

A pre-proposal conference and site visit will be held at 8:30 AM (EST), on **Friday, 26 August 2011**. Please meet at the FEAD Conference Room, Bldg A-629, second floor, Naval Air Station, Key West, FL 33040.

If you wish to attend the above, please follow the instructions listed below:

- 1) Submit a list of personnel (including potential subcontractors) to the following **NO LATER THAN 5:00 PM on Monday, 22 August 2011:**

Jeanette Sweeting – jeanette.sweeting@navy.mil
Renee Mims – renee.s.mims@navy.mil

- 2) Visitors will be required to present documentation evidencing personal identification and firm affiliation. All contractor (or subcontractor) personnel wishing to attend the site visit must be properly badged or provided base access by this office. If you have an active “RapidGate” badge, please ensure that Naval Air Station Key West is included in its credentials. If not, you can either request that EID (RapidGate contractor) add it to your badge prior to the site visit date, or you can request base access as listed below:

Complete the Contractor Application for Activity Access form that is attached as a separate document to the pre-solicitation notice.

Email it to the following personnel NO LATER THAN 5:00 PM on Monday, 22 August 2011:

Jeanette Sweeting – jeanette.sweeting@navy.mil
Renee Mims – renee.s.mims@navy.mil

IF YOU DO NOT FOLLOW THE INSTRUCTIONS PROVIDE ABOVE, YOU WILL NOT BE PROVIDED BASE ACCESS.