chapter 4.3 of Section I of Request for Proposal.

4) Quotes submission according to chapter 3.0 Section III of Request for Proposal

The quote should be submitted by e-mail to [KyivGSO@state.gov](mailto:KyivGSO@state.gov) with subject line “Quote for Walls Repainting at America House (PR 5494007)” on or before **18:00 August 01, 2016**. No quotations will be accepted after this time.

The quote should be signed by authorized employee and stamped.

**Questions:**

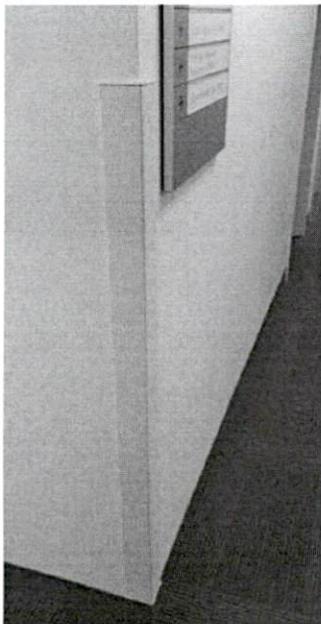
**1) Is it possible to provide the drawings of premises of better quality as the measurements now are unreadable?**

Yes, the drawings of premises (Attachments A-C to RFQ) will be provided as separate files to all site-visitors and also will be placed on the U.S. Embassy’s web-site under the section “Contracts for bids”.

**2) What is the required height of plastic or wooden protective wall corners?**

The required height of protective wall corners is as follows:

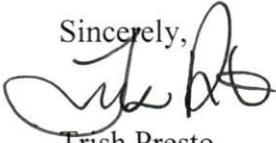
- Near the elevator exits: all the way up the walls (from floor to ceiling), but these corners should not be too wide;
- All other walls: 135- 160cm- please see the photo below as an example:



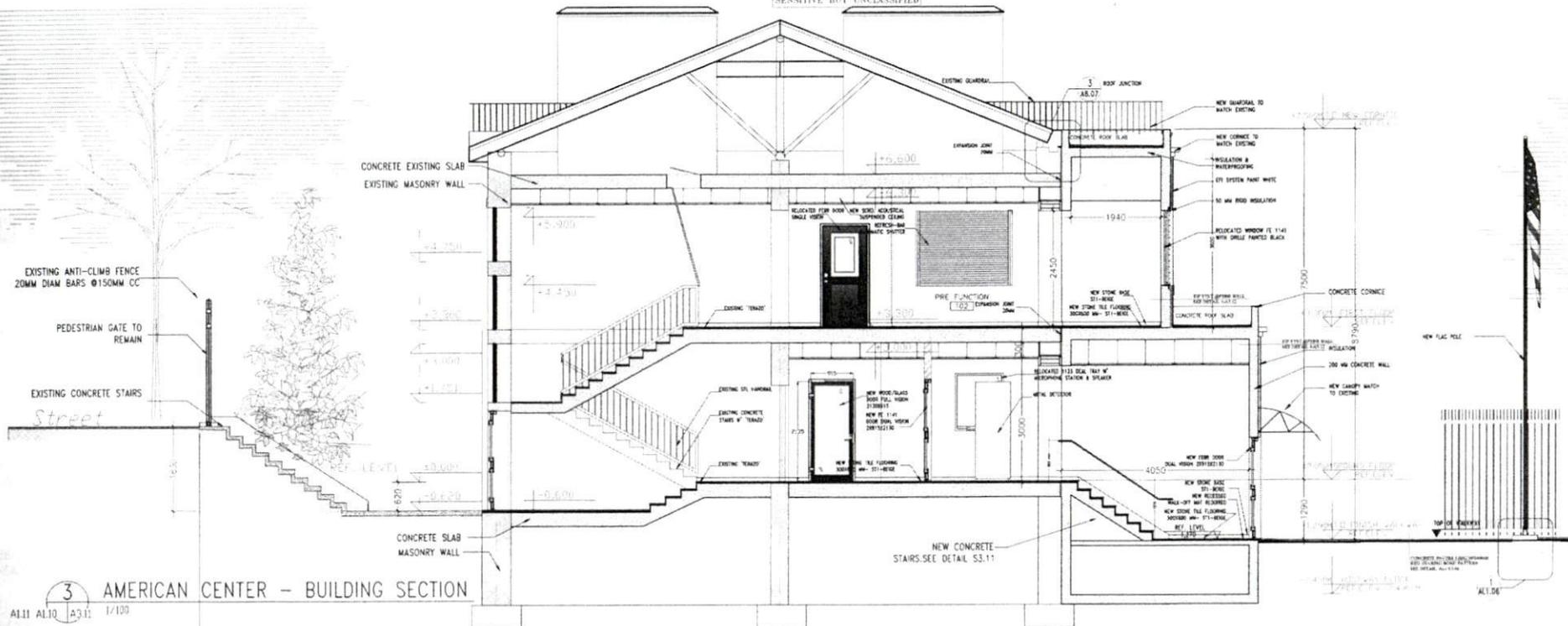
- 3) **It is required to install wainscoting beaded panels in the conference room. As the drawing in Attachment F doesn't contain enough information to submit price proposal, please provide the following:**
- a. **Full required measurements (height, thickness, etc.), detailed description and technical characteristics of panels:**  
Description of wainscoting beaded panels: standard thin pine panels (called in Ukrainian «вагонка») and the base and the top part of those panels covered by plywood.  
Height of wainscoting beaded panels: 110 cm
  - b. **Is the Contractor required to reinstall the existing electrical outlets on new panels?**  
Yes, the Contractor is required to reinstall all existing electrical outlets on new panels.
- 4) **Questions and answers.**  
Questions should be sent by e-mail to [KyivGSO@state.gov](mailto:KyivGSO@state.gov) . Deadline for receipt of questions is July 20, 2016, 18:00. 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.

