

Memorandum

To: Vendor with current valid proposal for ITS Cabling EPL #3766 for Communications Cabling

From: Craig P. Orgeron, Ph.D. *an*

CC: ITS Project File 40324

Date: March 2, 2016

Subject: Letter of Configuration (LOC) Number 40324 for the installation of communication cable at Mississippi State University in Starkville, Mississippi.

Contact Name: Chris Nix

Contact Phone Number: 601-432-8041

Contact E-mail Address: Chris.Nix@its.ms.gov

A MANDATORY site visit will be conducted for the Mississippi State University (MSU) in Starkville, Mississippi on Friday, March 11, 2016 at 1:00 p.m. to discuss requirements for inside and outside communication cable for the new classroom building at MSU. We will meet at the MSU IT building. Please contact Chris Nix with ITS by dialing 601-432-8041 if driving instructions are needed.

Vendors attending the site visit will receive a Letter of Configuration (LOC) based on the cabling installation specifications discussed during the site visit. The LOC will provide instructions regarding the submission of proposals in response to the specifications. The anticipated release date of this LOC is Wednesday, March 16, 2016.

This memorandum is the only notification for the site visit. **Vendors not present for this MANADATORY site visit will not be eligible to respond to the LOC.** Any questions regarding this memorandum should be directed to Chris Nix with ITS at (601) 432-8041 or via e-mail at Chris.Nix@its.ms.gov.