



EXCHANGE

ARMY & AIR FORCE EXCHANGE SERVICE
3911 S. Walton Walker Blvd
Dallas, TX 75236

13 December 2012

SD-Z

TO ALL PROSPECTIVE OFFERORS,

Re: Solicitation No. AAFES-SDZ-08-032-12-121/PAC Vending Machines

We are soliciting proposals to establish one contract to supply vending machines for the Army & Air Force Exchange Service (Exchange), an instrumentality of the United States Government.

Instructions for proposal preparation and submission are included in Solicitation/Proposal/Award (Exchange Form 4450-002) and the Schedule. Please submit your proposals with specification sheets and diagrams/pictures to arrive no later than **2:00 PM, CST, on or before 14 January 2013.**

Delivery to a post office address does not constitute timely response of a proposal. Rather, the time of receipt is the time the proposal is delivered to the "Issuing Office."

If you choose to hand carry your proposal or use the controlled dispatch services of a nationally recognized U.S. courier, you should bring or send it to the "Issuing Office" address shown on the top left of the solicitation (Exchange Form 4450-002).

All questions and issues relating to this solicitation must be raised no later than **2:00 PM, CST, 21 December 2012**. Any clarification given to one offeror will be given to all offerors. Any changes to the solicitation will be made by amendment.

All proposals must be submitted in a sealed envelope/package and indicate the Solicitation Number AAFES-SDZ-08-032-12-121 on the front of the envelope/package.

If you do not intend to submit a proposal, but wish to remain on our source list, please let me know. You do not need to return the solicitation, a telephone call or an email advising will do.

If you have any questions or need any additional information to prepare your proposal, you must submit your inquiries to **Jessica Coleman** at colemanj2@aafes.com no later than **2:00 PM, CST, 21 December 2012**.

Sincerely,

Melvin Gardner
Contracting Officer
Exchange HQ/Procurement Support & Policy Directorate