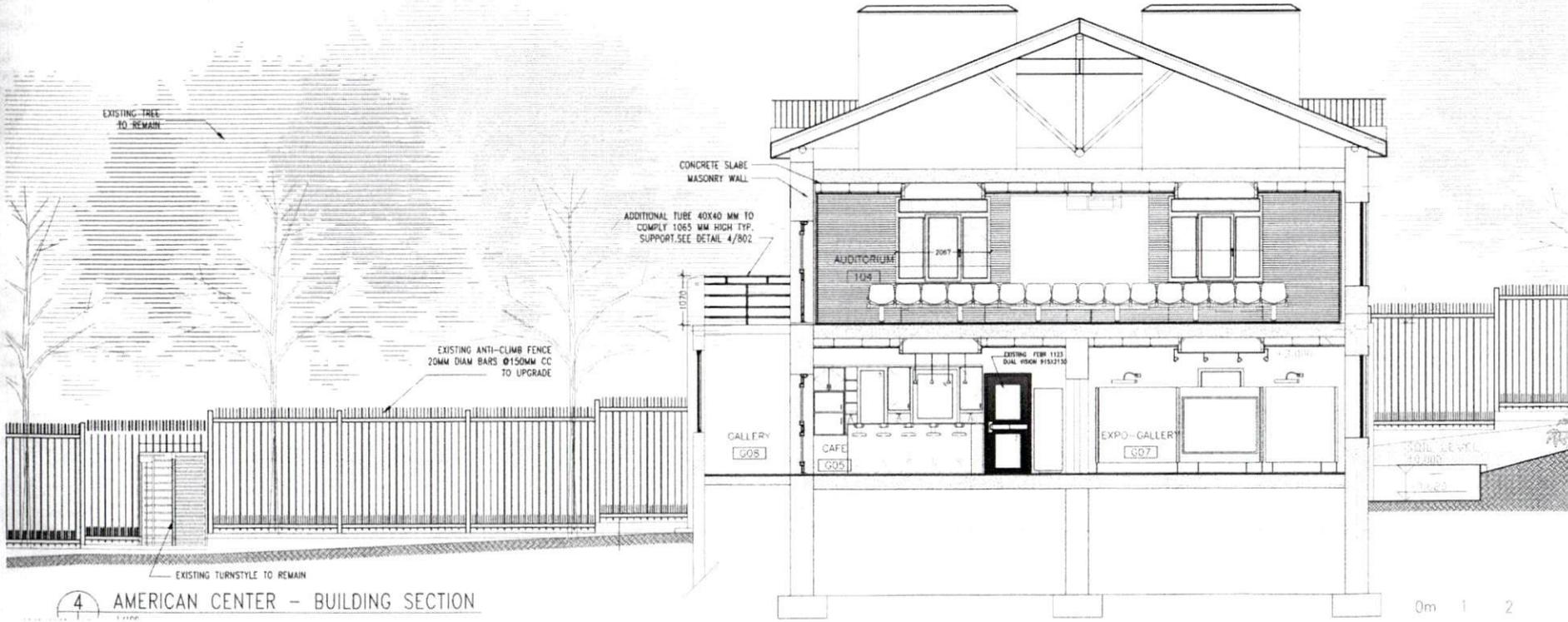
Sincerely,  
  
Trish Presto  
Contracting Officer

SENSITIVE BUT UNCLASSIFIED



3 AMERICAN CENTER - BUILDING SECTION

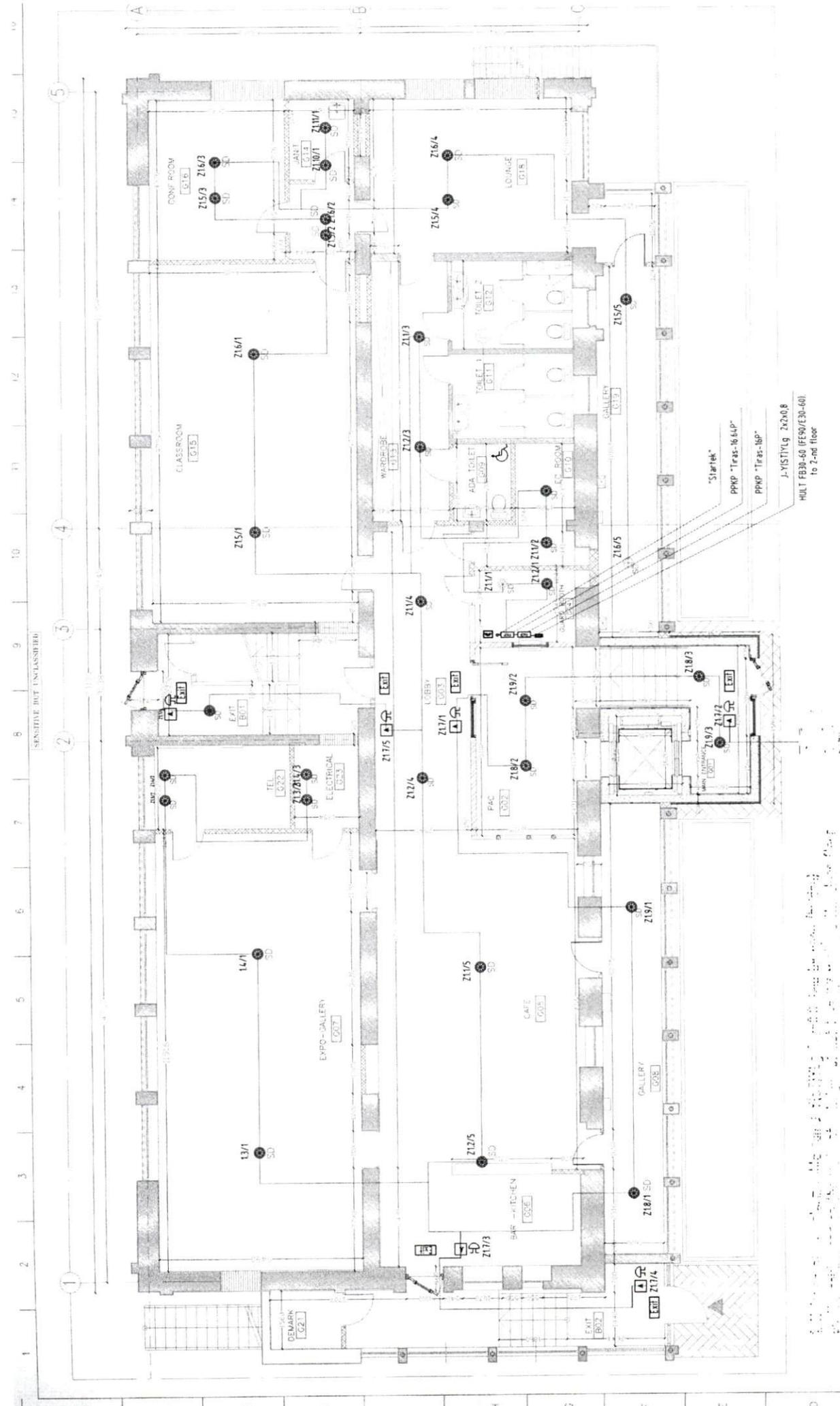
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4 AMERICAN CENTER - BUILDING SECTION

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Attachment 2



SENSITIVE BUT UNCLASSIFIED

1. This drawing is the property of the U.S. Department of Energy and should not be distributed, copied, or used in any way without the express written permission of the U.S. Department of Energy.

