Attachment 4 – RFO 52.212-1 Addendum

Instructions to Offerors—Commercial Products and Commercial Services (Feb 1, 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 Binod Pathak / binod.pathak.1@us.af.mil/ 302-677-5028, Justin Bordalo / justin.bordalo@us.af.mil. / 302-677-4978 no later than the specified date and time 11 June 2026; no later than 1:00 P.M. EST Questions submitted after this date and time may not be answered.

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

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).

The quote shall be submitted in three volume:

Volume I Price:

a. The offeror shall submit proposed pricing in Attachment 2 – Pricing 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	UNITS	UNIT PRICE	AMOUNT
0001	Provide Kitchen Hoods & Duct Cleaning Services	12	Months	$XXXX	$XXXX
0002	Provide Emergency Cleaning of Kitchen Hood Exhaust Systems	3	Each	$XXXX	$XXXX
0003	Provide Dryer Duct Cleaning Services	12	Months	$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").

Subfactor 2 (Staffing & Transition): 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): 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 (Mission Essential Plan): Submit a Mission Essential Plan demonstrating the Quoter's ability to continue essential contractor services during a crisis, in accordance with the provision at R-DFARS 252.237-7024.

Volume III Past Performance:

For each past performance reference submitted, the Quoters shall provide the following information:
Required Information: Description
Contract Identification: Contract number, task/delivery order number (if applicable), and project title.
Client Information Name of the contracting agency or commercial entity.
Point of Contact (POC): Name, current title, telephone number, and email address for a client representative who can verify the performance. The POC should be the Contracting Officer, Contracting Officer's Representative (COR), or another individual with direct knowledge of quoters performance.
Contract Details: Total contract dollar value, period of performance (start and end dates), and a brief but comprehensive description of the work performed, demonstrating its relevance to this solicitation's requirements.

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

9. Late submissions, modifications, revisions, and withdrawals of quote. Quoters are responsible for submitting quotes, and any modifications, revisions, or withdrawals, 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 Quoters and award a contract without discussion with Quoters. Therefore, the Quoters initial Quote should contain the Quoters best terms from a price and technical standpoint. The Government may reject any or all Quotes if such action is in public interest; accept other than the lowest Quote; and waive informalities and minor irregularities in offers received.

11. Explanations for Unsuccessful Quoters. In accordance with 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).

(End of provision)