

COVER LETTER

CHEROKEE NF FACILITIES IDIQ TASK ORDER REQUEST

Project Name: **UNICOI WORK CENTER MAINTENANCE 2023 (002)**

Location: Unicoi Work Center; After taking Exit 32 on I-40 towards Unicoi TN, take a right on Unicoi Drive and drive for 0.7 miles then turn left onto TN-107 W. Drive for 0.1 miles and take a right onto US Forest Service Road and the gated entrance to the Unicoi Work Center will be at the end of this road.

Site Visit: ☒ Yes ☐ No

Date / Time / Location: **April 27, 2023, 11:00, Unicoi Work Center**

COR: **Cody Field**

Email: cody.field@usda.gov

Telephone (Mobile): 423-220-7297

Project Magnitude:

☐ Under \$25,000

☒ \$25,000 - \$150,000

☐ > \$150,000

Payment Bond Required over \$35,000

Performance Period: Days

Work to begin within days of Award of task order

☒ Work to begin within days of Issuance of Notice to Proceed

☒ Pre-Work Meeting within Days of Award

Project Schedule: ☒ Yes ☐ No

Project Scheduled required to be submitted within days after award of task order or at Pre-Work Meeting

Required Material Submittals: ☒ Yes ☐ No

See Project Specifications for Items that must be submitted for Approval.

Special Requirements: (Security Access / specific work hours / weekend work authorized / Additional Attachments)

- **Security Access Code at facility entrance**
- **Normal Business Hours 08:00 am to 4:30 pm, M-F, excluding federal holidays**
- **No weekend work**
- **Additional Attachments: Specifications, Scope, Schedule of Items**

Contractor Signature _____ Date _____

(Return with Price Proposal)