



**File Code:** 6310

**Date:** September 14, 2016

**Route To:**

**Subject:** Request for Quotation AG-4756-S-15-0050  
Custodial Service, Ocoee Ranger District Office

**To:** Interested Vendors

Ocoee Ranger District has a need to establish a contract for custodial service for the Ranger District Office and the Work Center on Cherokee National Forest lands in Polk County, Tennessee, for the period October 22, 2016 – October 21, 2017. If you would like to provide a quotation for this service, please fill out the enclosed form and return to our office in Cleveland, Tennessee by close of business on October 11, 2016. Please retain the long copy for your records.

Contractors doing business with the federal government must be registered in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) prior to award of contract, but not prior to submission of a quotation. To register in SAM you will need a DUNS number from Dun and Bradstreet; information about this is on the SAM website.

Please note there are clauses in the solicitation that will need to be completed and submitted with your quotes. These are highlighted in the solicitation.

Questions concerning this solicitation may be directed to Jane Adler, 423-476-9713. Questions concerning technical aspects of this project may be directed to James Whitener, 423-338-3300.

*/s/ Jane Adler*

JANE ADLER  
Purchasing Agent

