ATTACHMENT 1: ADDENDUM INSTRUCTIONS AND EVALUATION CRITERIA

ADDENDUM TO RFO FAR 52.212-1, INSTRUCTIONS TO OFFERORS—COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

1.0 QUOTE PREPARATION INSTRUCTIONS

1.1 General

The following instructions cover the specific preparation and submission of proposals for this solicitation. This requirement is a 100% Total Small Business Set-Aside under NAICS code 561720 (Janitorial Services) with a small business size standard of $22.0 Million.

The following instructions cover the specific preparation and submission of proposals for this solicitation. Offerors must follow the instructions contained herein. Offerors are cautioned that any non-compliance with the terms and conditions of this solicitation may cause their proposal to be determined ineligible for award.

Proposals must be received by the Contract Specialist, MSgt Austin Breault (austin.breault.1@us.af.mil), and the Contracting Officer, Grace Marquez (grace.marquezvelasquez.mil@army.mil), no later than the date and time specified in this solicitation. To facilitate uniform handling and evaluation, submission of proposal packages via electronic mail to the designated points of contact is required with the Subject Line: **W50S8X26QA016 - Janitorial Services**.

1.2 Volume Organization

Proposals shall be submitted to the Government as one email with three separate volumes (i.e., attachments) as set forth below:

Volume	Title	Page Limits	Number of Copies	Description
I	Price & Terms & Conditions	N/A	1 Electronic	Completed Contract Line Items (SF 1449), fill-in clauses, and provisions.
II	Technical Capability	5 Pages	1 Electronic	Technical Approach, Draft Master Cleaning Schedule, Draft QCP, and Staffing Plan.
III	Past Performance	2 Pages	1 Electronic	Relevant & Recent Past Performance Information.

In addition to the volume organization set forth above, proposal volumes shall comply with the following format:

- Each volume shall be marked with the solicitation number, the company name, the offeror's name, address, CAGE Code, and Unique Entity ID (UEID).
- Proposals shall be in the English language, and all monies shall be proposed in United States dollars.
- Print shall be no smaller than a font size of 12. Paper size shall be 8.5" X 11", margins shall be no smaller than 1 inch, and each page within a volume shall be numbered consecutively.
- Cover pages and Tables of Contents do not count towards the page limitations.

1.3 Volume I: Price & Terms & Conditions
The price proposal shall consist of the following:

1. **Completed Schedule of Supplies/Services (SF 1449):** Insert unit and total pricing in the appropriate blank spaces for all Contract Line Items (CLINs) across all periods of performance (Base and Option Years).

2. **Fill-In Provisions and Clauses:** Ensure all clauses and provisions requiring "fill-in" information are completed.

3. **Representations and Certifications:** Complete all representations and certifications or include a copy of the current SAM.gov record with a signed statement indicating the record is accurate, complete, and confirms the offeror's status as an eligible small business under NAICS 561720 as of the proposal submission date.

Submission of these items constitutes the offeror's written assent to perform in accordance with the terms of the solicitation.

1.4 Volume II: Technical Capability
The offeror shall submit a detailed Technical Capability proposal containing:

1. **Technical Approach:** A clear narrative outlining the offeror's plan for executing all tasks specified in PWS Section 5 and Technical Exhibit 1. This must include a draft Master Cleaning Schedule (PWS Section 5.2) showing how the weekly, monthly, quarterly, and semi-annual tasks will be managed across all 15 facilities.

2. **Quality Control Plan (QCP):** A draft QCP detailing self-inspection procedures, deficiency prevention, and the correction process to ensure a 90% Acceptable Quality Level (AQL) or higher per PWS Section 1.4.3.

3. **Management and Staffing:**
   - **Staffing Plan:** Provide a staffing plan demonstrating the ability to execute the draft Master Cleaning Schedule. The staffing plan must clearly detail the total number of personnel, labor categories, and assigned shift hours.

   - Limitations on Subcontracting (RFO FAR 52.219-14 Compliance): Because this is a total small business set-aside, the prime contractor must perform at least 50% of the cost of contract performance incurred for personnel. The offeror must explicitly outline the percentage of work to be performed by the prime and any subcontractors, identifying any subcontractor's UEID, CAGE, and POC information

1.5 Volume III: Past Performance
The offeror shall submit relevant past performance of the same or similar nature previously performed for at least two (2) and no more than three (3) contracts. The data shall include:

- The contract number, UEID, and CAGE Code.
- A brief description of the services provided, illustrating similarity in scope and complexity.
- Points of contact (name, title, phone, and email) to serve as references.

