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*If Veterans don't help Veterans, who will?*

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# Procurement Directory

a comprehensive guide to the federal marketplace

United States General Services Administration  
Mid-Atlantic Region  
Office of Small Business Utilization (3CR)  
The Strawbridge's Building  
20 North Eighth Street  
Philadelphia, PA 19107-3191  
Phone (215) 446-4918  
Fax (215) 446-5130

April 1, 2009

## **LET'S DO BUSINESS TOGETHER**

This comprehensive guide to the federal marketplace was prepared for business firms who are interested in contracting with federal civilian and military agencies within the Mid-Atlantic Region.

The Office of Small Business Utilization assists GSA procurement offices by identifying new potential suppliers. In doing this, we rely on small business contacts and actively seek out business concerns who may be able to supply the needs of the federal government. Special emphasis is placed on outreach programs that counsel small, small-disadvantaged, women-owned, and veteran owned businesses and businesses located in historically underutilized business (HUB) zones.

This directory is a valuable marketing tool. Now that you have received this compendium, it's time to get started. The information contained herein will aid your journey toward obtaining that first federal contract. When entering the federal market, one must realize that NO shortcuts exist and that the federal arena is similar to the private sector - perseverance and hard work pays off. Already you have taken the first step and contacted this office. The material you have received is valuable. Use it wisely and to your best advantage.

Should you have any additional questions after reading this publication, or need additional assistance, please contact this office. Our staff is available for one-on-one counseling sessions. Please call (215) 446-4918. We are located in the Strawbridge's Building, 20 North Eighth Street, 9<sup>th</sup> Floor, Philadelphia, Pennsylvania, 19107-3191.

GOOD LUCK and we hope to hear of your future success

## **DELAWARE**

### **Camden**

Rural Development  
4607 South DuPont Highway  
P.O. Box 400  
Camden, DE 19934-0400  
(302) 697-4340

### **Dover**

Dover Air Force Base  
436 CB CONS/LGC  
639 Atlantic Street  
Dover Air Force Base, DE 19902-5639  
(302) 677-2184  
[www.dover.af.mil](http://www.dover.af.mil)

Natural Resources Conservation Service  
Procurement  
1203 College Park Drive  
Suite 101  
Dover, DE 19904-8713  
(302) 678-4160

### **Wilmington**

Veterans Affairs Regional Office and  
Medical Center  
1601 Kirkwood Highway  
Wilmington, DE 19805  
(302) 633-5371

## **MARYLAND**

### **Aberdeen Proving Ground**

U.S. Army Contracting Activity  
2201 Aberdeen Blvd.  
Aberdeen Proving Ground, MD  
21005-5001  
(410) 278-1508

### **Andrews Air Force Base**

Small Business Specialist  
Andrews Air Force Base  
1535 Command Drive  
Andrews AFB, MD 20762-6500  
(310) 981-7342

### **Annapolis**

NRCS  
John Hanson Business Center  
339 Busch's Frontage Road,  
Suite 301  
Annapolis, MD 21401-5534  
(410) 757-0687

### **Baltimore**

Baltimore District Office  
Army Corps of Engineers  
P.O. Box 1715, Room 7000  
Baltimore, MD 21203-1715  
(410) 962-2587  
[www.nab.usace.army.mil](http://www.nab.usace.army.mil)

Small Business Office  
C/O Northrop Grumman Corp.  
Mail Stop S102  
880 Elkridge Landing Road  
Linthicum, MD 21090  
(410) 765-8269  
<http://www.northropgrumman.com/>

US Export Assistance Center  
300 West Pratt Street  
Suite 300  
Baltimore, MD 21202  
(410) 962-4539  
[www.buyusa.gov/baltimore](http://www.buyusa.gov/baltimore)

Field Director  
Dept of Housing and Urban Development  
10 South Howard Street  
Baltimore, MD 21201  
(410) 962-2520 ext - 6636

National Park Service  
Fort McHenry National Monument  
and Historic Shrine  
East Fort Avenue  
Baltimore, MD 21230  
(410) 962-4290 ext-231

Drug Enforcement Administration  
200 St. Paul Place, Suite 2222  
Baltimore, MD 21201  
(410) 244-3500

