

Memorandum for Record

Subject: Pre-Proposal Conference/Site Visit, N40084-15-R-7002, CUSTODIAL AND GROUND SERVICE FOR NAVAL COMMANDS MISAWA AND FLCY HACHINOHE, JAPAN
Date: 14 November 2014
Attendees: 12 including Government and contractors

Subject Conference was held on 14 November 2014 at 0900 hours at Bldg. 987, PWD Misawa. All attendants are listed in the attached attendance record.

1. Mr. Takagi, Contract Specialist, PWD Misawa briefed all attendees on the remarks and particulars of the solicitation that includes but are not limited to the following. All attendees were reminded that remarks and explanations or answers provided at this conference should not qualify the terms and conditions of RFP, Performance Work Statement (PWS) and its attachments unless they are changed by amendments in writing.

a. Negotiated (RFP) is a method of contracting that the award will be made to the Lowest Priced Technically Acceptable (LPTA) offeror considering price and the following non-price factors:

Factor 1 – Corporate Experience

Factor 2 – Safety

Factor 3 – Past Performance

b. Proposal due date and time (8 December 2014, 11:00 AM).

c. Flexible pricing, option periods and evaluation method.

d. Any prospective offerors desiring an explanation or interpretation of the solicitation, PWS, sketches, etc., must request it in writing less than 10 days before proposal opening day (by 28 November 2014). Complete forms must be submitted via email to:

ryuichi.takagi.ja@fe.navy.mil.

e. Offerors must be registered in the System for Award Management (SAM) prior to award of a DoD contract.

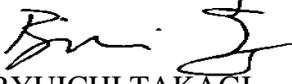
f. Amendments will be posted to the AsiaNECO website, <https://asia.neco.navy.mil/>

2. Mr. Kudo, Spec Writer, PWD Misawa explained the particularities of the PWS and its attachments during the pre-construction conference and site visit.

3. The site visit was conducted at Bldgs 543 (BH), 980 (NAF Misawa), NMC area, Pump Station #1, 2, 3, and pipe lines, Japan at 1040 hours on the same day.

All attendants are listed in the attached attendance record.

4. Since there were no particular questions, the site visit was adjourned at 1630 hours.


RYUICHI TAKAGI
Contract Specialist

THE SOLICITATION REMAINS UNCHANGED UNLESS AN AMENDMENT IS ISSUED.

ATTENDANCE ROSTER

PRE-PROPOSAL CONFERENCE

SOLICITATION NUMBER: N40084-15-R-7002

CUSTODIAL AND GROUNDS SERVICE FOR NAVAL COMMANDS

MISAWA AND FLCY HACHINOHE, JAPAN

LOCATION: Misawa AFB and FLCY Hachinohe Fuel Terminal, Japan

DATE: 14 Nov 2014

Name	Organization/Firm name	Telephone
Etsuko Sasaya	NHS	02-5325-5565
Keiichi Suda	"	"
Yuko Walters	"	0176-52-2125
Satoru Nakayama	Eight-co. Ltd	0176-57-1480
Sariya Mori	"	"
Kiyoshi SASAKI	KOTOBUKI SHoji LTD	0176-57-1835
Kagutetsu Nakamura	"	"
TAKINO Yumiko	A. S. Y Co., Ltd	0176-57-5301
KISHI Noriko	"	"
TARAGI, Ryuichi	PWD Misawa	226-3595
KUDO, Koichi	PWD Misawa	226-7595
ANDERSON, Jan	PWD MISAWA	226-9450