If the offeror lacks a record of relevant past performance, they must affirmatively state so in this volume. Under a small business set-aside, the past performance of any key subcontractors (or similarly situated entities) proposed to perform critical parts of the PWS may also be submitted.

ADDENDUM TO RFO FAR 52.212-2, EVALUATION—COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

2.0 BASIS OF AWARD AND EVALUATION CRITERIA

2.1 Basis for Contract Award
This is a competitive acquisition for commercial services conducted under RFO FAR Part 12 and Part 15 procedures, as supplemented by RFO DFARS Parts 212 and 215 (strictly incorporating Class Deviations 2026-O0028 and 2026-O0048). This action is set aside 100% for Small Business.

The Government intends to award a Firm-Fixed-Price (FFP) contract to the responsible small business offeror whose proposal conforms to the solicitation, is rated "Acceptable" for all non-

price factors, is compliant with RFO FAR 52.219-14 (Limitations on Subcontracting), and represents the lowest total evaluated price. The source selection process is Lowest Price Technically Acceptable (LPTA).

The following factors shall be used to evaluate proposals:

1. **Factor 1: Technical Capability**
2. **Factor 2: Past Performance**
3. **Factor 3: Price**

2.2 Evaluation Process
The Government will rank all proposals by the Total Evaluated Price (TEP) from lowest to highest. Evaluation will proceed sequentially starting with the lowest-priced proposal:

1. The lowest-priced proposal will be evaluated for Technical Capability (Factor 1) and Past Performance (Factor 2) acceptability.

2. If the lowest-priced proposal is found "Acceptable" in all non-price factors, meets the 50% limitations on subcontracting requirement, represents a fair and reasonable price, and the offeror is determined responsible, the Government will make the award to that offeror and will not evaluate any other proposals.

3. If the lowest-priced proposal is found "Unacceptable" for any reason, it will be rejected, and the Government will proceed to evaluate the next lowest-priced proposal. This process will continue sequentially.

2.3 Factor 1: Technical Capability
The Technical Capability factor is evaluated on an Acceptable/Unacceptable basis. To be rated "Acceptable," the proposal must meet all the requirements outlined in Section 1.4 of this Addendum, including demonstrating a compliant staffing plan that adheres to RFO FAR 52.219-14 (Limitations on Subcontracting).

Adjectival Rating	Description
Acceptable	Proposal meets the minimum requirements of the solicitation.
Unacceptable	Proposal does not meet the minimum requirements of the solicitation.

2.4 Factor 2: Past Performance
The Government will evaluate the recency, relevancy, and quality of the offeror's past performance to determine acceptability.

- **Recency:** Performance must have occurred within the last three (3) years from the closing date of this solicitation.
- **Relevancy:** Contracts must be of similar scope (janitorial/custodial services) and complexity (multi-facility environments, wage rate compliance, and security controls).
- **Evaluation Rating:** Rated on an Acceptable/Unacceptable basis in accordance with the DoD Source Selection Procedures:

Adjectival Rating	Description
Acceptable	Based on the offeror's performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort, or the performance record is unknown.
Unacceptable	Based on the offeror's performance record, the Government does not have a reasonable expectation that the offeror will be able to successfully perform the required effort.

In accordance with RFO FAR 15.202(c)(1), an offeror without a record of relevant past performance will receive a neutral rating of "Unknown" past performance, which is considered "Acceptable."

2.5 Factor 3: Price

- **Completeness:** Offerors must submit pricing for all CLINs, including the base year and all option periods.

- **Reasonableness:** Price reasonableness will be evaluated under RFO FAR 12.204 and RFO DFARS 212.204(a) using price analysis, primarily based on competitive proposals. Under RFO **DFARS 215.202-71** and RFO **DFARS 252.215-7992 (Only One Offer)**, if only one offer is received and it exceeds the Simplified Acquisition Threshold (SAT) of $350,000, the Government reserves the right to request additional data to determine price reasonableness.

- **Labor Compliance:** Proposed pricing must comply with the Service Contract Act (SCA) wage determinations for Santa Clara County, California. No cost realism analysis will be performed, but unbalanced pricing analysis will be conducted to ensure no individual CLIN represents an unacceptable risk to the Government.

(End of Addendum)