

## Memorandum for General RFP Configuration

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

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

**CC:** ITS Project Files 37453

**Date:** February 25, 2013

**Subject:** Letter of Configuration (LOC) Number 37453 for the installation of communication cable for the Mississippi Department of Rehabilitation Services in Madison, Mississippi.

**Contact Name:** Chris Nix

**Contact Phone Number:** 601-432-8041

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

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**A MANDATORY site visit will be conducted for the Mississippi Department of Rehabilitation Services in Madison, Mississippi, on Wednesday, February 27, 2013, at 1:30 p.m.** to discuss requirements for inside communication cable in the new Building Addition for Mississippi Department of Rehabilitation Services. The meeting will be held at 1281 Highway 51, Madison MS, 39110. Please contact Chris Nix with ITS by dialing 769-798-3108 if further 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 February 27, 2013.

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.