BUILDING CONTROL SYSTEMS ELECTRIC VEHICLE SUPPLY EQUIPMENT
INSTRUCTIONS TO QUOTER

This is a solicitation for commercial items or commercial services in accordance with Federal Acquisition Regulation subpart 12.6 as supplemented with additional information included in this notice. This procurement is being solicited as unrestricted under North American Industry Classification System (NAICS) 336390. The small business size standard is 1000. Partial quotes will not be accepted.

Please refer to the attached performance work statement (PWS) for complete details.

The vendor must be able to perform **ALL** tasks as outlined in the PWS and must be addressed through the technical capability statement required as part of quote submission.

The government anticipates awarding a single contract for one base year and four option years. The total evaluated price will include an assumption that FAR 52.217-8 is invoked for a period of six months. For CLINs X003 (Cyber Security) the vendor should provide the labor categories anticipated to perform the work.

Award will be made pending Government validation and approval that the vendor's quote meets all requirements as identified by comparison of the technical capability statement to the PWS requirements and ensuring pricing is fair and reasonable and does not exceed the fair market price in accordance with FAR 19.8.

The quote must be submitted by email to the contracting officer no later than 2:00PM EDT, June 29, 2026. The vendor is responsible for confirming quote receipt. Please note that external emails are often delayed so quotes should not be submitted at the last minute. Late quotes may or may not be considered at the contracting officer's discretion.

The submission email must include the following:

- Company name, address, UEI, and CAGE (included in body of email);
- Point of contact for questions (included in body of email);
- Required submission documents (specific attachments as identified below)

All offerors are required to register in the System for Award Management (SAM) database in accordance with FAR 52.204-7. LACK OF REGISTRATION IN THE SAM DATABASE WILL MAKE THE OFFEROR INELIGIBLE FOR AWARD. The website address for the SAM database is: https://www.sam.gov. Note: Registration in SAM is Free.

It will be 12-15 business days after a contractor submits the required information for the SAM account to become active and the contractor to be registered. Contractors are required to be registered in SAM when submitting an offer or quotation and shall continue to be registered until time of award, during performance, and through final payment of any contract.

All questions must be submitted via e-mail to the contracting officer by **10:00AM EDT, June 8, 2026**.

All submissions must be in Microsoft Word, Microsoft Excel, or Adobe PDF unless otherwise specified. Word and PDF documents must adhere to the following: 8.5" x 11"; Times New Roman; 11pt font. Table fonts must be Times New Roman with font no smaller than 9pt.

The vendor is required to submit the following:

- **Technical Capabilities Statement:** The vendor must provide a capability statement detailing their technical abilities in performing the work outlined in the PWS. The capabilities statement, must be 20 pages or less. The page count is inclusive of any cover page, table of contents, tables, charts, graphs, and attachments/appendices.

- **Key Personnel Resume:** The vendor must submit a resume for the Project Manager (key personnel). The resume must be three pages or less.

- **Price Quote:** The government's pricing spreadsheet should be used, and additional tabs can be added to provide the vendor's labor category pricing for CLINs X003 (Cyber Security). This spreadsheet must be submitted unprotected with formulas in-tact and all cells limited to two decimal places.

The required documents must be submitted as separate attachments.

The provision at 52.212-1, Instructions to Offerors-Commercial Products and Commercial Services, applies to this acquisition.

The provision at 52.212-2, Evaluation-Commercial Products and Commercial Services, applies to this acquisition.

All factors other than the price quote, meaning Technical capabilities statement and key personnel resume, are evaluated on an "acceptable" or "unacceptable" basis.

- Acceptable is defined as, "the quote demonstrates an adequate approach and understanding of the requirements."
- Unacceptable means, "the quote does not meet requirements of the solicitation and, thus, contains one or more deficiencies and is un-awardable."

The factors are listed below:

- **Technical Capabilities Statement:** Acceptable / Unacceptable rating. Technical acceptability will be determined by ensuring the vendor's solution is able to meet all requirements of the PWS to include a draft Project Management Plan (PMP) and draft Quality Control Plan (QCP).

- **Key Personnel Resume:** Acceptable / Unacceptable rating. The vendor must submit a resume for the Project Manager (key personnel) meeting all minimum required qualifications, using less than three pages, to be acceptable.

- **Price Quote:** The price must be fair and reasonable and at a fair market price.

  Quoters must include a completed copy of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Products and Commercial Services, with their quote.