



# U.S. DEPARTMENT OF ENERGY

## OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

**List of Administrative Products and Services**  
**Procured at DOE's Headquarters (Forrestal, L'Enfant Plaza and Germantown Locations)**  
*(As of March 2017)*

Area of Interest	Point of Contact	Telephone Number	Email Address
Automobile Leasing and Purchasing	Ellsworth Howell, Jr.	(202) 586-5235	Ellsworth.howell@hq.doe.gov
Transportation Services (buses, limousines, etc.)	Ellsworth Howell, Jr.	(202) 586-5235	Ellsworth.howell@hq.doe.gov
Parking Services	Ellsworth Howell, Jr.	(202) 586-5235	Ellsworth.howell@hq.doe.gov
Construction/Renovation	Michael Wolfe	(202) 586-6615	Michael.s.wolfe@hq.doe.gov
Copiers (purchases of copiers) and Copying Services	Tony Nellums	(202) 586-6064	Anthony.nellums@hq.doe.gov
Courier Services	Ellsworth Howell, Jr.	(202) 586-5235	Ellsworth.howell@hq.doe.gov
Graphics Services	Helen Ackers	(202) 586-6096	Helen.ackers@hq.doe.gov
Printing Services	Joseph Whitford	(202) 586-2739	Joseph.whitford@hq.doe.gov
Graphics, Printing, Copying Services	Gerri Bullock	(202) 586-4375	Geraldine.bullock@hq.doe.gov
Janitorial, Maintenance Services (Forrestal Building – Washington, DC)	Clint Cleveland	(202) 586-6944	Clint.cleveland@hq.doe.gov

Area of Interest	Point of Contact	Telephone Number	Email Address
Janitorial, Maintenance Services (Germantown Building – Germantown, MD)	Mike Watkins	(301) 903-5418	Michael.watkins@hq.doe.gov
Cafeteria (Food & Beverage)	Clint Cleveland	(202) 586-6944	Clint.cleveland@hq.doe.gov
Learning and Development	Cheri Dent	(202) 586-9556	Cheri.dent@hq.doe.gov
Moving Services	Lisa Peteet	(202) 586-5496	Lisa.peteet@hq.doe.gov
Office Furniture	Terry Butler	(202) 586-2001	Terry.bulter@hq.doe.gov
Travel Management Services	Umeki Thorne	(202) 586-4048	Umeki.thorne@hq.doe.gov
Travel Systems (CGE, FTMS)	Laura Kramer	(301) 903-9932	Laura.kramer@hq.doe.gov
Vending Machines	Clint Cleveland	(202) 586-6944	Clint.cleveland@hq.doe.gov
Multimedia, Photography, Conferencing and Special Events	Robert Cooper	(202) 586-8234	Robert.cooper@hq.doe.gov
Mail and Distribution	Tony Nellums	(202) 586-6064	Anthony.nellums@hq.doe.gov
<b>IT – Network Security, IT Forensics, Risk and Vulnerability, Certification and Accreditation</b>			
Subcontracting Opportunities with Current IT Incumbent – ActioNET	Melissa Longo	(703) 204-0090 Ext. 141	mlongo@actionet.com
Operational and Assurance and Cyber Security	Jeff Toquinto	(301) 903-2391	Jeffrey.toquinto@hq.doe.gov
Office of Energy Information Technology Services	Virginia Arreguin	(301) 903-9801	Virginia.arreguin@hq.doe.gov
Software Systems Development and Web Support	Tony Castellano	(301) 903-2499	Tony.castellano@hq.doe.gov
User Support and Work Station Management	Tony Castellano	(301) 903-2499	Tony.castellano@hq.doe.gov