

## **SITE VISIT BASICS:**

- 1. TAKE A COPY OF THE RFP WITH YOU IN A THREE RING BINDER THAT ALLOWS YOU TO HAVE A COUPLE OF PAGES TO WRITE OBSERVATIONS AND QUESTIONS DOWN.**
  - a. DON'T BE AFRAID TO MAKE BASIC DRAWINGS BY HAND SINCE MOST LOCATIONS WILL NOT ALLOW PHOTOGRAPHY.**
  
- 2. LEAVE SEVERAL OF YOUR COMPANY BUSINESS CARDS AT THE SIGN IN DESK FOR THE SITE VISIT.**
  
- 3. RECORD ALL STATEMENTS THAT GOVERNMENT CLIENT PLACES EMPHASIS ON SPECIFIC TO THE TASK AND OR AREAS/LOCATIONS OF SERVICE.**
  
- 4. CURRENT OBSERVABLE CONDITIONS OF GOVERNMENT PROPERTY AS RELATED TO THE SERVICE BEING CONTRACTED (GROUNDS? JANITORIAL? OPERATION & MAINTENANCE, STAFFING, ETC..)**
  
- 5. OBSERVATION OF EXISTING CONTRACTOR WORKFORCE**
  - a. EXISTANCE AND CONDITION OF CONTRACTOR UNIFORMS**
  
- 6. OBSERVATION OF EXISTING CONTRACTOR VEHICLES**
  
- 7. OBSERVATION OF EXISTING CONTRACTOR EQUIPMENT**
  
- 8. OBSERVATION OF GOVERNMENT FURNISHED OFFICES AND STORAGE**
  
- 9. RECORDING OR PICKING UP BUSINESS CARDS FOR POTENTIAL VENDORS AT SITE VISIT SIGN IN DESK.**

## **10. ASKING FOR A COPY OF THE SIGN-IN LIST**