



**File Code:** 2700; 2720  
**Date:** July 25, 2025

Dear Prospective Bidder:

The Monongahela National Forest is soliciting proposals from interested parties for a campground concession special use permit (SUP) to provide high-quality public service in the operation and maintenance of government-owned recreation facilities. The Forest intends for the successful applicant to be awarded the SUP in early 2026. The three-year average gross revenue for this offer is \$128,310.

All prospective applicants are advised to read the prospectus carefully. All applicants must submit one (1) hard copy and one (1) electronic copy including the information found in Section *IV. Application*. Applications must be received by close of business (4:30 p.m. EST) on October 17, 2025. Please mail completed application packages to:

Cynthia Sandeno – Forest Supervisor  
Monongahela National Forest  
Attention: Michael Hancock  
200 Sycamore Street  
Elkins, WV 26241

Applications submitted in response to this prospectus are subject to cost recovery pursuant to 36 CFR 251.58 (c)(1)(ii) and (c)(3)(iii). Separate payment for the business plan review is also required. Payments must be enclosed in the application package.

The Forest will host a field visit on August 26, 2025, at 10am EST at the Lake Sherwood Recreation Area gatehouse. Please RSVP with Matthew Edwards at [matthew.j.edwards@usda.gov](mailto:matthew.j.edwards@usda.gov) or 304-799-4334 ext 799552 no later than Thursday August 24, 2025 for specific details.

The Prospectus will be available electronically at:  
<https://sam.gov/opp/7218fc726f684d35bcfe1f96a36026ec/view>  
<https://www.fs.usda.gov/r09/monongahela/working-with-us/contracting>

For specific questions regarding this opportunity please contact Michael Hancock at [Michael.hancock2@usda.gov](mailto:Michael.hancock2@usda.gov) or 304-635-4438 no later than October 15, 2025.

Thank you for your interest in the Monongahela National Forest.

Sincerely,

CYNTHIA SANDENO  
Forest Supervisor

cc: Michael Hancock; Matthew Edwards

