



**DEPARTMENT OF THE AIR FORCE  
90TH MISSILE WING (AFGSC)**

Audio and Visual Upgrade for Trail's End Ballroom/90 FSS Site Visit Agenda  
F. E. Warren AFB, WY 82005  
03 August 2023 @ 1200 Mountain Daylight Time (MDT)

1. Site Visit request must be received via email at [matthew.gauert.2@us.af.mil](mailto:matthew.gauert.2@us.af.mil) and [trisha.lamarr@us.af.mil](mailto:trisha.lamarr@us.af.mil) no later than 02 August 2023 at 1400 MDT.
2. All attendees that need access for the site visit will need to arrive by 1115 MDT at the Visitor Control Center located at Gate 1 on Randall Ave. We shall depart for the site visit at 1145 MDT or upon completion of the visitor access forms if there are delays at the Visitor Control Center.
3. If you do not need assistance to access the base, you need to arrive by 1145 MDT at the Visitor Control Center located at Gate 1 on Randall Ave. We shall depart for the site visit at 1145 MDT or upon completion of the visitor access forms if there are delays at the Visitor Control Center. The Site Visit is scheduled to begin at 1200 at the Trail's End Ballroom.
4. All attendees will need to have a copy of their driver's license in order to access the base for this site visit.
5. All attendees will be required to utilize their own vehicles for the site visit. Valid vehicle insurance or the rental agreement will be needed for the vehicle in order to access the base.
6. No equipment will be provided by the Government for the site visit. All attendees must provide their own equipment in order to complete any site visit needs.
7. Only pictures of the proposed work area are authorized.
8. At no time shall money/funding be discussed by anyone.
9. Questions asked on site will be answered by the information contained in the Statement of Work (SOW). Any questions that are not answered by the SOW shall be submitted in writing (e-mail) to [matthew.gauert.2@us.af.mil](mailto:matthew.gauert.2@us.af.mil) and [trisha.lamarr@us.af.mil](mailto:trisha.lamarr@us.af.mil) no later than 07 August 2023 by 1000 MDT. The government will address the questions and post them as Q&As on SAM.gov.
10. Thank you for attending the site visit.