ADDENDUM TO FAR 52.212-1
INSTRUCTIONS TO OFFERORS (ITO)

1.0 Program Structure and Objective

1.1. The Government plans to award a single performance-based contract for Refuse Services in support of civilian and military employees at Hill Air Force Base (AFB), UT. Refuse services are required to perform ISWM, municipal solid waste (MSW) collection and recycling services.

1.2. Budget/Funding Information
Funding will be obligated for the Firm-Fixed-Price (FFP) Contract Line Item Numbers (CLINs) for the base period.

2.1 General Instructions

2.1.1. This source selection will utilize Lowest Priced Technically Acceptable (LPTA) source selection procedures. Contract award will be made to the offeror who is technically acceptable with lowest evaluated price. This section of the Instructions to Offerors (ITO) provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The offeror's proposal must include all data and information requested by the ITO and must be submitted in accordance with these instructions. Any Offeror who submits an incomplete package may be considered ineligible for award. The offer shall be compliant with the requirements as stated in the Performance Work Statement (PWS) and appendices. Non-conformance with the instructions provided in the ITO may result in an unfavorable proposal evaluation.

2.1.2. The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their facilities and experience, and will base its evaluation on the information presented in the offeror's proposal.

2.1.3. Elaborate brochures, documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired.

2.1.4. The proposal acceptance period is 180 calendar days for this contract/solicitation. The offeror shall make a clear statement in the Contract Documentation Volume III that the proposal is valid for the period of 180 calendar days from the request for proposal (RFP) closing date.

2.1.5. In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the offeror requests otherwise, the Government will destroy extra copies of such unsuccessful

proposals.

2.2. General Information

2.2.1. Point of Contact

The Contracting Officer (CO) is the **sole** point of contact for this acquisition. Address any questions or concerns you may have to the CO. Written requests for clarification may be sent to the CO at the address located in Section A of the model contract/solicitation.

2.2.2. Debriefings

The CO will promptly notify offerors of any decision to exclude them from the competitive range, whereupon they may request and receive a debriefing in accordance with FAR 15.505. Offerors excluded from the competitive range may request a pre-award debriefing or they may choose to wait until after the source selection decision to request a post-award debriefing. However, offerors excluded from the competitive range are entitled to no more than one debriefing for each proposal. The CO will notify unsuccessful offerors in accordance with FAR 15.503. Upon such notification, unsuccessful offerors may request and receive a debriefing. Offerors desiring a debriefing must make their request in accordance with the requirements of FAR 15.505 or 15.506, as applicable.

2.2.3. Discrepancies

If an offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the offeror shall immediately notify the CO in writing with supporting rationale as well as the remedies the offeror is asking the CO to consider as related to the omission or error. The offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussions. This reservation includes matters of additional or substitute pages of the initial proposal.

2.2.4. Electronic Reference Documents

All referenced documents for this solicitation are available on the System for Award Management (SAM) web site at www.sam.gov. Potential Offerors are encouraged to subscribe for real-time e-mail notifications when information has been posted to the website for this solicitation.

2.2.5. Amendments to Solicitation

If this RFP is amended, all terms and conditions that are not amended remain unchanged and in full force and effect. Offerors shall acknowledge receipt of any amendment and provide confirmation upon submission of the offeror's proposal. Any unacknowledged amendments in the offeror's proposal are subject to solicitation provision FAR 52.212-1(f).

2.2.6. Submission, Modification, Revision, and Withdrawal of Proposals
Proposals and modifications to proposals shall be submitted in sealed envelopes or packages in paper media and electronic media addressed to the CO at the address shown in Section A of the model contract/solicitation, and showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror.

2.3. Organization/Number of Copies/Page Limits

2.3.1. The offeror's proposal must show solicitation number, name, address, and telephone and facsimile numbers of the offeror and electronic e-mail address if available.

2.3.2. A Team List of the offeror's primary Point of Contacts shall be submitted in each volume using the format shown in Attachment 1.1 of the ITO.

2.3.3. The offeror's technical proposal shall address the information listed in section 3 below. The offeror shall submit 1 electronic copy of the proposal to the Contracting Officer's email address listed within the Request for Proposal solicitation. The technical proposal shall not exceed 35 pages. Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal. Page limitations may also be placed on responses to Evaluation Notices (ENs). The specified page limits for EN responses will be identified in the letters forwarding the ENs to the offerors. Each page shall be counted except the following: blank pages, title pages, tables of contents, tabs, indexes, glossaries, and those noted in the Proposed Organization Chart as unlimited.

