



**DEPARTMENT OF THE AIR FORCE**  
**375TH CONTRACTING SQUADRON (AMC)**

24 February 2023

**MEMORANDUM FOR ALL SMALL BUSINESSES**

**FROM:** 375 CONS/PKB1  
201 E WINTERS ST BLDG 50  
SCOTT AFB IL 62225-5015

**SUBJECT:** Response to Contractor Questions

The following questions were submitted to the Government:

| <b>Question</b>   | <b>Government Response</b>  |
|---|---|
| Do quotes need to be submitted on a specific form or can they be submitted on company letterhead?   | Quotes can be submitted on company letterhead but pricing information should be broken out according to attachment 1.   |
| The mechanic has to be there so do we need or can we supply a show trailer for this or do you supply a spot for the service truck and tech? | Sufficient space will be provided to accommodate for the service truck and mechanic's required tools. However, the space should not be utilized in a way to promote or advertise for the company. For example, carts for sale should not be displayed; however, company markings that are adhered to carts or the maintenance truck are acceptable. |

ANDREW KLEISER, GS-12, DAF  
Contract Specialist