### **Beltsville**

USDA  
Procurement/Contracting  
George Washing Carver Center (GWCC)  
Sunnyside Avenue  
Beltsville, MD 20705  
(202) 720-7891

Agricultural Research Service Acquisition &  
Property Division  
USDA  
5601 Sunnyside Avenue, Room 3-2102  
Beltsville, MD 20705-5117  
(301) 504-1695  
[www.afm.ars.usda.gov/ppd/index.htm](http://www.afm.ars.usda.gov/ppd/index.htm)

Agricultural Research Service Facilities  
Division Chief, Facilities Contract Branch  
5601 Sunnyside Avenue, Room 4-1232  
Beltsville, MD 20705-5123  
(301) 504-1171

Agricultural Research Service Beltsville  
Area Building 003, Room 329  
10300 Baltimore Boulevard  
Beltsville, MD 20705  
(301) 504-7600  
[www.ba.ars.usda.gov/admin/contract.htm](http://www.ba.ars.usda.gov/admin/contract.htm)

### **Berlin**

National Park Service  
Assateague Island  
7206 National Seashore Lane  
Berlin, MD 21811  
(410) 629-6063  
[www.nps.gov/asis](http://www.nps.gov/asis)

### **Bethesda**

Acquisition Management  
National Naval Medical Center  
Building 54  
8901 Wisconsin Avenue  
Bethesda, MD 20889-5600  
(301) 295-0503

### **Columbia**

USDA, Farm Service Agency  
8335 Guilford Road, Suite E  
Columbia, MD 21046-2812  
[www.fsa.usda.gov](http://www.fsa.usda.gov)

### **Fort Meade**

Directorate of Contracting  
Pershing Hall, 2<sup>nd</sup> Floor  
4550 Parade Field Lane  
Fort Meade, MD 20755-5081  
Small Business (301) 677-5148  
Customer Service (301) 677-5107  
[www.ftmeade.army.mil/pages/organizations](http://www.ftmeade.army.mil/pages/organizations)

### **Frederick**

U.S. Army Medical Research & Materiel  
Commission  
Attn: MCMR-AAU Building 820  
Fort Frederick, MD 21702-5014  
(301) 619-2471  
[www.mrmc.smallbusopps.army.mil](http://www.mrmc.smallbusopps.army.mil)

**Greenbelt**

National Aeronautics and  
Space Administration  
Code 210  
Goddard Space Flight Center  
Building 8500, Greenbelt Road  
Greenbelt, MD 20771  
(301) 286-7522

**Perry Point**

VA Medical Center  
Boiler House Road  
Building 101-B  
Perry Point, MD 21902  
(410) 605-7156

VA Medical Center  
Bldg. 4H, Room 207  
Perry Point, MD 21902  
(410) 605-7152 ext. 6876

Dept. of Health and Human  
Services  
Supply Service Center  
Perry Point, MD 21902  
(410) 642-6023

**Rockville**

Procurement Acquisition Branch C  
National Institute of Health  
9000 Rockville Pk, Building 13  
Rockville, MD 20852  
[www.nih.gov](http://www.nih.gov)

**Sharpsburg**

National Park Service  
Antietam National Battlefield  
P.O. Box 158  
Sharpsburg, MD 21782  
(301) 432-5124

National Park Service  
Chesapeake & Ohio Canal  
National Historical Park  
P.O. Box 4  
Sharpsburg, MD 21782  
(301) 739-4200

**Silver Spring**

National Oceanic & Atmospheric  
Administration  
1305 East West Hwy, Rm. 7132  
Silver Spring, MD 20910  
(301) 713-0325

**Suitland**

U.S. Bureau of the Census  
Acquisition Division  
Small Business Specialist  
Headquarters (HQ) 3J252F  
4600 Silver Hill Road  
Suitland, MD 20746  
(301) 763-1822  
[www.census.gov/procur/www/sb](http://www.census.gov/procur/www/sb)

**Thurmont**

National Park Service  
Catoctin Mountain Park  
6602 Foxville Road  
Thurmont, MD 21788  
(301) 663-9447 or 9511

