

Memorandum for General RFP Configuration

To: Vendor with current valid proposal for General RFP #3608 for Communications Cabling

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

CC: ITS Project File 39100

Date: January 7, 2014

Subject: Letter of Configuration (LOC) Number 39100 for the purchase and installation of inside communication cable for Mississippi State Crime Lab

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 Crime Lab in Pearl, Mississippi, on Friday, January 10, 2014, at 1:30 p.m. to discuss requirements for inside communication cable in the new Mississippi State Crime Lab. The meeting will be held at the job site at 215 Allen Stewart Drive in Pearl, Mississippi. Please contact Chris Nix with ITS by dialing 769-798-3108 for driving instructions.

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 Tuesday, January 14, 2014.

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.

cc: ITS Project File Number 39100