

# MINUTES for PRE-PROPOSAL CONFERENCE

**DATE** : 12/6/2018, 10:00 am  
**SUBJ.** : Minutes from Pre-Proposal Conference of Painting Services  
**PARTICIPANTS** : Representatives from Contractors  
Hasan Olgun Maintenance Supervisor  
Alper Genc FM Lead Technician  
Shaun McGuire A/GSO  
Meral Yalhi Acquisitions Supervisor  
Sezin Colak Contract Specialist  
Ahmet Kocak Procurement Agent  
Gurhan Tarim Procurement Agent

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The above-listed attendees met to discuss the solicitation package and process. The following were discussed:

- 1- S. Colak welcomed all attendees and introduced GSO's and FM's representatives.
- 2- S. Colak explained that the purpose of the meeting was to provide an opportunity for all firms to understand the U.S. Government solicitation procedures, rules and the Statement of Work (SOW). Statements made at the conference do NOT change the solicitation. Any change will be reflected in a written amendment to the solicitation.
- 3- The following information on the scope of work was provided:
  - a. The Contractor shall provide painting services to the residences and offices of U.S. Embassy in Ankara.
  - b. The Contractor shall provide interior painting services for U.S. Embassy's and Office and Defense Agencies' residences and offices in Ankara
  - c. This is an indefinite delivery/ indefinite quantity IDIQ contract for a one-year period from the date of the contract award, with four-year options to renew.
  - d. H. Olgun pointed out on some important aspects such as the importance of protecting existing surfaces and appliances and the proper methods of application.
  - e. Photos displaying work deficiency from previous jobs were shown and discussed.
- 4- The following information was provided:
  - a) The potential offerors are to provide proposals electronically and in hardcopy by 3:00 p.m. on December 20, 2018, complete with all the required information. The proposals are to be divided into Price and Technical sections in 2 binders.
  - b) Pricing section is to include the following information:
    - a. SF 1449: boxes #17a, 24, 30a, 30b. All prices are in USD currency.
    - b. Section I Pricing (p. 3): unit prices for Base and 4 option years.
      - i. Contract is a fixed-price contract.
      - ii. Quantities are provided for evaluation purposes only.

- iii. Option to extend the term of the contract for the next option year is the choice of the U.S. Government, not the contractor.
- iv. The prices for all option years must be provided in the proposal.
- c) Technical section is to include the following information:
  - v. Name of Project Manager and list of staff.
  - vi. Established Business: Evidence that legitimate business is operated.
  - vii. List of Clients: prior experience for last 3 years list of ongoing and completed.
  - viii. Personnel and financial resources. Evidence that these can be provided.
  - ix. Licenses and Permits: Evidence that licenses as required by local law can be provided.
- d. Offerors should convey all inquiries related to the solicitation in writing and any changes to the RFP will be made in writing.
- e. Embassy will be exempted from VAT/KDV.
- f. The attendees were notified that SAM registration at this time is not required in Turkey, but could be in the future.
- g. U.S. Government will conduct evaluation consisting of compliance review, technical acceptability, price evaluation and responsibility determination. Award will be made to the lowest priced, technically acceptable offeror who is a responsible contractor.
- 5-** Any company interested in bidding for this contract can submit questions to the Embassy in writing until 10:00 a.m. on December 12, 2018. All questions and answers will be posted on the Embassy website.

The Pre-Proposal Conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.