DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND
JOINT BASE MCGUIRE-DIX-LAKEHURST

13 Aug 12

MEMORANDUM FOR ALL PROSPECTIVE OFFERORS

FROM: 87TH CONTRACTING SQUADRON
2402 VANDENBURG AVENUE
MCGUIRE AFB, NJ 08641

SUBJECT: Solicitation FA4484-12-R-0030 for Fire Training Facility Maintenance and Repair

1. Attached is the Request for Proposal Number FA4484-12-R-0030 for Fire Training Facility Maintenance and Repair FA4484-08-T-0028, Joint Base McGuire Dix Lakehurst, NJ. Complete details concerning the proper submission of quotes are contained in the Standard Form 1449, Solicitation/Contract/Order for Commercial Items.

2. The following items represent the "Proposal Package" that should be returned in response to this solicitation:

a. SF 1449, Solicitation/Contract/Order for Commercial Items, and Pricing Schedule; Technical and Past/Present Performance Information; Contractor's Transition Plan; and Offeror Representations and Certifications.

b. Please review your offer thoroughly, ensuring all representations and certifications have been completed, prices and extended prices have been inserted and are correct, and the offer is signed and dated prior to submitting to this office. See Part I, Addendum to FAR 52.212-1, Instructions to Offerors – Commercial Items for additional information.

c. Please ensure the attached Past Performance Questionnaire is completed by each contractor included in the Past performance portion of your proposal and return to Lt. Kyle Smith, Contract Specialist via fax number 609-754-4642 not later than September 2012.

3. Pre-Proposal Conference/Site Visit:

a. A pre-proposal conference and site visit will be conducted at the 87th Contracting Squadron, 2402 Vandenberg Ave, Joint Base, NJ, in the Basement Conference Room at 10:00 a.m. local time, on 28 August 2012, attendees are urged to arrive no earlier than 09:45. Submit names of attendees, Social Security Numbers, Driver License Numbers and State of Issue to the contracting office via email or fax by COB on 23 August 2012. Limit two attendees per company. All prospective offerors are urged to attend this conference and are requested to contact Lt Kyle Smith Contract Specialist, by fax at 609-754-4642 or email to kyle.smith.45@us.af.mil, at least by COB on 23 August 2012 if they plan to attend.

b. The purpose of the conference is for all offerors to observe, as a group, the current operation.

c. To ensure the conference is meaningful to all attendees, Offerors are requested to prepare all questions in writing prior to the scheduled date of the conference. Representatives from the 87th Contracting Squadron and 87th Civil Engineering Squadron will be available to clarify questions.

d. Remarks and explanations provided at this conference shall not qualify the terms of the solicitation and statement of work. Unless the solicitation is amended in writing, it will remain unchanged. Should an amendment be issued, normal procedures relating to the acknowledgement and receipt of solicitation amendments shall apply. Minutes will be taken at the pre-proposal conference and posted on FedBizOpps in the same manner as the solicitation and any amendments.

4. Hand Carried Proposals: Offerors are cautioned that the Joint Base has visitor control procedures requiring individuals not affiliated with the installation to obtain a visitor pass prior to entrance. **SOME DELAY SHOULD BE ANTICIPATED.** Offerors should allow sufficient time to obtain a visitor's pass and arrive at the depository **PRIOR** to the time established for receipt of offerors. Late proposals will be processed in accordance with FAR 52.215-10, Late Submissions, Modifications, and Withdrawals of Proposals.

5. Central Contractor Registration (CCR): Offerors are advised that all contracts to be awarded as a result of any solicitation issued requires the prospective awardee to be registered in the CCR Data Base. Lack of registration in the CCR database will make an offeror ineligible for award. Offerors and Contractors may obtain information on registration by emailing http://ccr.edi/dsa/mil.

6. This solicitation is 100 percent set-aside for small businesses. The proposed performance period is 1 Oct 12 through 30 September 13 with four one-year option periods.

7. Environmental Compliance: Offerors are reminded of the environmental requirements contained in the solicitation to comply with all applicable federal, state, and local environmental statutes and regulations. In addition to the scrutiny of civil environmental regulatory and enforcement agencies, environmental compliance incidental to Air Force activities or on Air Force property is subject to Air Force scrutiny. The Air Force routinely investigates environmental violations and cooperates fully with civil authorities to secure remedies and discourage future violations. Failure to comply with environmental statutes and regulations can subject the Contractor to criminal and civil penalties and/or contractual actions including, but not limited to, termination, suspension, debarment, and adverse past performance assessment.

8. If you have any questions or comments, please contact Lt Kyle Smith at 609-754-2592 or email address: kyle.smith.45@us.af.mil

MANNY REVILLA
Contracting Officer

Attachment:
Solicitation Package (SF 1449)