



**DEFENSE LOGISTICS AGENCY**  
**DEFENSE ENERGY SUPPORT CENTER**  
**8725 JOHN J. KINGMAN ROAD, SUITE 4950**  
**FORT BELVOIR, VIRGINIA 22060-6222**

IN REPLY  
REFER TO

DESC - PLC

April 28, 2004

**SUBJECT: Defense Energy Support Center Pre-Proposal Conference  
RFP SP0600-04-R-0094, COG 7 Ground Fuels**

**TO: All Vendors Interested in Offering and Federal Government Activities  
Receiving Fuel Deliveries Under DESC Contracts in  
California, Arizona, Nevada and Utah**

The Defense Energy Support Center (DESC) encourages your attendance at a Pre-Proposal Conference to discuss solicitation RFP SP0600-04-R-0094 for delivery of petroleum products to Federal Government activities located in Customer Organized Group (COG 7) in the states of California, Arizona, Nevada, and Utah for a five (5) year performance period September 1, 2004 through August 31, 2009. Conference information is as follows:

**DATE: May 11, 2004**

**TIME: 9:00 a.m. to approximately 3:00 p.m.**

**REGISTRATION BEGINS: 8:30 a.m.**

**PLACE: Embassy Suites (Located approx 2.34 miles from McCarran Airport)  
4315 Swenson Street (Airport Shuttle Available)  
Las Vegas, NV 89119  
Reservations: 702-795-2800**

**(Attendees are responsible for their own travel/lodging arrangements and any other related expenses)**

The purpose of this conference is to discuss the terms and conditions of requirements type contracts resulting from solicitation SP0600-04-R-0094 issued on the Web 21 April 2004. Discussions will include, but not limited to, base reference prices, product escalation provisions, applicable taxes, modes of transportation, ordering and receipt procedures, current initiatives underway in support of commercial practices, alternative fuels (Biodiesel/E-85) quality/specification changes and issues, web application and implementation of paperless invoicing initiatives. Completion of the Offer Submission Package and any concerns that your Company or Government Activity may have will also be discussed. This conference would be very beneficial to any company wishing to offer under this solicitation and to Government Activities in understanding the terms and conditions of resultant contracts that will support their fuel requirements.

Contracting Officer Kathryn Riso, and Contract Specialists Ted Jones, Patti Burke and Leigh Gillette will be representing the Direct Delivery Ground Fuels Division II of DESC. Other representatives participating in the conference will be Patricia Wilkins from Product Quality and Technical Division of DESC, Kimberly Bass from the Small Business Office of DESC and Jim Reed will be representing the Market Research Division of DESC.



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RFP SP0600-04-R-0094, COG 7 Ground Fuels

**Please complete the attached Response Form with names of individuals from your company or activity who will be attending this conference and return it no later than May 4, 2004 via facsimile to 703-767-8506, Attn: Ralph Ellison, DESC-PLC.** If there is some reason that your company/ activity will not be sending a representative, please send a negative response so that we will know that this message reached you.

Any questions that you may have concerning this Pre-Proposal conference may be directed to Leigh Gillette, Contract Specialist, (703) 767-9534, (e-mail) [Leigh.Gillette@dla.mil](mailto:Leigh.Gillette@dla.mil); Kim Ellison, Contract Specialist (703) 767-9527, (e-mail) [Ralph.Ellison@dla.mil](mailto:Ralph.Ellison@dla.mil); Jan Bonnet, Contract Specialist (703) 767-9526, (e-mail) [Jan.Bonnet@dla.mil](mailto:Jan.Bonnet@dla.mil); Ted Jones, Contract Specialist, (703) 767-9535, (e-mail) [Theodore.Jones@dla.mil](mailto:Theodore.Jones@dla.mil); Kathryn Riso, Contracting Officer, DESC-PLC, at (703) 767-9511, (e-mail) [Kathryn.Riso@dla.mil](mailto:Kathryn.Riso@dla.mil). All points of contact may be faxed at (703) 767-8506.

Please visit our website at <http://www.desc.dla.mil/DCM/DCMSolic.asp?SolicID=687> to download the COG 7 solicitation.

Sincerely,



KATHRYN R. RISO  
Contracting Officer  
Ground Fuels Division II  
Direct Delivery Fuels

Enclosure:  
Response Form

**RESPONSE FORM**

**RETURN TO: Ralph Ellison  
DESC-PLC  
FAX: 703-767-8506**

**DESC COG 7 Pre-Proposal Conference, Solicitation SP0600-04-R-0094**

**COMPANY/ACTIVITY  
NAME** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE #:** \_\_\_\_\_  
**FAX #:** \_\_\_\_\_  
**E-MAIL:** \_\_\_\_\_

*(Please type or print legibly)*

**YES, I will attend.**       **NO, I will not be attending.** (Optional: Please advise why.)

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***Names/Titles of Attendees from your company/ACTIVITY to attend conference:***  
*(Please type or print legibly)*

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***Conference Location for attendance: Embassy Suites, Las Vegas. NV***

**Time**

Registration begins at 8:30AM  
Conference begins at 9:00 AM and will run to approximately 3:00PM.

Are there any special questions/topics that you would like DESC to address at this conference?

***(Please type or print legibly)***

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