



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA
U.S. PRETRIAL SERVICES OFFICE
WILLIAM J. GREEN, JR. FEDERAL BLDG.
600 ARCH STREET, ROOM 4408
PHILADELPHIA, PA 19106

TEL. (267) 299-4400
FAX (267) 299-5100

U.S. PRETRIAL SERVICES OFFICE
U.S. COURTHOUSE & FEDERAL BLDG.
504 W. HAMILTON STREET, SUITE 1620
ALLENTOWN, PA 18101
TEL. (610) 434-4319
FAX (610) 434-6319

U.S. PRETRIAL SERVICES OFFICE
201 PENN STREET, 1ST FLOOR
READING, PA 19601
TEL. (610) 320-5262

Kimberly A. Kaleta, CHIEF
U.S. PRETRIAL SERVICES OFFICER

May 1, 2024

Thank you for joining us for our Pre- Solicitation Vendor's Conference, FY2025

Location: William J. Green Federal Building, 2nd floor, Conference Room 2A East/West

600 Arch Street, Philadelphia, PA

In

Time: 10:30 am. – 12:30 pm

Parking: Independence Visitor Center; or 7th Street/ traveling on Arch Street

Welcome to the joint Pre-Solicitation Vendors conference. Entrance into the William J. Green Federal Building is on 6th Street, directly across from the Independence Visitor Center by the silver fountain. Please Enter the middle double glass doors and proceed to your right through the far right side of security. You will need government issued identification to enter the Federal Building. Please be mindful that your personal belongings will go through security, so please do not have any blunt objects, knives, or other dangerous weapons/items in your belongings. If you have any issue gaining access to the building, please contact Tamika Baxley at (267) 366-8422 or Tara Sawicki at (267) 398-2832. There should be someone downstairs during the above referenced hours to ensure that your transition through security and to the 2nd floor is a smooth one.

Please be mindful of the conference start time and feel free to arrive early.

We will see you soon

If you have any additional questions, please contact Tamika Baxley, tamika_baxley@paep.uscourts.gov