April 27, 2026

US Consulate General Hermosillo
COB Navarrete 291 Col Raquet Club
Hermosillo Sonora

Minutes from site visit held on April 27, 2026, at 09:00 hours.
COB Elevator Maintenance Service

Attendees:

4 people from 3 different prospective offerors attended the Site Visit.

The following staff from the Requiring Office and the Contracting Office attended the visit.

- F. Chad Moore – Contracting Officer
- Robert Bunge- FAC Manager
- Adrian Gamez, FAC supervisor -Requiring Office
- Leonardo Tejeda – FAC
- Julio Lopez – FAC
- Maria Luisa Bringas- Procurement Team
- Esperanza Durazo-Procurement Team

Introduction

The Procurement Team welcomed all attendees and introduced the Contracting Officer and Requiring Office Team.

Purpose:

The purpose of this site visit was for offerors to best understand the location size, specifications of the requirements to determine the scope and pricing of their submissions.

Minutes disclosure:

Attendees were informed that the site visit minutes would be posted on SAM.gov under Contract Opportunities to ensure that other vendors are not at a disadvantage for having been unable to attend the site visit.

They were informed that one elevator that is currently experiencing issues will be repaired before being handed over to the awardee, who will receive it in full working order at the start of the contract.

General directions for this conference:

The site visit was conducted in Spanish.

The contracting team will compile all questions in a single file and will be included in the Q&A document, along with all the questions received via e-mail as per RFQ instructions. This file will be also posted on sam.gov.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

Form SF1449
Pricing
Type of services
Period of performance
Section 3 – Solicitation Provisions
Questions due date as per section 3
Section 4- Evaluation Factors
Registration in System for Award Management
were emphasized.
Payment process

The contracting team encourages the prospective offerors to carefully read the entire solicitation documents and to submit their questions before the stated deadline.

Submission deadlines:

1- Questions: **May 08, 2026**, before 12:00 hours, local time. Email- hermogsocontracts@state.gov
2- Answers will be posted on **sam.gov** by **May 15, 2026**, by 12:00 hours.
3- Proposals: **Tuesday May 26, 2026**, before 12:00 hours email: hermogsocontracts@state.gov

Conclusion

The conference concluded and attendees were thanked for their presence and expression of interest in the solicitation.

Sincerely,

F. Chad Moore
Contracting Officer