

**PRE-PROPOSAL INFORMATION
FOR
SOLICITATION NO. W81GYE-04-R-0022
DPS**

1. The pre-proposal conference for solicitation number W81GYE-04-R-0022 will be held on **11 December 2003, from 9:00 am to 4:00 pm ET.**
2. Conference location is: MTMC, Hoffman Building II, 200 Stovall Street, Room 10N16, Alexandria, VA 22332.
3. The agenda for the conference will be posted on the HQ MTMC web site (<http://www.mtmc.army.mil>) in the near future.
4. Companies must provide the names, phone numbers and e-mail addresses of attendees no later than 8 December 2003 to Elvie Thompson at HQ Military Traffic Management Command, ATTN: MTAQ-P, 200 Stovall Street, Alexandria, VA 22332-5000 or e-mail to thompsonelvie@mtmc.army.mil with a copy to Patricia Thompson at thompsonp@mtmc.army.mil.
5. Prospective offerors are encouraged to attend this conference. Attendees are encouraged to download and print a copy of the final solicitation from the HQ MTMC web site, and bring their copy with them to the conference. The solicitation is available for viewing at <http://www.mtmc.army.mil>. Clicks on "Doing Business with MTMC," then click on "more" under "Solicitations," and on the left side of the page, click on "Defense Personal Property System (DPS)."

6. Parking:

Visitors may park for free and the guards at the visitor lot Guard House located on the lot itself will routinely issue a 4-hour parking pass. This pass will not be extended. You can move the car and request another 4-hour parking permit.

If you have coordinated parking with me, then please be sure to tell the guard this and ask that he check his parking log. We have requested all-day parking for you for all three days. Unless you communicate this to the guards they will routinely issue you a 4hour pass. If you would like to coordinate parking and have not, please contact me ASAP. We need the make and model of your vehicle, its license tag number and the state in which licensed.

7. Arrival and Security and Sign in:

You will need a picture identification card, once signed into the building you will need an escort while in the Hoffman Complex. Please call me when you arrive.

Elvie Thompson, Contract Specialist

(703) 428-3474.

Please complete the attached form when requesting a parking pass. For administrative ease, please request your parking spaces at least one week prior to the pre-proposal conference. Each visitor is required to complete this form and return it to Elvie Thompson at thompsonelvie@mtmc.army.mil

DOD VISITOR PARKING REQUEST

HOFFMAN COMPLEX

NAME OF VISITOR

DATE OF ARRIVAL : 11 December 2003

TIME OF ARRIVAL 0900 hours

MAKE OF VEHICLE

TAG NUMBER/STATE

NATURE OF VISIT: Pre-proposal conference (Defense Personal Property Management System)

NAME OF PERSON VISITING

TELEPHONE NUMBER OF PERSON VISITING (703-428-3474)

YOUR AGENCY NAME:

REQUESTOR MTMC HQ

(Must be coordinated through Designated Agency Contact (DAC))

DAC Signature

DATE INFORMATION FORWARDED TO GUARD FORCE

(For use by DOD Building Management Personnel)