**NEW JERSEY****Atlantic City**

Contract Branch (AJP-7950)  
FA Technical Center  
Federal Aviation Administration Atlantic  
City Airport  
Atlantic City, NJ 08405  
(609) 485-4384

**Cherry Hill**

Administrative Office  
Defense Security Service  
1909 E. Route 70, 2nd Floor  
Cherry Hill, NJ 08003-4501  
609-489-3640

**Edison**

Grants & Contracts Mgmt Branch  
Environmental Protection Agency  
Building 207  
2890 Woodbridge Avenue  
Edison, NJ 08837-3679  
(732) 321-6737

**Fort Dix**

Public Affairs Office  
Army Headquarters, Fort Dix  
Building 5165, Maryland Avenue  
Fort Dix, NJ 08640-5075  
(609) 562-4034

**Fort Monmouth**

U.S. Army Communications  
Electronics Command,  
AMSEL-SB  
1208 Rittko Avenue  
Ft. Monmouth, NJ 07703-5000  
(732) 532-4511

**Iselin**

Dept of Labor, Office of Labor  
Management Standards  
Newark District Office, Suite 204  
190 Middlesex-Essex Turnpike  
Iselin, NJ 08830  
732-750-5661

**Marlton**

Dept of Labor, Occupational Safety and  
Health Administration Marlton Executive  
Park  
Building 2, Suite 120  
701 Route 73 South  
Marlton, NJ 08053  
(856) 396-2594

**McGuire Air Force Base**

305<sup>th</sup> Contracting Squadron  
3563 Lancaster Avenue  
McGuire Air Force Base, NJ 08641-1712  
(609) 724-2413

**Mt. Holly**

USDA  
Rural Development  
Tarnsfield Plaza, Suite 22  
790 Woodland Road  
Mt. Holly, NJ 08060-9654  
(609) 265-3600

**Mt. Laurel**

Rural Development  
Procurement  
5<sup>th</sup> Floor North, Suite 500  
8000 Midlantic Drive  
Mt. Laurel, NJ 08054  
(856) 787-7712

**Newark**

Equal Employment Opportunity  
Commission  
21<sup>st</sup> Floor, One Newark Center  
Newark, NJ 07102-5233  
(973) 645-5977

Newark Field Division  
Drug Enforcement Administration  
970 Broad Street, Room 806  
Newark, NJ 07102  
(973) 645-3371

Newark Regional Office  
National Labor Relations Board  
20 Washington Place, 5<sup>th</sup> Floor  
Newark, NJ 07102-3100  
(973) 645-3054

Federal Railroad Administration  
970 Broad Street, Room 1435-F  
Newark, NJ 07102  
(973) 645-3012

Administrative Officer  
Office of Housing and Urban Development  
Newark, NJ  
(973) 622-7900 ext 3204

### **North Brunswick**

Food and Drug Administration North  
Brunswick Resident Post  
120 North Center Drive  
North Brunswick, NJ 08902  
(732) 940-8996

### **Pitman**

USDA Rural Development  
51 Cheney Road, Suite 2  
Woodstown, NJ 08098  
(856) 769-1127

### **Trenton**

U.S. Dept of Labor/VETS  
Labor Building, 12th Floor  
P.O. Box 058  
Trenton, NJ 08625  
(609) 292-2930

Estate and Gift Tax  
Group 1702  
Internal Revenue Service  
Station Plaza #3, 3rd Floor  
44 South Clinton Avenue  
Trenton, NJ 08609-1227  
(609) 989-0533

### **Wayne**

Defense Logistics Agency  
DCMC Springfield-  
GEC\KEARFOTT\MIDSCO  
164 Totowa Road, Mail Stop 11A30  
Wayne, NJ 07474-0975  
(973) 633-4516

### **West Trenton**

New Jersey Division  
Federal Highway Administration  
840 Bear Tavern Road, Suite 310  
West Trenton, NJ 08628-1019  
(609) 637-4215

DE River Basin Commission  
P.O. Box 7360  
West Trenton, NJ 08628-0360  
(609) 883-9500 ext 249

U.S. Geological Survey  
Water Resources Division  
810 Bear Tavern Road, Suite 206  
West Trenton, NJ 08628  
(609) 771-3900

