Management Services Division
Lease Acquisition and Administration Branch
U.S. Department of Agriculture
Headquarters Building, Wing 3
1400 Independence Ave., S.W.
Washington, DC 20250

VIA WWW.SAM.GOV

06/12/2026

SOLICITATION COVER LETTER
SAM RLP POSTING NOTICE

RE: Request for Lease Proposal (57-36027-27-FA) (RLP) for USDA Service Center in Millbrook, Dutchess County, New York

Dear Offeror:

Thank you for your interest in leasing space to the U.S. Department of Agriculture (hereinafter the "Government"). Please use the enclosed Request for Lease Proposal (57-36027-27-FA) (RLP) package to submit your initial proposal for office and related space.

Please review the RLP, draft Lease, and all attachments carefully, paying particular attention to the Government's requirements and how the Government will evaluate and determine lease award.

In accordance with Section 3, please submit your complete lease proposal package using the forms provided with the RLP package, by **4:30 PM EASTERN, Thursday, July 16, 2026** to:

USDA Lease Contracting Officer/ Senior Realty Specialist
Shannon Schoening
SHANNON.SCHOENING@USDA.GOV

WARNING: Unless instructed otherwise by the designated Lease Contracting Officer (LCO) use the documentation provided and included as part of the RLP package to prepare and provide your proposal(s). **Substitution or submission of forms not previously approved by the LCO may make those forms non-responsive**.

WARNING: Officials and employees of the proposed Agency **DO NOT** have the authority to contact Lessors or Offerors directly or indirectly for the purpose of making oral and/or written representations, commitments, and/or agreements with respect to these requirements. **Unauthorized contact with anyone other than a designated Lease Contracting Officer could jeopardize this procurement, including rejection of your offer(s) or cancellation of the solicitation**.

WARNING: In accordance with FAR 52.204-7(b)(1) Offeror is required to be registered in SAM when submitting and offer or quotation and at time of award.

NOTICE: You must outline separately in your proposal execptions you may have to the solicitation package. **Please keep in mind any exceptions you request may put your proposal in a less competitive position**.

NOTICE: If you plan to have your legal counsel review the language in the Lease and attachments, please submit those documents to your legal counsel now to allow for adequate time to discuss any language issues that may arise. **You cannot request changes to the language in the documents after submitting your final proposal**.

If you have any questions regarding the Government's RLP Package, the Government's Space Requirements or any of the documentation and information provided with the RLP package, I may be reached electronically at SHANNON.SCHOENING@USDA>GOV.

Thank you for your participation in Government leasing.

Very Respectfully,

SHANNON SCHOENING

Digitally signed by SHANNON SCHOENING
Date: 2026.06.12 13:40:46 -04'00'

Shannon Schoening
Lease Contracting Officer | Senior Realty Specialist
U.S. Department of Agriculture (USDA)

enclosures: RLP Package 57-36027-27-FA