2.3.4. Page limits for Factor 2 Price, and Contract Documentation are unlimited.

2.4. Page Size and Format of Electronic Offers

2.4.1. A page is defined as each face of a sheet of paper containing information. When both sides of a sheet display printed material, it shall be counted as two pages. Page size shall be 8.5 x 11 inches, not including foldouts. Page line spacing shall be 1.5 lines. Except for the reproduced sections of the solicitation document, the text size shall be no less than Arial 12 points. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1 inch margins on the top and bottom and 3/4 inch side margins. Pages shall be numbered sequentially by volume. These page format restrictions shall apply to responses to Evaluation Notice (ENs).

2.4.2. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated and shall not exceed 11 x 17 inches in size. Foldout pages shall fold entirely within the volume, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics; not for pages of text. The following limitation only applies to the Technical Volume. Text intended for evaluation within all figures, charts, tables, and graphs, to include

imbedded images, shall be no less than Arial 8-pt. These limitations shall apply to both electronic and hard copy proposals. Any text within figures, charts, tables, and graphs which do not meet this requirement will not be considered in the evaluation.

2.5. Pricing Information

All pricing information shall be addressed ONLY in the Price Proposal and Contract Documentation volumes.

2.6. Distribution

The "original" proposal shall be clearly identified. Proposals shall be addressed to the Contracting Administrator and emailed to:

DEPARTMENT OF THE AIR FORCE
ATTN: SSGT MARINA CALLISTO
Email: marina.callisto@us.af.mil
Phone: 801-777-5030

3.0. Factor 1 - Technical (Volume 1)

3.1. General

The Technical proposal should be specific and complete. Legibility, clarity and coherence are very important. Your responses will be evaluated against the Technical subfactors defined in Addendum to FAR 52.212-2, Evaluation Factors for Award. Using the instructions provided below, provide as specifically as possible, the actual methodology you would use for accomplishing/satisfying these subfactors. All the requirements specified in the solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is neither necessary nor desirable for you to tell us so in your technical proposal. The technical proposal should only address the requirements of the subfactors listed below. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

3.2. Format and Specific Content

3.2.1. Technical

In the Technical Volume, address your proposed approach to meeting the minimum performance or capability requirements of each technical sub-factor.

3.2.1.1. Sub-factor 1: Work Plan

The offeror must list and describe labor, equipment, tools, materials, vehicles, and all other equipment, items, and services it will provide to adequately meet contract requirements. The offeror shall describe approach to accomplishing the work including

processes/schedules, frequency of inspections, the plan to ensure the safety of Government property & personnel and contractor employees, and proper disposal of all refuse, as required in the PWS dated 4 June 2026. Offers must meet these requirements IAW PWS to be determined acceptable.

3.2.1.2. Sub-factor 2: Standards

The offeror must describe the capability to perform to the standards in the contract as well as all local, state, and federal regulations and others as described in PWS (Par 1) with a focus on safety, sanitation, and customer service. Offers must meet these requirements IAW PWS dated 4 June 2026, to be determined acceptable.

3.2.1.3. Sub-factor 3: Capability

Offers must meet the sub factors below IAW PWS dated 4 June 2026, to be determined acceptable:

1. The offeror must list and describe its capability to provide (i) all required types of containers, compactors or other equipment; (ii) storage; (iii) emergency services; and (iv) for special events.

2. The offeror must list and describe their capability to (i) handle recyclable materials, (ii) perform maintenance, and (iii) provide personal protective equipment (PPE) to adequately service the installations.

4.0 Factor 2 - Price (Volume 2)

4.1. These instructions are to assist you in submitting information required to evaluate the reasonableness of your proposed price. Compliance with these instructions is mandatory and failure to comply may result in rejection of your proposal.

4.2. General Instructions

Information beyond that required by this instruction shall not be submitted, unless you consider it essential to document or support your price position. All information relating to the proposed price, including all required supporting documentation, must be included in the section of the proposal designated as the Price Volume. **Under no circumstances shall this information and documentation be included elsewhere in the proposal with the exception of COMBO solicitation document.**

Pricing information in COMBO solicitation document is the only pricing information that shall be included in the contract documentation volume (Volume 3).

4.2.1. Price Reasonableness and Balance

Offeror's proposal will be evaluated for reasonableness and balance. Offers should be sufficiently detailed to demonstrate their reasonableness. The burden of proof for credibility of proposed prices rests with the offeror. Additionally, unbalanced pricing may pose an unacceptable risk to the Government and may be a reason to reject an offeror's proposal.

4.2.2 Price Realism

Offeror's proposal will be evaluated for price realism. Proposals should contain sufficient detail to demonstrate the offeror's understanding of the requirement.

