DEPARTMENTOFTHEAIRFORCE
105th AIRLIFT WING (ANG)
ONE MAGUIRE WAY
NEWBURGH NY 12550-5075

MEMORANDUM FOR RECORD

SUBJECT: MINUTES OF SITE VISIT, SOLICITATION W50S8D26Q1C85, MEDIUM VOLTAGE ELECTRICAL DISTRIBUTION TRANSFORMER PM

11 August 2026, 1000 - 1100

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**
Joseph Kugler	**Contracting Officer**
Michael Lynch	**Deputy Base Civil Engineer**
Biron Pitts	**105th CE Power Production Craftsman**

2. The following items were discussed during the site visit meeting:
    a. The acquisition process was explained and all were notified that the solicitation is being issued as a Request for Quote (RFQ) under FAR Part 12 Acquisition of Commercial Products and Commercial Services. Contract period is 180 days. This includes all work to include cleanup.
    b. The solicitation is being issued as a total small business set-aside under the applicable NAICS code 238210, Electrical Contractors and Other Wiring Installation Contractors.
    c. Quotes are due by 19 August 2026 at 11:00 AM. Contractors were reminded to check the solicitation posting at https://sam.gov/ Contract Opportunities regularly for any changes throughout the solicitation phase.
3. Contractors were reminded that all questions must be submitted in writing via email to: joseph.kugler.1@us.af.mil. All questions must be routed through the Contracting Office. All Contractor questions when answered will be posted to the https://sam.gov/ Contract Opportunities website. 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 issued or posted through Contract Opportunities. All amendments will need to be acknowledged.
4. Mike Lynch then discussed details of the project. A review of the circuit map was discussed that illustrates the circuit group that will be included in this project's scope of work. A transformer list was also provided to include the voltage of each transformer that will be serviced. Power shutdown will need to be staggered throughout the period of performance in order to manage mission impact. Therefore, it is estimated that there will be 4 to 6 separate mobilizations to accommodate these shutdowns. This is just an estimate and contractors will need to determine for themselves how many mobilizations they will need based on what they see in the field during today's site visit. Advanced coordination between the contractor and the Government will be needed to schedule all power shutdowns to minimize mission impact.
5. A contractor asked if work would need to be extended to nights and weekend hours to accommodate power shutdowns. This will not be necessary. All coordination and scheduling work should take place during normal business hours.
6. Another contractor asked if they would be responsible for providing generators to operate at certain locations during power shutdowns. The government already has generators on some of the critical facilities that will be active during specific shutdowns. Building managers of other facilities that do not have generators will be informed of power outages and will have to make their own accommodations. Therefore, the contactor will not be responsible for providing generators.

7. Timeframe for scheduling power shutdowns does not need to be separated evenly over the 180 day period of performance. Shutdowns can be coordinated at anytime during the 180 days. It was noted that every other Monday, the Base is closed with limited personnel onsite. It would be ideal to schedule shutdowns around these days to limit impact to mission operations. A schedule of these days will be provided after award to assist with coordinating power shutdowns.
8. A few RFI's are expected to be submitted after the site visit regarding drawing oil samples from transformers under positive/negative states and also filtering requirements of some transformers. Once received, the Government will provide responses, which will be posted to the solicitation page on the https://sam.gov/ Contract Opportunities website.
9. All attendees were escorted out to the field to see several transformers to get a better understanding of current conditions and take pictures of available nameplates as necessary to gather further information. The site visit concluded at approximately 1130.

APPROVED

KUGLER.JOSEPH.JAY.1022232416 Digitally signed by KUGLER.JOSEPH.JAY.1022232416 Date: 2026.08.12 08:10:28 -04'00'

Attachments Sign-in Sheet

Joseph Kugler, MSgt, NYANG
Contracting Officer