

INSTRUCTIONS FOR JOB SITE VISIT

DATE: September 14, 2012

TIME: 10:00 am.

**PLACE: NAVAL RESEARCH LABORATORY
4555 OVERLOOK AVENUE S.W.
WASHINGTON, D.C. 20375-5329**

POC: Diltricia Montgomery/Contracting Officer
(202)767-0022 /(202) 767-2243 or (202) 767-9288
BLDG. 32

SITE VISIT BLDG: Bldg 207

The attached "Request for Quotation" requires CONTRACTORS to VISIT the JOB SITE before quotations are accepted. PROPER ID is REQUIRED. A VALID Driver's License is sufficient. PLEASE confirm with the Contracting Officer (above) at least one (1 day) in advance, if you plan to attend.

All quotations must be submitted on or before 09/20/12. If quotations are not received by that date, they will be considered "Non-Responsive".

Any questions the Vendor representatives may have after the Job Site Visit must be directed to the Contracting Officer (above) at e-mail address diltricia.montgomery@nrl.navy.mil no later than 09/18/12 at 4:00 p.m. Eastern Standard Time. Any changes in description, specifications or drawings after the job site visit will be issued to ALL vendors. If you have any question please email them to diltricia.montgomery@nrl.navy.mil

If an emergency arises and the Vendor representative cannot attend the scheduled Job Site, PLEASE call the Contracting Officer as early as possible on the morning of the Job Site Visit to let her know you will not be able to attend.