Site-Visit and Pre-Proposal Conference Minutes U.S. Embassy Kyiv, Ukraine SUP300-17-Q-0038 Replacement of Air-Conditioning System at CMR

August 28, 2017

4 Ihor Sikorsky St., Kyiv, Ukraine

Minutes from Site-Visit and Pre-Proposal Conference of August 28, 2017

Introduction

The Contracting Officer welcomed all attendees and introduced representatives from the U.S. Embassy side:

Contracting Representatives:

- Amanda Lugo, Assistant General Services Officer/ Contracting Officer
- Alla Biguniak, Contracting Assistant

Technical Representatives:

- Igor Serpak, Maintenance Supervisor
- Oleksiy Kulyk, BAS Engineering Technician

I. Presentation of the Scope of Work and Inspection of Location

Technical Representatives presented the scope of work (Section 1). The prospective quoters inspected the currently installed air-conditioning system at CMR.

This contract is for the replacement of old Variable Refrigerant Flow (VRF) Inverter Multi Air-Conditioning System at Chief of Mission Residence (CMR).

<u>REQUIREMENTS TO THE NEW AIR-CONDITIONING SYSTEM.</u> The new Air-Conditioning System (AC) must meet the following requirements:

- Type of AC: VRF Inverter Multi Air-conditioning System
- New condensing unit/heat pump (Outdoor unit) must correspond in cooling (29kW)/heating (32.5kW) capacity to the old outdoor unit (KX1). See Attachment A for the details.
- Fan coils (cassette-type indoor units) projected in place of old cassette-type units should be of the same sizes.
- The power consumption of new system should not exceed the power consumption of old system (cooling- 12.4kW, heating 9.2kW). See Attachment A.

<u>SUPPLIES AND TOOLS</u>. The contractor shall provide all necessary equipment, tools and materials to perform the work. The contractor should use materials with the manufacturer's warranty of not less than two years. Minimum two years warranty must be provided for workmanship.

<u>INSTALLATION WORKS</u>. The Contractor should demolish the existing AC system and dispose its elements according to the COR directives, and install the new AC in accordance with the approved contractor specification.

The Contractor should remove any debris daily and dispose them in accordance with the local laws. The Contractor should protect all existing surfaces and equipment in the area of work. Protection materials should be provided by the contractor. The Contractor will repair or replace at his own cost if anything damaged due to the negligence of the Contractor.

<u>PERIOD OF PERFORMANCE AND WORKING HOURS.</u> The work shall be completed in six weeks period. The work has to be scheduled between 8:00 AM and 6:00 PM, Mondays through Fridays. No work should be planned for the American and Ukrainian official holidays (see paragraph 4 in Section 1).

II. Discussion of the Solicitation Package

1) Contract type (Section 1 paragraph 6)

The contract will be a fixed-price contract. This price shall include all labor, equipment, materials, overhead and profit.

2) Pricing (Section 1 paragraph 6)

The Offeror may submit the prices in Ukrainian Hryvnyas or in the US dollars. In case the prices are submitted in the US dollars, the payments will be performed anyway in the Ukrainian Hryvnyas (prices will be converted based on the official exchange rate USD/UAH of the National Bank of Ukraine on the date of invoicing).

3) Payment (Section 2)

As prescribed in FAR 52.212-4 Contract Terms and Conditions - Commercial Items, Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract. Pursuant to the Prompt Payment Act of the FAR, the U.S. Government must make the payment within 30 calendar days after receipt of the goods/ services and the valid original invoice(s).

4) SAM Registration (Section 3)

According to FAR 4.1102 in case the amount of contract action exceeds \$30,000, all prospective offerors should be registered in System for Award Management (SAM) prior to award of the contract, during performance and through the final payment.

As prescribed in FAR 52.204-7 System for Award Management, by submission of an offer, the Offeror acknowledges the requirement of registration in SAM. If the offeror doesn't become registered in SAM prior to contract award, the Contracting Officer will proceed to award to the next otherwise successful registered offeror.

For you convenience the solicitation package contains a Quick Guide for International Entity registration in SAM. Please give yourself plenty of time before your contract deadline as the registration in SAM is rather long process.

Please pay attention that registration in SAM is free-of-charge.

5) Representations and Certifications (Section 5)

The Offeror should properly fill out Section 5 and submit it with other documents as required in Section 3 of the request for Quotation. The Offeror shouldn't fill in paragraphs marked as [RESERVED].

6) Solicitation provisions (Section 3)

Summary of instructions to offerors is provided in the Section 3. The list of documents and information that should be included in the offer is also provided in the Section 3.

In order for the offer/quote to be considered, the offeror must submit:

- 1. All information and documents as required in paragraph II Structure of Offer of Section 3.
- 2. All information and documents must be in English as required by FAR 52.214-34 SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991). The copies of legal documents (State Registration Certificate, Tax-Payer Certificate, licenses etc.) may be submitted in the original language but must be accompanied by an English translation.
- 3. The organized and structured offer, that contains documents scanned in one file and numbered in the order as requested in paragraph II Structure of Offer of Section 3. Please note that if you are going to submit your quotation in archive folders, only ZIP-format should be used.

The structure of offer should be as follows:

Tab A Completed Solicitation:

- 1. Standard Form SF-1449 (blocks 12, 17, 19-24, 30A, 30B and 30C must be filled in as appropriate);
- 2. Section 1- The Schedule of Supplies/Services/Prices (Block 20/Block 23) pricing table in paragraph 6.4 of section1 must be filled; and
- 3. Section 5- Representations and Certification of the Offeror must be completed (all paragraphs except of marked [RESERVED]).

<u>Tab B Administrative Information</u> demonstrating ability to perform the contract (general information about the company, copies of state-registration documents, list of clients for the past two years etc.)

<u>Tab C Technical Abilities.</u> The offeror's strategic plan for performance of works required by this contract to include but not limited to:

- 1. A work plan taking into account all work elements in Section 1.
- 2. Present the performance schedule in the form of a "bar chart" indicating when the various portions of the work will be commenced and completed within the required schedule.
- 3. Identify types and quantities of equipment, supplies and materials required for performance of services under this contract.
- 4. Detailed specification of proposed VRF Internet Multi Air-Conditioning System, including but not limited to the information regarding meeting the requirements specified in paragraph 2 Scope of Work of Section 1.

7) Evaluation factors (Section 4)

Evaluation factors are provided in Section 4.

Award will be made to the lowest priced, acceptable, responsible offeror. Proposals shall include a completed solicitation and additional documents and information as required in Section 3. The Government reserves the right to reject proposals that are unreasonably low or high in price.

Offeror's responsibility will be determined by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1.

We intend to award a contract/ purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

8) Submission of Offers (SF 1449, Section 3)

The quotations must be submitted by e-mail on or before 12:00 September 11, 2017 to KyivGSO@state.gov with subject line "Replacement of Air-Conditioning System at Chief of Mission Residence (SUP300-17-Q-0038)". No quotations will be accepted after this time.

9) Questions and Answers

Additional questions in English should be sent by e-mail to KyivGSO@state.gov . Deadline for receipt of questions is August 29, 2017, 15:00. Answers will be provided in writing and will be posted on the Embassy web-site.

III. Conclusion

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

Sincerely,

Amanda M. Lugo Contracting Officer