



DEPARTMENT OF THE AIR FORCE

66th CONTRACTING SQUADRON (AFMC)
HANSCOM AIR FORCE BASE, MASSACHUSETTS

17 Sep 04

MEMORANDUM FOR RECORD

FROM: 66 CONS/PKB (Lt Arthur Perera)

SUBJECT: Solicitation F1FMF142510400 FM Systems Furniture 1st Floor and
F1FMF142510300 FM Systems Furniture 3rd Floor Site Visit Minutes

1. A site visit for the subject solicitations was conducted on 17 Sep 04 at 1000hrs. The attached sign in sheet (Attachment 1) has a listing of the contractors that attended the site visit. During the course of the site visit, several questions were asked. Changes to the original SOWs had to be made as a direct result of some of the questions asked during the site visit. Please ensure you review the entire revised attached SOWs.

2. During the course of the site visit, the following questions were asked:

a. What are the specifications required for the carpeting? In accordance with (IAW) both SOWs paragraph 6c – Carpeting shall meet the following requirements: The type of carpeting shall be 28 ounce nylon Patcraft Homeroom 28. Approximately 850 square yards of carpeting will be required for the 3rd floor and approximately 400 square yards will be required for the 1st floor.

b. Can a bid be submitted without carpeting and electrical installation? No. All bids must be complete bids to include all work required in the SOWs for each floor.

Do the plan layouts for each floor accurately reflect the number of workstations needed? Yes.

d. Who is required to install communication and LAN wiring? IAW both SOWs paragraph 6f -- Contractor shall afford ESC/FMF reasonable time to install network and telephone wiring. The Government will install network and telephone wiring; however, the contractor will conceal this wiring inside the raceways. Time should be projected to schedule this work.

3. Please note that the SOWs for both the 1st and 3rd floors have been significantly revised. Please review each SOW to ensure you are aware of the changes. The following significant change has been incorporated for the 1st floor -- The requirement for the disassembly/removal of the systems furniture currently in place on the 1st floor has been removed. The Contractor will not be responsible to disassemble/remove the old systems furniture for the 1st floor. However, the removal requirement still exists for the 3rd floor.

4. The date the proposals are due has been changed from 4:00PM Eastern Standard Time to 21 Sep 04 to 4:00PM Eastern Standard Time 23 Sep 04. If you would like to schedule an appointment prior to 23 Sep 04 to take further verification measurements on the sites, please contact Del Davison (Project Manager) at 781-377-4654.

5. Feel free to contact the undersigned at (781) 377-3533 should you have any questions.


ARTHUR PERERA, 1Lt, USAF
Contracts Manager

Attachment
Site Visit Sign In Sheet

SITE VISIT SIGN IN SHEET
F1FMF142510300 FM SYSTEMS FURNITURE, 3rd Floor
F1FMF142510400 FM Systems Furniture, 1st Floor

PKO Rep: Lt Art Perera, *PATTI FALCIONE-PEREZ*

Customer Rep: DEL DAVISON

Company	Company Address	Phone	Representative Names	Alternate Contact Name and Number	Signature
Cano Corp	225 Industrial rd Fitchburgh, MA	978-342-0953	Jan Kapstad	Carol Docherty 978-342-0953	<i>[Signature]</i>
Homeland Office Furniture	109 Old Town Way Hanover, MA 02339	781-982-0397	Tom Pratt	Pamela Pratt 781-982-0397	
Commonwealth Office Products	28 Ames Rd Brockton Ma 02302	617-799-1449	Roseann Kelleher Marc Johnson	Rita Albright 781-498-7500	<i>Marc Johnson Rita Albright John Edwards Kevin Bond</i>
Edmands & Associates, INC	6 Old Country Road Amesbury, MA	978-388-6406	John Edmands Kevin Bond		<i>[Signature]</i>
Computec Solutions	290 Broadway Suite 136, Methuen MA 01844	978-975-2710	George Graham	Tom Wahlers 978-975-2710	<i>[Signature]</i>
William Lowe & Son's Movers	50 Terminal Street Charlesotown, MA 02129	508-747-0826	William D Lowe William J Lowe Rick Molino Doug Lowe	Douglas Lowe 617-242-8600	<i>[Signature]</i>
Corporate Interiors	74 Rowe Street MA 02466 Newton,	617-332-9090 x351	Mark Flynn	Craig Murray 617-332-9090 x 203	<i>[Signature]</i>
A&G Sales	122 Cummings Park Woburn MA 01801	781-932-0333	Paul Kennedy	Stephanie Fwan 781-932-0333	<i>[Signature]</i>
Federal Office Furniture	36 Harris St Waltham 02452	781-642-0568	Charlie Brophy	Christine Audley 617-817-0351	<i>[Signature]</i>