DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 138TH FIGHTER WING
9100 EAST 46TH STREET NORTH
TULSA OKLAHOMA 74115-1000

11 August 2026

MEMORANDUM FOR RECORD

FROM: 138th MSG/MSC

SUBJECT: MINUTES OF PRE-PROPOSAL CONFERENCE AND SITE VISIT, SOLICITATION W50S8U-26-R-A010, Restroom Repair (MOF)

1. The list of contractors attending the meeting is shown on the attached sign-in sheet. The following Government representatives attended the subject meeting:

Name	**Position**
Mrs. Amanda Lonsdale	**138 Contracting Office**
MSgt Zak McClintock	**138 Contracting Office**
Capt Anthony Turner	**138 Civil Engineering**

2. The Site Visit was held on 11 August 2026, 1000 – 1100 hours.

3. The following items were discussed during the Pre-proposal Conference:

a. Mrs. Lonsdale provided an overview of the solicitation requirements to attendees. (Power Point presentation attached)
b. Mrs. Lonsdale stressed the importance of questions asked must be submitted in writing to be official
c. Follow-on visits are allowed, but must be coordinated – 138.FW.MSC@us.af.mil
d. Capt Turner led the group to the job site

3. Attendees were allowed to visit work location.

4. Questions must be submitted in writing via email, especially technical questions to: 138.FW.MSC@us.af.mil DO NOT CONTACT the Design Engineers or the Government Engineers. All questions must be routed through the Contracting Office. All Contractor questions when answered will be posted to www.SAM.gov If a question arises that will result in a change to the plans or specifications, an official amendment will be issued. All correspondence, questions and answers, amendments etc. will be posted on www.SAM.gov

5. Any amendments that are issued will posted to www.SAM.gov. Contractors are advised to check the website frequently.

6. When you email your proposal, if you do not receive an acknowledgement reply, please reach out to the contracting office – 138.FW.MSC@us.af.mil – as we may not have received your submission.
7. The pre-proposal conference and site visit concluded at 1100 hours.

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AMANDA J. LONSDALE, CIV, ANG
CONTRACTING SPECIALIST

Attachment:
Power Point Slides
Sign in sheet