

Attachment #4

Site Visit Information

I. AUTHORIZED REPRESENTATIVES

The SELLER designated is Dan McKenzie 740-897-2438. The SELLER shall identify representative(s) with authority to act on his behalf concerning contractual and technical matters concerning this Order.

Additionally, all correspondence shall be issued and received by the SELLER'S Procurement Representative. The only individual authorized to direct the BUYER to deviate from the express written terms of the Order is the SELLER'S Procurement Representative.

II. SITE ENTRY REQUIREMENTS FOR SELLER PERSONNEL

The BUYER shall contact the SELLER'S Representative to arrange for entry to the site. A badge or pass is required to enter the site. All BUYER Personnel entering the site must be US citizens. Entry requirements may also include a brief orientation covering security, safety, and other topics specific to services being provided by the BUYER. The SELLER's Technical Representative is responsible for coordinating and making these arrangements. The BUYER shall act independently and not as an agent of SELLER or the Government in performing any services under this Order and shall maintain complete control and responsibility over its employees.

The delivery driver's name and social security number is to be transmitted to the receiver's point of contact a minimum of 24-48 hours prior to arriving at this DOE Facility. The driver must be a U.S. citizen. The receiver's point of contact for scheduling delivery (i.e. name, social security number) is Dan McKenzie; phone 740-897-2438. Receiving hours are 8:00 a.m. to 10:30 a.m. and resume after lunch from 12:00 to 4:00 p.m.

Normal working hours for LATA/Parallax Portsmouth LLC are Monday through Thursday from 7:00 a.m. to 5:30 p.m.