4.2.3. Pricing Information Requirements

FAR 12.209 gives the requirement to establish price reasonableness in accordance with 13.106-3 (Simplified Acquisition Procedures), 14.408-2 (Sealed Bidding), or 15.4 (Contract Pricing by Negotiation), as applicable. FAR part 15 applies. In accordance with FAR 15.403-3-1(b), prices based on adequate price competition do not require submission of cost or pricing data. In accordance with FAR 15.403-3(a), however, information other than cost or pricing data may be required to support price reasonableness. FAR 15.403-3(a)(1) provides for obtaining information other than cost or pricing data if needed to determine price reasonableness. Therefore, the FAR does not preclude the requirement for obtaining other than cost or pricing data under certain circumstances and the Government reserves the right to obtain data as appropriate. Should the CO determine proposed prices to appear unreasonable or the possibility that an Offeror does not fully understand the requirement, the Offerors may be required to support price reasonableness via other than cost or pricing data. If, after receipt of proposals, the CO determines that there is insufficient information available to determine price reasonableness and none of the exceptions in FAR 15.403-1 apply, the offeror shall be required to submit cost or pricing data.

4.2.4. Rounding

All dollar amounts shall be rounded to the nearest penny.

4.2.5. Annual Price Changes

Proposed price increases greater than 5% per period shall be verified and addressed for reasonableness in this section.

4.2.6. Pricing Fluctuations

As this effort is firm-fixed-price, all risk associated with fluctuations in pricing is to be considered and priced into the proposed prices. Offerors shall be held to their proposed pricing.

4.2.7. Other Documentation

Other documentation considered by Offerors to be essential for support of proposed prices shall be presented in this section. Offerors are requested to address any proposed prices which reflect a business decision to offer prices at or below cost. It should be noted that the burden to demonstrate price reasonableness is incumbent upon the Offeror. Similarly, it should be clearly demonstrated that ALL proposed pricing is provided to the Government in good faith and intent without any pricing strategy of bidding low then upwardly revising pricing after contract award. Evidence of deliberate gaming as corporate strategy to win competitive contracts will put Offerors at risk for elimination from the competitive range.

5.0. Contract Documentation (Volume 3)

5.1. Model Contract/Representations and Certifications

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file. The offeror's proposal shall include a signed copy of the proposal, and the following list of attachments:

Statement of Work (SOW)	4-Jun-26	79
Wage Determination WD 2015-5483	3-Dec-25	10

5.1.1. Solicitation/Contract COMBO Form

Full completion of the COMBO solicitation document constitutes an offer, which the Government may accept. The "original" copy should be clearly marked under separate cover and should be provided without any punched holes.

5.1.2. Contract Clauses

The offeror shall provide required information to complete clauses as required.

5.1.3. Representations, Certifications, and other Statements of Offerors

The offeror has completed the annual representations and certification electronically via the System for Award Management (SAM) website at https://www.sam.gov/portal/public/SAM/. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representation and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items are correct.

5.2. Exceptions to Solicitation Requirements

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of Table 5.2. Offerors are cautioned the Government could determine any identified exceptions to be unacceptable, which would make the proposal ineligible for award.

Table 5.2 - Solicitation Exceptions

Solicitation Document	***Page/ Paragraph***	***Requirement/ Portion***	***Rationale***
SOO, SOW, SPEC, Model Contract, ITO, etc.	*Applicable Page and Paragraph Numbers*	*Identify the requirement or portion to which exception is taken*	*Describe why the requirement can/will not be met*

5.3. Other Information Required

5.3.1. Ombudsman

An Ombudsman has been appointed to hear concerns from offerors or potential offerors during the proposal development phase of this acquisition. The Ombudsman for this acquisition is Ms. Regina E. Marquardt-Chihuahua. This does not diminish the authority of the program director or CO, but communicates offeror concerns, issues, disagreements and recommendations to the appropriate Government personnel. When requested, the Ombudsman shall maintain strict confidentiality as to the source of the concern. The Ombudsman does not participate in the evaluation of proposals or in the source selection process; interested parties are invited to call Ms. Regina E. Marquardt-Chihuahua at 801-777-6000.

5.3.2. Authorized Offeror Personnel

Provide the name, title, and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government.

5.3.3. Company/Division Address, Identifying Codes, and Applicable Designations
Provide company/division's street address, county and facility code; CAGE code; DUNS code; TIN; size of business (large or small); and labor surplus area designation.

ITO ATTACHMENTS

ITO Attachment – 1.1 PROPOSED TEAM LIST

Offeror (Prime) Contractor: CAGE Code: DUNS Number:

Designation Codes:

Joint Venture: JV

Informal Joint Venture: IJV

Prime/Sub: PS

Mentor/Protégé: MP

ITO ATTACHMENT 1.1 PROPOSED TEAM LIST

Subs/Teaming Contractor:	Designation Code:	CAGE Code:	DUNS Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			