

09 May 2023

MEMORANDUM FOR RECORD

FROM: 183 MSG/MSC

SUBJECT: Minutes of Pre-Bid Conference and Site Visit, Solicitation W50S7U-23-B-0001,  
Repair Access Building P-15, 183d Wing, Springfield, Illinois.

Date: 09 May 2023 – Time 1300-1330 hours.

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

<b>Name</b>	<b>Title</b>
2d Lt Alicia Braun	Base Contracting Officer
CMSgt Brent Keller	Contracting Officer

2. The following items were discussed during the Pre-Bid Conference:

- a. The Contract period is 180 calendar days. This includes all work to include cleanup and punch list items. Following receipt and approval of bonds we will hold a pre-construction conference and issue the Notice to Proceed (NTP).

- b. Contractors should expect delays in gaining access to the base for security reasons. Every contractor that needs to gain entry to the installation will have their vehicles searched by Security Forces at the Main Gate. Persons who have submitted an SF 1705 for this site visit should not have to resubmit the SF 1705 for the bid closing date.

- c. Interested offerors/bidders must be registered in System for Award Management (SAM). To register, go to: <https://sam.gov/>. You will need your Unique Entity ID number to register.

- d. Stressed the importance of the need to “Request Access” for controlled documents on <https://sam.gov> for the solicitation posting under the attachments section.

3. A Power Point slide presentation on the project specifics and basis for award was presented to all attendees (Attached).

4. The Power Point presentation was followed by a tour of the subject job site.

5. If mailing your bid, notify the Contracting office of your intent so that our office can be regularly checking for it. If you fail to notify our office, your bid may potentially be held up somewhere else on base and not received on time.

6. Questions must be submitted in writing via email, especially technical questions to: [Alicia.Braun@us.af.mil](mailto:Alicia.Braun@us.af.mil) and [Brent.Keller.1@us.af.mil](mailto:Brent.Keller.1@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 the 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/posted at <https://sam.gov/>.

7. Any amendments that are issued will be posted to the website. Contractors were advised to check the website frequently.

8. The pre-bid conference and site visit concluded at 1330 hours (1:30PM CDT).

ALICIA C. BRAUN, 2d Lt, ANG  
Base Contracting Officer

Attachments  
Sign-In Sheet  
Power Point Slides