### **West Orange**

National Park Service  
Edison National Historic Site  
Main Street and Lakeside Avenue  
West Orange, NJ 07052  
(973) 736-0550



**PENNSYLVANIA**

**Altoona**

Purchasing & Contract (90C)  
VA Medical Center  
2907 Pleasant Valley Boulevard  
Altoona, PA 16602  
(814) 943-8164 ext 7233

**Bradford**

Contracting Officer, BOP  
AWI/SOI, FPI  
FCI, McKean  
Federal Correctional Institution  
P.O. Box 5000//6000  
Bradford, PA 16701  
(814) 362-8900 ext 3421, 3422

**Butler**

VA Medical Center  
Acquisition (34)  
325 New Castle Road  
Butler, PA 16001  
(724) 477-5004

**Chambersburg**

Directorate of Contracting  
Letterkenny Army Depot  
Building 2, 1 Overcash Avenue  
Chambersburg, PA 17201-4152  
(717) 267-9007

**Coatesville**

VA Medical Center  
A and MMS (90C)  
Building 16  
1400 Black Horse Hill Road  
Coatesville, PA 19320  
(610) 384-7711

**Erie**

Material Management Logistics  
VA Medical Center  
135 East 38<sup>th</sup> Street  
Erie, PA 16504  
(814) 860-2125

**Exton**

U.S. Geological Survey  
Water Resources Division  
Eagleview Corporate Center, Ste. 116  
770 Pennsylvania Drive  
Exton, PA 19341  
(610) 321-2434

**Gettysburg**

National Park Service  
Gettysburg National Military Park  
1195 Baltimore Pike  
Gettysburg, PA 17325  
(717) 334-1124

**Harrisburg**

Administration Services  
U.S. Postal Service  
2601 North 3<sup>rd</sup> Street  
Harrisburg, PA 17110  
(717) 782-3840

**Lebanon**

Supply (N125)  
VA Medical Center  
1700 South Lincoln Avenue  
Lebanon, PA 17042  
(717) 228-5921

**Mechanicsburg**

Defense Automated Printing  
 Contract Management  
 5450 Carlisle Pike  
 Mechanicsburg, PA 17055  
 (717) 605-2237

**Philadelphia**

Regional Office  
 Railroad Retirement Board  
 900 Market St., Suite 301  
 Philadelphia, PA 19107  
 (1-877) 772-5772

A and MMS (90)  
 Veterans Affairs Regional Office  
 and Insurance Center  
 5000 Wissahickon Avenue  
 Philadelphia, PA 19144  
 (215) 381-3042

Phila. Dist. Office (CENAP-CT-S)  
 Army Corps of Engineers  
 The Wanamaker Building  
 100 Penn Square East  
 Philadelphia, PA 19107-3390  
 (215) 656-6867

Defense Supply Center (Small Business)  
 Building 36, 2<sup>nd</sup> Fl  
 700 Robbins Avenue  
 Philadelphia, PA 19111-5096  
 (215) 737-2321 (construction & equipment)  
 (215) 737-5910 (clothing/textile)  
 (215) 737-2321 (subsistence)  
 (215) 737-4648 (medical)

Manager  
 CMC  
 15th Floor  
 U. S. Postal Service  
 P.O. Box 40592  
 Philadelphia, PA 19197-0592  
 (215) 931-5145

Acquisition Materiel Management  
 VA Medical Center  
 3900 Woodland Avenue  
 Philadelphia, PA 19104-5872  
 (215) 823-5800 ext. 344

Contracting and Office Services  
 Philadelphia Support Office  
 National Park Service  
 200 Chestnut Street, 3rd Floor  
 Philadelphia, PA 19106  
 (215) 597-0056

EPA Regional Office – Region 3  
 Contract Branch  
 1650 Arch Street  
 Philadelphia, PA 19107  
 215-814-5305

**Pittsburgh**

Contracting Division (CEORP)  
 Army Corps of Engineers  
 William S. Moorhead Federal Building  
 1000 Liberty Avenue, Rm. 2116  
 Pittsburgh, PA 15222-4186  
 (412) 395-7477

