Instructions to Offerors—Commercial Products and Commercial Services
(Deviation Date: 1 Feb 2026)

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

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.

Questions may be submitted to the points of contact Daniel Kim, daniel.kim.55@us.af.mil or Jordon Bongcayao, jordon.bongcayao.1@us.af.mil no later than the specified date and time 19 June 2026 2:00PM EDT. Questions submitted after this date and time may not be answered.

Quoters must use Attachment 2 - Quote Schedule to submit their prices and technical capability. Company information must be included. Quotes in response to this solicitation must be submitted via email to the points of contact.

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 4.203-1(b). 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.

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.

Quoters are required to meet all material solicitation requirements, such as terms and conditions, representations and certifications, deliverables, Performance of Work Statement (PWS) 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.

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).

The quote shall be submitted in three (3) volumes no longer than 20 pages. The Pricing Schedule in Attachment 2 does not count toward the page limit.

Volume I Price:

The quoter shall submit proposed pricing in Attachment 2 – Bid 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. NOTE: Wage Determination, dated 13 May 2026, in Attachment 6, applies.

“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	UNITS	UNIT PRICE	AMOUNT
1001		12	Months	$XXXX	$XXXX
1002		1	Lot	$XXXX	$XXXX

Volume II Technical:

Subfactor 1: Technical Approach – Shall clearly explain how the quoter intends to ensure successful contract performance IAW the PWS. Technical Approach shall not simply rephrase or restate PWS or contain general statements such as "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 - The Staffing Plan shall summarize all the assessments and analyses conducted, outline the decision-making process, and include concrete numbers of required personnel, identify factors impacting personnel availability and conduct a gap analysis. The Staffing Plan shall also include a transition phase. The transition phase will outline the phase-in/phase-out periods of contractor personnel during the performance of the contract, and it is essential that attention be given to minimize interruptions or delays to work in progress that would impact the mission. The Contractor must plan for the transfer of work control, delineating the method for processing and assigning tasks during the phase-in/phase-out periods of contractor personnel during the performance of the contract.

Subfactor 3: Personnel Identification Plan – The quoter shall submit a Personnel Identification Plan describing how contractor personnel will be visually identified

while performing on the installation. The plan shall identify the type of distinctive clothing, outerwear, or headwear bearing the company name or logo that will be worn, describe how the selected items will ensure personnel are easily and quickly identifiable for reasons of safety and personal protection, and address how compliance with this requirement will be maintained and enforced throughout the performance period.

Subfactor 4: Quality Control Plan - quoters shall submit a Quality Control Plan that addresses all requirements of the PWS. The plan must address methods to be used for identifying and preventing deficiencies before the performance becomes unacceptable. The plan shall also include procedures to identify unfavorable performance trends, problem areas, and the corrective actions that would be taken.

Subfactor 5: Essential Contractor Services – The quoter shall submit a narrative demonstrating its ability to continue performance of essential contractor services during crisis, contingency, or emergency conditions IAW R-DFARS 252.237-7024. The narrative shall identify which PWS tasks are designated as essential services, describe the quoter's plan for maintaining continuous operations during base restrictions or emergency conditions, and identify the personnel and resources dedicated to sustaining essential services during such periods.

Volume III. Past Performance

Quoters shall provide a list of no more than three (3) of the most recent and relevant contracts, performed within the last five (5) years from the date of solicitation issuance, for Government agencies or commercial customers demonstrating relevant past performance in solid waste collection, recycling, food waste, construction and demolition debris removal, or similar waste stream management services of comparable scope and complexity, utilizing Attachment 7, Past Performance Information. To be considered recent, contracts must have been performed for at least six (6) months within the last five (5) years from the date of solicitation issuance. Contract performance that does not meet these criteria will not be considered or evaluated.

The quality assessment will consist of an evaluation of the past performance information responses (see Attachment 7, Past Performance Information). Government may rely solely on Past Performance Information and any other information available to the Contracting Officer. The quality assessment may include interviews with Government customers or other sources known to the Government and may result in positive or adverse findings.

Period for acceptance of quotes. The quoter agrees to hold the prices in its quote firm for 60 calendar days from the date specified for receipt of quotes, unless another time period is specified in an addendum to the solicitation.

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.

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; accept other than the lowest quote; and waive informalities and minor irregularities in quotes received.

Debriefing. An unsuccessful quoter may request a debriefing by submitting a written request to the Contracting Officer within three (3) calendar days after the date of contract award notification. The debriefing will be limited to providing the overall evaluated price and technical rating of the awardee, the quoter's own evaluated price and technical rating, and the rationale for the award decision. Debriefings under this acquisition are conducted IAW RFO part 12 and are not subject to the procedures in RFO subpart 15.2.

(End of provision)