Attachment 4 – RFO 52.212-1 Addendum

Instructions to Offerors—Commercial Products and Commercial Services (March 16, 2026)

ADDENDUM TO RFO PROVISION 52.212-1, INSTRUCTIONS TO OFFERORS – COMMERCIAL PRODUCTS AND COMMERCIAL SERVICE

1. Simplified Acquisition Procedures will be used in accordance with (IAW) RFO part 12 in awarding this contract. The Government intends to award a Firm-Fixed-Price (FFP) contract to satisfy this requirement. This requirement is being solicited as a Request for Quotation (RFQ); submission of a quote does not guarantee receipt of award.

2. Questions may be submitted to the points of contact Bryce Ganske, bryce.ganske@us.af.mil or Dimas Bernacchia, dimas.bernacchia.2@us.af.mil no later than the specified date and time 10 June 2026 12:00PM EDT. Questions submitted after this date and time may not be answered.

3. Quoters must use Attachment 2- Quote Schedule to submit their Price, Technical, and Past Performance. Company information must be included. Quotes in response to this solicitation must be submitted via email to the points of contacts above.

4. For a quote to be eligible for award, the quoter must have a current registration in the System for Award Management (SAM): https://www.sam.gov, prior to submitting a quote, IAW RFO 4.1102. SAM will be checked to verify the quoter's status before any evaluation is conducted. In accordance with RFO 9.1 prospective quoters must be determined responsible prior to award.

5. RFO Clause 52.212-4, Contract Terms and Conditions-Commercial Products and Commercial Services, applies to this acquisition. The additional RFO clauses cited in the clause are identified in Attachment 3 - Provisions and Clauses as applicable to the acquisition.

6. Quoters are required to meet all material solicitation requirements, such as terms and conditions, representations and certifications, deliverables, salient characteristics etc. Failure to comply with the terms and conditions of the solicitation may result in the Quoter being ineligible for award. Quoters must clearly identify any exception to the solicitation terms and conditions and must provide complete supporting rationale. The Government reserves the right to determine any such exceptions unacceptable, and the quote, therefore, ineligible for award.

7. The terms and processes used in this acquisition are not subject to the definitions nor processes found in RFO subpart 15.2, even if defined or described in RFO part 15. Reference to offers, offerors, or proposals in this acquisition shall be read as quotations, vendors, quoters, or quotes. Any clerical errors in this solicitation, to include the attachments, that use the source selection nomenclature in RFO part 15 shall be read and interpreted in a manner consistent with RFO part 12. Examples of nomenclature found in RFO part 15 include: Request for Proposals (RFP), De-briefing, Discussions, Clarifications, etc. Unless otherwise defined in this solicitation, or in the specific RFO part being referenced, definitions of words retain their definition under RFO 2.101, unless no definition is provided, in which the common dictionary meaning shall be used IAW RFO 1.107(a).

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The quote shall be submitted in three volumes:

Volume I Price:

a. The quoter shall submit proposed pricing in Attachment 2 – Quote Schedule. Quoters rejecting the terms and conditions may be excluded from consideration. Ensure a dollar value is entered, with the decimal rounded to the nearest hundredth, two decimal places.

b. “UNIT PRICE”, multiplied by the “QUANTITY” and the total, rounded to the nearest hundredth, entered under “AMOUNT”, as seen in the following example:

CLIN	SUPPLIES/SERVICE	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	O&M Facility Fire Alarm System Maintenance	1	Each	$XXXX	$XXXX

Volume II Technical:

Subfactor 1: Technical Approach: Provide a detailed technical approach demonstrating how successful contract performance will be achieved in accordance with the PWS. Provide convincing rationale addressing how the technical portion of the quote meets the solicitation requirements. Do not simply restate PWS or use generic statements (e.g., "standard procedures will be employed"). Quotes shall provide convincing rationale addressing how the technical portion of the Quote meets solicitation requirements.

Subfactor 2: Staffing Plan: Submit a Staffing Plan that outlines the decision-making process, identifies required personnel numbers, and includes a gap analysis. Additionally, provide a Transition Plan detailing the phase-in/phase-out strategy and the method for transferring work control to minimize service interruptions.

Subfactor 3: Quality Control Plan: Submit a Quality Control Plan (QCP). The QCP must identify methods to prevent deficiencies before performance becomes unacceptable and outline functional procedures for correcting unfavorable performance trends.

Subfactor 4: Candidate Qualification Documentation: Relevant certifications for proposed key personnel (e.g., Technicians), demonstrating they meet or exceed the minimum qualifications stated in PWS Section 1.2.

Volume III Past Performance:

Recent and relevant past performance is defined as past performance occurring within the last five (5) years preceding the date of solicitation issuance. Relevant past performance is defined as past performance providing services similar in scope, magnitude, and complexity to this

requirement. The Government will consider relevancy, recency, extent of the past performance and the size and complexity of the past performance relative to this solicitation's requirement submitted by quoters as well as any information gathered by the Contracting Officer. Quoters that have no relevant past performance history will be assigned a neutral past performance evaluation rating; unknown will be rated as acceptable.

For each past performance reference submitted, the quoter shall provide the following information:

1. Contract number, task/delivery order number if applicable, and project title.
2. Name of the contracting agency or commercial entity.
3. Point of contact name, current title, telephone number, and email address.
4. Total contract dollar value.
5. Period of performance, including start and end dates.
6. Brief description of the work performed demonstrating relevance to this requirement.

Recent contracts are contracts that have been performed for at least six months and within the last five years from the date of solicitation issuance.

Relevant performance includes performance efforts involving Fire Alarm Maintenance and Repair that involved similar scope (to include a broad range: Routine Maintenance, Service Repairs, Emergency Services. See full breakdown of services in section 1 of PWS.), magnitude of effort, contract type (Firm-fixed price), this solicitation requires, as identified in the table of Relevancy Definitions below:

Relevancy Definition:

Relevant: Present/past performance effort involved similar scope, magnitude of effort and contract type this solicitation requires.

Not Relevant: Present/past performance effort involved little or none of the scope, magnitude of effort and contract type this solicitation requires

Acceptable: Quote meets the requirements of the solicitation

Unacceptable: Quote does not meet the requirements of the solicitation

8. The quoter agrees to hold the prices in its quote firm through 01 October 2026. This ensures pricing remains valid through the anticipated award date and the start of performance for the new Fiscal Year. If a solicitation response specifies a shorter acceptance period, the Government may reject the quote as non-responsive.

9. Late submissions, modifications, revisions, and withdrawals of quote. Quoters are responsible for submitting quotes, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation or otherwise will not be accepted.

10. The Government intends to evaluate quotes and award a contract without discussions with quoters. Therefore, the quoter's initial quotes should contain the quoter's best terms from a price and technical standpoint. The Government may reject any or all quotes if such action is in the public interest and may waive informalities and minor irregularities in quotes received. Award will be made to the responsible quoter submitting the lowest-priced quote that is technically acceptable, has acceptable past performance, and is determined fair and reasonable.

11. Debriefing. In accordance with RFO 12.201-1 and RFO 12.301(b), the Government will provide a brief explanation of the award decision upon written request. This explanation will disclose the applicable information listed at RFO 52.212-1(e), including the quoter's technical/price/past performance evaluation and a summary of the rationale for award.

(End of provision)