

JBL INTERNATIONAL INC.

COURIER SERVICE

1620 EYE STREET, N.W.
SUITE 509
WASHINGTON, D.C. 20006

JAMES B. LANCASTER, JR.
PRESIDENT

21 May 1985

(202) 833-9495

**FREEDOM OF INFORMATION
ACT REQUEST**

Sturly

Patricia G. Norry
Director, Office of Administration
Nuclear Regulatory Commission
1717 H St., N.W.
Washington, D.C. 20555

FOIA-85-407
rec'd 06/05/85

Dear Mr. Norry:

JBL International Inc. is a rapidly growing minority firm. Its objectives is to provide quality service to public and private sector organizations in the Washington Metropolitan Area. An important division of the firm, and the reason that I am writing to you, is JBL Courier Service. As marketing director of JBL International Inc., I would like to explore several mutually beneficial possibilities with you.

JBL Courier Service has been serving the Washington Metropolitan Area utilizing a staff of experienced and pleasant couriers. We provide fast and dependable service with prices that are from 10 to 15% below the market average. We strive to satisfy our clients by tailoring our service to their specific needs. I feel that given the chance, we can do the same for you and your agency.

It has come to my attention that your agency is an active participant in the small business-small purchase set-aside program. As both a small and a minority business, JBL Courier would like to be actively considered for awards under this program. In the event your courier and messenger service needs are presently under contract, I would appreciate it if you would provide me with a copy of your current BPA purchase order or contract for such services. In this way, I will be able to understand your requirements and be

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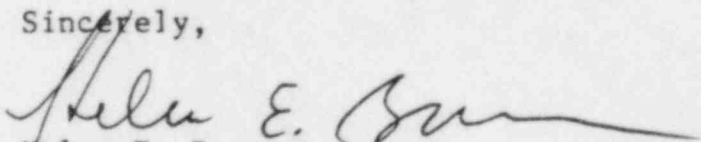
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better prepared to respond to your needs when the present contract expires. Please consider the foregoing a request for information pursuant to the Freedom of Information Act. Finally, I would appreciate your adding JBL Courier Service to your manual or automated bidders list for courier and messenger services.

I will be calling your office in the next few days in order to discuss this matter in greater detail.

Thank you for your time and I look forward to speaking with you.

Sincerely,

A handwritten signature in dark ink, appearing to read "Helen E. Brown", with a long, sweeping horizontal line extending to the right.

Helen E. Brown
Director of Marketing and Management

cc: Director, Contracts Division