



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
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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, 9th 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

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

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

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

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

Berlin

National Park Service
Assateague Island
7206 National Seashore Lane
Berlin, MD 21811
(410) 629-6063
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

Fort Meade

Directorate of Contracting
Pershing Hall, 2nd 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

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

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

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

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

305th 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
5th Floor North, Suite 500
8000 Midlantic Drive
Mt. Laurel, NJ 08054
(856) 787-7712

Newark

Equal Employment Opportunity
Commission
21st 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, 5th 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 38th 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 3rd 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, 2nd 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

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

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

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 8th Street, Suite 1150
Richmond, VA 23219
(804) 771-2765
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

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