

PRE-PROPOSAL CONFERENCE/SITE VISIT REQUEST

Privacy Act Statement: Pursuant to 5 U.S.C. Section 552 and SECNAVINST 5720.42F, the information requested is voluntary; however, failure to provide the personal information requested is grounds to deny you entry onto COMNAVREGMARIANAS property

DATE OF REQUEST: _____

COMPANY INFORMATION (Name, address, phone number, e-mail address, etc.):

ATTENDING PRE-PROPOSAL CONFERENCE/SITE VISIT – February 25, 2010, 8:00 AM; Site Visit to follow):

- 1. PRE-PROPOSAL CONFERENCE ONLY: _____
- 2. SITE VISIT ONLY: _____
- 3. BOTH (PRE-PROPOSAL CONFERENCE/SITE VISIT): _____

EMPLOYEE(S): LAST NAME, FIRST NAME: _____ SSN: _____

- 1.
- 2.
- 3.

PLEASE BE INFORMED: If an attendee submits the application after the specified due date, they may not be able to attend the site visit.

The furnishing of the above information, including your Social Security Number, is voluntary. However, your failure to furnish all or part of the information request may result in the Government's denial of access to the jobsite. Any of the above information furnished by you and protected under the Privacy Act shall not be released unless permitted by law and/or you have consented to such release.

Failure of a prospective Offeror to submit any questions or to attend the conference will be construed to mean that the Offeror fully understands all requirements of the solicitation. Prospective Offerors are advised that the pre-proposal conference will be held solely for the purpose of familiarizing perspective offerors with the extent and nature of the project, explaining the concepts involved in the project, the specifications, terms and conditions, as well as the unique features of the solicitation.

Offerors should be aware that no answers will be provided to verbal questions asked during the pre-proposal conference. Offerors are requested to provide any questions that they may have during the conference in a written format. The form for submitting those written questions during the pre-proposal conference will be provided. Answers to the questions will be provided as a Notice to the solicitation. No paper copies will be sent. In addition, a list of attendees to both the pre-proposal conference and the site visit will be posted to the NECO website.

No minutes of this meeting will be issued. Remarks and explanations addressed during the conference shall not qualify or alter the terms and conditions of the solicitation. All prospective offerors are advised that this solicitation will remain unchanged unless it is amended in writing. However, if an amendment is issued, normal procedures relating to the acknowledgement and receipt of any such amendment, as described in this section, shall be applicable.

The use of cameras, tape recorders, and other recording devices are prohibited during the pre-proposal conference and site visit.