Dept of the Interior  
 U. S. Geological Survey  
 1000 Church Hill Rd., Suite 200  
 Pittsburgh, PA 15205  
 (412) 490-3800

Administrative Resources Division  
 Dept of Housing & Urban Development  
 339 Sixth Avenue  
 Pittsburgh, PA 15222-2507  
 (412) 644-5857

Administrative Services  
 Pittsburgh District, Room 2361A  
 U.S. Postal Service  
 1001 California Avenue  
 Pittsburgh, PA 15290-9103  
 (412) 359-7598

**Reading**

DCMC Reading  
201 Penn Street, Suite 201  
Reading, PA 19601-4054  
(610) 320-5092

**Southampton**

Regional Printing Procurement  
U.S. Government Printing Office  
Southampton Industrial Office Park  
Suite A-190  
928 Jaymore Road  
Southampton, PA 18966  
(215) 364-6465

**Valley Forge**

Administrative Office  
National Park Service  
Valley Forge Nat'l Historical Park  
P.O. Box 953  
Valley Forge, PA 19482-0953  
(610) 783-1000

**Warren**

U.S. Forest Service  
Allegheny National Forest  
4 Farm Colony Drive  
State Route 62  
Warren, PA 16365  
(814) 723-5150

**White Deer**

FCI Allenwood Low  
Federal Correctional Institute  
P.O. Box 1500  
White Deer, PA 17887  
(570) 547-1990

**Wilkes-Barre**

James E. Van Zandt  
VA Medical Center  
Acquisition Management (90AM)  
1111 East End Boulevard  
Wilkes-Barre, PA 18711  
(570) 824-3521 ext. 7570

**West Mifflin**

Procurement & Management  
Bettis Atomic Power Lab  
P.O. Box 79  
West Mifflin, PA15122  
(412) 462-5000

**Wyndmoor**

Agricultural Research Service North  
Atlantic Area, Contracting Office  
600 East Mermaid Lane  
Wyndmoor, PA 19038  
(215) 233-6551  
[www.ars.usda.gov/Aboutus/docs.htm](http://www.ars.usda.gov/Aboutus/docs.htm)

**VIRGINIA****Alexandria**

Food and Nutrition Service  
Administrative Services Division  
Contract Management Branch  
3101 Park Center Drive  
Alexandria, VA 22302  
(703) 305-2250  
[www.fns.usda.gov](http://www.fns.usda.gov)

**Arlington**

Defense Information – Small Business  
Programs  
Systems Agency (code D04)  
701 South Courthouse Road  
Arlington, VA 22204-2199  
(703) 607-6436

**Fort Belvoir**

Small and Disadvantaged Business  
Utilization Office  
Defense Logistics Agency  
8725 John J. Kingman Road  
Ft. Belvoir, VA 22060-6221  
703-767-1662

**Fort Lee**

Defense Commissary Agency Contracting  
Business Unit  
1300 E. Avenue  
Ft. Lee, VA 23801-1800  
(804) 734-8000

**Luray**

Contracting Specialist  
National Park Service  
Shenandoah National Park  
3655 U.S. Highway 211 East  
Luray, VA 22835-9051  
(540) 999-2243

**Manassas**

National Park Service  
Manassas National Battlefield Park  
12521 Lee Highway  
Manassas, VA 20109-2005  
(703) 754-1861

**Norfolk**

Commanding Officer  
Fleet & Industrial Supply Center  
Attn: Code 04  
Suite 600  
1968 Gilbert Street  
Norfolk, VA 23511-3392  
(757) 443-1001

**Petersburg**

Federal Correctional Institute  
Low CFI  
P.O. Box 30026  
Petersburg, VA 23804-1000  
(804) 733-7881  
[www.bop.gov/locations/institutions](http://www.bop.gov/locations/institutions)

**Portsmouth**

Supply Officer  
Purchasing  
Naval Medical Center  
54 Lewis Minors Street  
Portsmouth, VA 23708-2297  
(757) 953-7985  
Commander Atlantic Area  
U.S. Coast Guard  
431 Crawford Street  
Portsmouth, VA 23704-5004  
(757) 398-6287

