



UNITED STATES GOVERNMENT  
**memorandum**  
FEDERAL BUREAU OF PRISONS  
Federal Correctional Institution  
Herlong, California 96113

May 17, 2023

RE: **15B61923Q00000005**, FY 23 4th Quarter Subsistence  
Federal Correctional Institution, Herlong, California

Dear Quoter:

Accompanying this cover letter is a solicitation package prepared by the Federal Bureau of Prisons for the acquisition of Subsistence Products for the Federal Correctional Institution, Herlong, California. This package contains all necessary information for submitting a quote.

In accordance with FAR 52.20-7 all potential quoters wanting to do business with the Federal Government must be registered in the System for Award Management (SAM) database. CCR, FedReg, ORCA, and EPLS have migrated into SAM. If you have an active record in CCR, you have an active record in SAM. Failure to maintain current/active registration status may result in elimination from consideration. You may visit <https://www.sam.gov/> to register or renew your registration.

**Quoters must include their Data Universal Numbering System (DUNS) number in Block 17a of the Standard Form 1449, in accordance with FAR 52-212.1(j).** The Contracting Officer will verify registration in the SAM database prior to award by entering the potential awardee's DUNS number into the SAM database.

**Offers are due no later than June 16, 2023 at 2:00 p.m. Pacific Standard Time.** Email offers ARE authorized and preferred. The email address is [her-quotes-s@bop.gov](mailto:her-quotes-s@bop.gov) or [tpolan@bop.gov](mailto:tpolan@bop.gov) **Please ask for a confirmation of receipt of bid. Failure to receive confirmation indicates bid was not received.** The postal mailing address is: Federal Correctional Institution, Attn: Trevor Polan, Contract Specialist, P.O. Box 900, Herlong, CA 96113-0900. Hand delivery or express mail to 741-925 Herlong Access Road A-25, Herlong, CA 96113. **Please note:** in an effort to reduce unnecessary paper consumption, you are requested to send only those pages necessary to complete your offer. Please do not send pages in which no bids have been placed, etc. If you are registered in SAM, you need only complete section (I) of FAR Provision 52.212-3.

Quotes must be received no later than the time specified as the deadline for receipt of quotes. Quotes received after the quote deadline will be handled in accordance with FAR 52.212-1(f).

Prospective offerors are also cautioned against discussing the preparation of their quote (or any technical questions) with Government technical personnel. The circumstances of such contact, when verified, may result in non-consideration of the quote. Accordingly, all communications prior to award shall be directed to the Contracting Officer via email to [her-quotes-s@bop.gov](mailto:her-quotes-s@bop.gov), in writing at the above address. All questions received will be considered and responses provided, where possible.

Sincerely,

  
Trevor Polan  
Contract Specialist  
Attachment