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Purchasing Services

December 14, 2009

Dear Potential Bidder,

Early next year the University of Medicine and Dentistry of New Jersey (UMDNJ) will be conducting a bid for Laboratory cabinets for the School of Health Related Professions. We will be holding a Request for Information (RFI) meeting at 10:00 A.M. on Wednesday, December 23, 2009 at 1776 Raritan Road, Scotch Plains, New Jersey in the Lab. This meeting is to help us create a relevant and viable Request for Proposal. We hope disparate suppliers will be able to help us with both general and specific ideas plus suggestions that would assist in the structure of the bid document, while at the same time informing us of new possibilities that might not have been considered by the University. Although this meeting is strictly voluntary, we would certainly appreciate your company's participation. Please fill out the form below and fax it back to 732-235-9058. Thank you in advance for any help you can provide.

Sincerely,

Doug Dennis  
Purchasing Manager

Please check the appropriate line

\_\_\_\_\_ My Company will come to the RFI meeting at the UMDNJ School of Health Related Professions at 10:00 A.M. on December 23<sup>rd</sup> 2009.

\_\_\_\_\_ My Company will be unable to attend the meeting.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Person Attending \_\_\_\_\_

Phone and Fax Number \_\_\_\_\_ -