



**DEPARTMENT OF THE ARMY**  
**SAVANNAH DISTRICT, CORPS OF ENGINEERS**  
**SAVANNAH REGIONAL CONTRACTING CENTER-WILMINGTON OFFICE**  
**69 DARLINGTON AVENUE**  
**WILMINGTON, NORTH CAROLINA 28403-1343**

29 October 2008

Wilmington, NC Contracting Office

Dear Prospective Park Attendant,

Thank you for your interest in the Park Attendant positions available within the Wilmington and Savannah Districts. This year, in an effort to cut back on paper usage, we will not be sending out hard copies of the solicitation packages. Electronic copies may be accessed through the internet by registering at [www.fbo.gov](http://www.fbo.gov). Before you can register you will need a Data Universal Numbering System (DUNS) number. If you do not have a DUNS number please visit [www.ccr.gov](http://www.ccr.gov) for more information on how to receive your number.

To register with [www.fbo.gov](http://www.fbo.gov) click Register Now under the Vendors/Citizens section of the web page. Enter your DUNS number and proceed through the registration process. If you are already registered with the Central Contractor Registration System (CCR) your information will automatically populate in registration fields, if not you will need to fill the requested information in.

Once registered you can access the solicitation a number of ways:

- Using the Quick Search bar at the bottom left hand side of the screen you can type in the solicitation number, in this case W912HN-09-T-0002 or W912HN-09-T-0005
- Under the QuickLinks heading, click on Find Opportunities and then the Advanced Search tab
  - towards the bottom of the screen you can search under NAICS code 721211, this will bring up all park attendant opportunities currently posted, of which will be the Wilmington and Savannah District solicitations
  - you can also save searches for future use by selecting Save Search Agent
- Once you have found the solicitation you are looking for you can choose to be notified of any changes by selecting the Add to Watchlist tab

Viewing the Solicitation Documents

- All solicitation documents will show up on the right hand side of the screen once you have found the solicitation, to access a package just click on the link and follow the instructions to download
- Documents can also be found under the Packages tab (beside the Notice Details tab)

Bid packages may be submitted by mail, fax or email:

- Mail: (USPS) US Army Corps of Engineers  
Attn: Charlenne Figgins/Contracting Office  
PO Box 1890  
Wilmington, NC 28402-1890

(Overnight, US Army Corps of Engineers  
Priority) Attn: Charlene Figgins/Contracting Office  
69 Darlington Avenue  
Wilmington, NC 28403

- Fax: 910-251-4454  
Attn: Charlene Figgins
  
- Email: charlene.l.figgins@usace.army.mil

Please include the solicitation number as a header on all mail, fax or email documents.

When returning your bid packages please write/type your name on every page that you are returning to the Contracting Office. This will help keep your information together as packages are being reviewed.

If you have any questions please feel free to contact Charlene Figgins at 910-251-4473 or the undersigned at 910-251-4884.

Thank You,



John P. Mayo  
Contracting Officer

**Solicitation Number:** W912HN-09-T-0002  
**Locations:** Wilmington District  
*John H. Kerr Dam and Reservoir*  
*Philpott Lake*  
*W. Kerr Scott Dam and Reservoir*  
**Date Available:** 29 October 2008

**Solicitation Number:** W912HN-09-T-0005  
**Locations:** Savannah District  
*J. Strom Thurmond Dam and Lake*  
*Hartwell Dam and Lake*  
**Date Available:** On or about 12 November 2008