INFORMATION TO OFFERORS OR QUOTERS
SECTION A - COVER SHEET

1. SOLICITATION NO.

DABN01-03-R-0008

2. (X one)

	A. SEALED BID
X	B. NEGOTIATED (RFP)
	C. NEGOTIATED (RFQ)

INSTRUCTIONS

NOTE THE AFFIRMATIVE ACTION REQUIREMENT OF THE EQUAL OPPORTUNITY CLAUSE WHICH MAY APPLY TO THE CONTRACT RESULTING FROM THIS SOLICITATION.

YOU ARE CAUTIONED TO NOTE THE "CERTIFICATION OF NON-SEGREGATED FACILITIES" IN THE SOLICITATION. FAILURE TO AGREE TO THE CERTIFICATION WILL RENDER YOUR REPLY NONRESPONSIVE TO THE TERMS OF SOLICITATIONS INVOLVING AWARDS OF CONTRACTS EXCEEDING $25,000 WHICH ARE NOT EXEMPT FROM THE PROVISIONS OF THE EQUAL OPPORTUNITY CLAUSE.

"FILL-INS" ARE PROVIDED ON THE FACE AND REVERSE OF STANDARD FORM 18 AND PARTS I AND IV OF STANDARD FORM 33, OR OTHER SOLICITATION DOCUMENTS AND SECTIONS OF TABLE OF CONTENTS IN THIS SOLICITATION AND SHOULD BE EXAMINED FOR APPLICABILITY.

SEE THE PROVISION OF THIS SOLICITATION ENTITLED EITHER "LATE BIDS, MODIFICATIONS OF BIDS OR WITHDRAWAL OF BIDS" OR "LATE PROPOSALS, MODIFICATIONS OF PROPOSALS AND WITHDRAWALS OF PROPOSALS."

WHEN SUBMITTING YOUR REPLY, THE ENVELOPE USED MUST BE PLAINLY MARKED WITH THE SOLICITATION NUMBER, AS SHOWN ABOVE AND THE DATE AND LOCAL TIME SET FORTH FOR BID OPENING OR RECEIPT OF PROPOSALS IN THE SOLICITATION DOCUMENT.

IF NO RESPONSE IS TO BE SUBMITTED, DETACH THIS SHEET FROM THE SOLICITATION, COMPLETE THE INFORMATION REQUESTED ON REVERSE, FOLD, AFFIX POSTAGE, AND MAIL. NO ENVELOPE IS NECESSARY.

REPLIES MUST SET FORTH FULL, ACCURATE, AND COMPLETE INFORMATION AS REQUIRED BY THIS SOLICITATION (INCLUDING ATTACHMENTS). THE PENALTY FOR MAKING FALSE STATEMENTS IS PRESCRIBED IN 18 U.S.C. 1001.

3. ISSUING OFFICE (Complete mailing address, including zip code)

WIESBADEN CONTRACTING CENTER
ATTN: AEUCC-C
KONRAD-ADENAUER-RING 39
D-65187 WIESBADEN

4. ITEMS TO BE PURCHASED (Brief description)

Non-personal services to include installation, removal, maintenance and repair of equipment iin support of military communities at varous locations in Germany. Equipment is under the responsibility of the Engineer Support Center, Giessen.

5. PROCUREMENT INFORMATION (X and complete as applicable)

X	A. THIS PROCUREMENT IS UNRESTRICTED					
	B. THIS PROCUREMENT IS A _____% SET-ASIDE FOR ONE OF THE FOLLOWING (X one). (See Section I of the Table of Contents for details).					
		(1) SMALL BUSINESS		(2) LABOR SURPLUS AREA CONCERNS		(3) COMBINED SMALL BUSINESS/ LABOR AREA CONCERNS

6. ADDITIONAL INFORMATION

Offerors are advised that this solicitation is available at the Wiesbaden Contracting Center (WCC) Bidboard at http://www.usacce.army.mil/wcc/VENDOR/BidBoard.htm

Offerors are also advised to review all communications as posted to the WCC website to be aware of any changes or amendments to the solicitation. There will be no hard copies or emailed copies of this solicitation. The solicitation and all relevant documentation will only be available at the WCC website.

Offerors are advised to attend a Pre Proposal Conference scheduled for 2 April 2003, 10:00 am at:

Wiesbaden Contracting Center (Amelia Earhart Building)
2nd floor Conference Room
Konrad Adenauer Ring 39
65187 Wiesbaden

All offerors are to meet at the securtity gate at 0945 on the morning of the conference at the Amelia Earhart Building. Offerors are limited to 2 representatives per firm and must bring a passport (Ausweis) for security pruposes. Parking is very limited so please allow extra time for street parking.

All questions regarding the solicitation, Performance Work Statement, Attachments, Exhibits or submittals must be submitted by 31 March 2003, 11:00 am to the following email address: guinsn@rcc.wbn.usacce.army.mil Questions will be addressed at the Pre Proposal Conference. Any questions that cannot be answered at that time will be posted prior to solicitation closing date to the WCC BidBoard.

7. POINT OF CONTACT FOR INFORMATION

A. NAME (Last, First, Middle Initial)	B. ADDRESS (Include Zip Code)
KELLY STRATTON-FEIX	WIESBADEN CONTRACTING CENTER KELLY STRATTON-FEIX ATTN: AEUCC-C KONRAD-ADENAUER-RING 39 D-65187 WIESBADEN
C. TELEPHONE NUMBER (Including Area Code and Extension) 0611-816-2203	