2. This drawing is the property of the U.S. Department of Energy and should not be distributed, copied, or used in any way without the express written permission of the U.S. Department of Energy.

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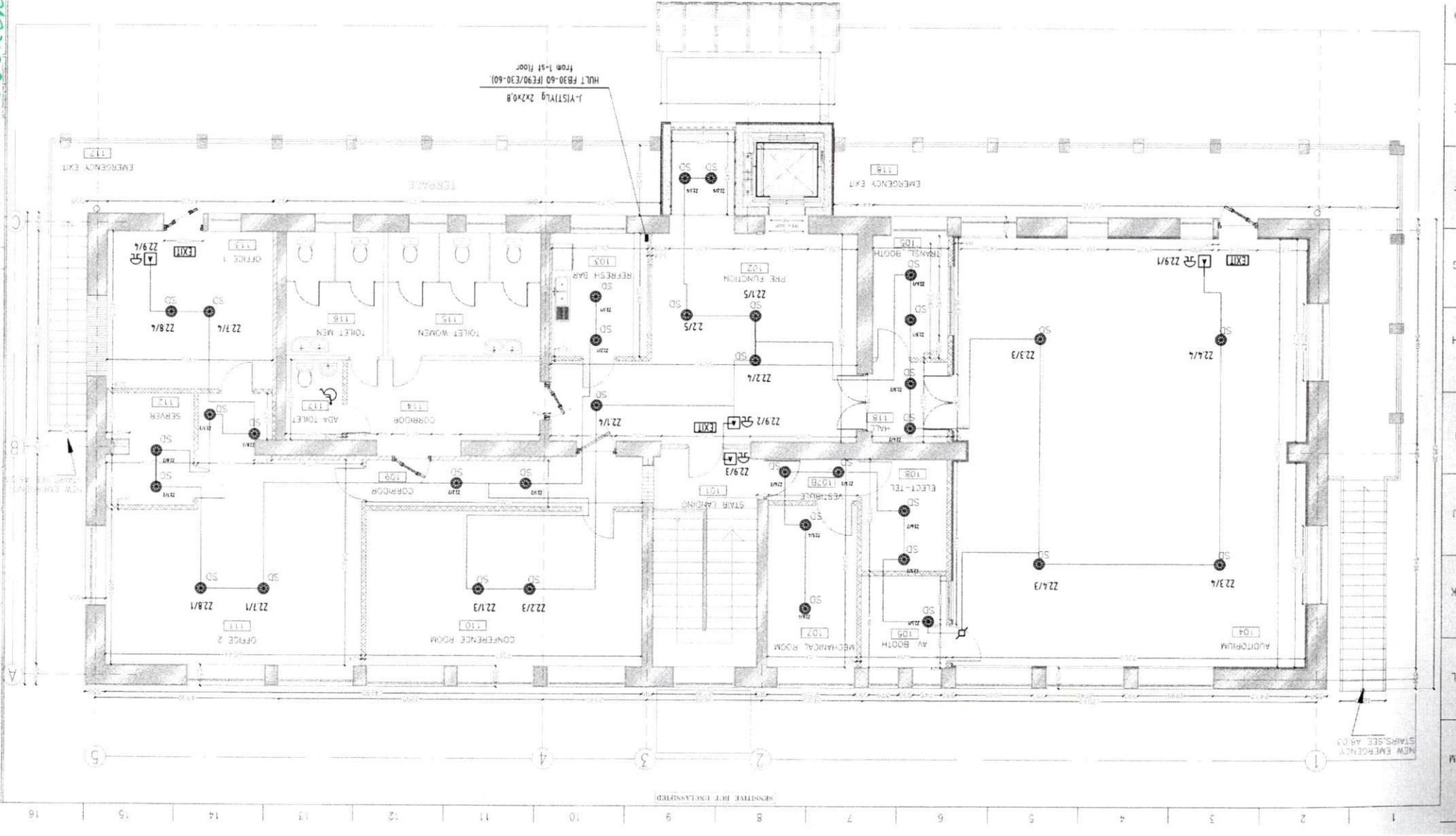
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5. This drawing is the property of the U.S. Department of Energy and should not be distributed, copied, or used in any way without the express written permission of the U.S. Department of Energy.

J-VISITVlg 2x2x0.8  
 To 2-nd floor

StarTek  
 PPMP "Tras-16.64P"  
 PPMP "Tras-16P"

Attachment C



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