



**File Code:** 6310

**Date:** August 17, 2012

**Route To:**

**Subject:** Request for Quotation AG-4756-S-12-0044  
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 on Cherokee National Forest lands in Polk County, Tennessee, for the period October 1, 2012 – September 30, 2013. 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 Sept. 19, 2012. Please retain a copy for your records.

Contractors doing business with the federal government must be registered in the new 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. The System for Award Management replaces the Central Contractor Registration database ([www.ccr.gov](http://www.ccr.gov)) and the Online Representations and Certifications ([www.bpn.gov](http://www.bpn.gov)) database. If you were previously registered in CCR, you will need to set up an account in SAM but your information should have been pulled over from CCR. 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 several clauses in the solicitation that will need to be completed and submitted with your quotes. These are included on the submittal copy (short form) of 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 Gustavo Vallejo, 423-338-3315.

*/s/ Jane Adler*  
JANE ADLER  
Purchasing Agent

cc: Gustavo Vallejo