**Radford**

Allint Tech Systems, Inc.  
Radford Army Ammunition Plant  
P.O. Box 1  
Radford, VA 24141  
(540) 639-8790

**Reston**

Procurement Branch  
U.S. Geological Survey  
Mail Stop 205 - Room 6A329  
12201 Sunrise Valley Drive  
Reston, VA 20192  
(703) 648-7347

**Richmond**

Virginia State  
Dept of Housing and  
Urban Development  
600 East Broad Street, Suite 300  
Richmond, VA 23219  
(804) 771-2100

National Park Service  
Richmond National  
Battlefield Park  
3215 East Broad Street  
Richmond, VA 23223  
(804) 226-1981

Small Business Administration - Richmond  
400 North 8<sup>th</sup> Street, Suite 1150  
Richmond, VA 23219  
(804) 771-2765  
[www.sba.gov](http://www.sba.gov)

Administrative Services,  
Purchasing  
U.S. Postal Service  
1801 Brook Road  
Richmond, VA 23232-9120  
(804) 775-6380

**Roanoke**

Procurement  
USDA, Forest Supervisor  
George Washington and  
Jefferson National Forest  
5162 Valleypointe Parkway  
Roanoke, VA 24019-3050  
(540) 265-5113

**Salem**

Chief, A & MMS (90C)  
VA Medical Center  
1970 Roanoke Boulevard  
Salem, VA 24153  
(540) 982-2463 ext 2238

**Springfield**

U. S. Dept of Commerce  
National Technical  
Information Service  
5285 Port Royal Road, Room 203F  
Springfield, VA 22161  
1-800-553-6847

**Triangle**

National Park Service  
Prince William Forest Park  
18100 Park Headquarters Road  
Triangle, VA 22172  
(703) 221-7181

**Virginia Beach**

Naval Air Station (Oceana)  
Attn: Regional Supply Department  
Building 730  
Virginia Beach, VA 23460-5120  
(757) 433-2885

**Yorktown**

National Park Service  
Colonial National Historical Park  
P.O. Box 210  
Yorktown, VA 23690  
(757) 898-3400

**WEST VIRGINIA****Alderson**

Contracting Division  
Bureau of Prisons  
FPC Alderson  
Glen Ray Road, Box A  
Alderson, WV 24910  
(304) 445-3300

**Beckley**

Contracting  
VA Medical Center  
200 Veterans Avenue  
Beckley, WV 25801  
(304) 255-2121

**Charleston**

International Trade Administration  
405 Capitol Street, Suite 807  
Charleston, WV 25301  
(304) 347-5123

Dept of Housing and  
Urban Development  
405 Capitol Street, Suite 708  
Charleston, WV 25301-1795  
(304) 347-7044

The 130th Airlift Group  
Air National Guard  
1679 Coonskin Drive, Unit 36 Charleston,  
WV 25311-5010  
(304) 341-6292

**Clarksburg**

C JIS  
Federal Bureau of Investigation West  
1000 Custer Hollow Road  
Clarksburg, WV 26306  
(304) 625-4000

**Elkins**

USDA, Forest Service  
Monongahela National Forest  
200 Sycamore Street  
Elkins, WV 26241-3962  
(304) 636-1929 ext 345

**Harpers Ferry**

National Park Service  
Harpers Ferry Nat'l Historical Park  
P.O. Box 65  
Harpers Ferry, WV 25425  
(304) 535-6113

Office of Procurement  
National Park Service  
Harpers Ferry Center  
P.O. Box 50, Taylor Street  
Harpers Ferry, WV 25425-0050  
(304) 535-6236

**Huntington**

Huntington District, (CT)  
Army Corps of Engineers  
502 Eighth Street  
Huntington, WV 25701-2070  
(304) 399-5006

**Small Business** - (304) 3995228  
[www.lrh.usace.army.mil/ct](http://www.lrh.usace.army.mil/ct)

A & MMS (90C)  
VA Medical Center  
1540 Spring Valley Drive  
Huntington, WV 25704  
(304) 429-6741 ext 2905

VA Medical Center (90C)  
510 Butler Avenue  
Martinsburg, WV 25401  
(304) 263-0811 ext 3218