21 May 2026

MEMORANDUM FOR RECORD FROM:

92 CONS/PKA

SUBJECT: FA462026QA271 FY27 Recycling Services – Site Visit

1. The purpose of this memorandum is to document the solicitation site visit that was held on 9 June 2026, at 10:00 AM (local). See site visit sign in sheet for attendees.

2. The site visit started at building 2451 in the contracting conference room. Ms. Samantha Gorman opened the site visit by greeting all of the contractors. She proceeded to introduce the government key individuals. Ms. Samantha Gorman is the contracting officer and SrA Chase Polit is the contracting specialist. Ms. Gorman continued by pointing out key statements of the combined synopsis/solicitation. These statements consisted of:
    - Brief description of the service
    - Firm Fixed Price Contract
    - FAR 52.212-1 Instructions to Offerors
    - FAR 52.212-2 Evaluation
    - Questions due 10 June 2026 at 10:00 AM to only be sent to SrA Polit
    - RFQ due 16 June 2026 at 10:00 AM

3. Ms. Gorman and SrA Polit had the contractors follow to B2420 . Mr. Tyler Kelch represented the contract users for 92 CES and met us at B2045 to observe the site and the current conditions of the carousel units.

4. The site visit concluded at 11:00 AM by reminding the contractors of the 10 June 2026 questions due date and the 16 June 2026 RFQ due date.

5. If you have any questions regarding this MFR, please contact the undersigned at chase.polit@us.af.mil or 509-247-3488.

SRA Chase Polit, DAF
Contracting Specialist, 92d Contracting Squadron