SOLICITATION FOR COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES

General Information

Document Type:	Solicitation
Solicitation Number:	61200PR260045112
Posted Date:	8/6/2026
Current Response Date:	8/20/2026
NAICS Code:	541380
Product or Service Code:	H259
Set Aside:	100% Total Small Business

Please carefully read and complete the entire solicitation document.

Description
This is a solicitation for commercial products or commercial services prepared in accordance with part 12. This announcement constitutes the only solicitation. Offers are being requested and a separate written solicitation will not be issued.

Solicitation number 61200PR260045112is issued as a request for quotation (RFQ), to perform locksmith services and supplies.

This acquisition is set-aside for small business concerns. This solicitation incorporates provisions and clauses by reference. The full text of provisions and clauses may be accessed electronically at www.acquisition.gov.

The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular **2026-01 Effective Date 03/13/2026.**

The associated North American Industrial Classification System (NAICS) code for this procurement is **561622,** with a small business size standard of **$25M. Product Service Code is J053.**

Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. As a minimum, offers shall include—
(1) The solicitation number;
(2) The name, address, telephone number of the Offeror;
(3) The Offeror's Unique Entity Identifier (UEI)
(4) Information necessary to evaluate the factors contained in the provision at 52.212-2
(5) Responses to provisions that require Offeror completion of information, representations, and certifications (other than those collected via the System for Award Management (SAM)); and
(6) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and any solicitation amendments.
Period for acceptance of offers. The Offeror agrees to hold the prices in its offer firm for **60 calendar days** from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

The USCG Training Center Petaluma is seeking a highly qualified contractor to provide a complete team, including a Certified Locksmith, capable of executing all routine, emergency, and preventative maintenance locksmith services in accordance with the Statement of Work (SOW). This includes the installation, repair, and maintenance of locks, keys, and associated hardware.

All interested companies must provide quotation(s) for the following Services:

Line Item/CLIN	Description	Quantity	Unit Price	Total Price
0001	**Base Period:** September 15, 2026 through September 14, 2027 **Biannual Locksmith Services (Labor)** Provide routine, emergency, and preventative locksmith services per SOW	00002 Each	$	$
0002	**Parts and Materials (NTE)** Direct parts and materials required for lock repair, installation, and maintenance. *Billed at actual cost.*	00001 LOT	$15,500 (NTE)	
0003	**Option Year One:** September 15, 2027 through September 14, 2028 **Biannual Locksmith Services (Labor)** Provide routine, emergency, and preventative locksmith services per SOW	00002 Each	$ Job	
0004	**Parts and Materials (NTE)** Direct parts and materials required for lock repair, installation, and maintenance. *Billed at actual cost.*	00001 LOT	$15,500 (NTE)	
0005	**Option Year Two:** September 15, 2028 through September 14, 2029 **Biannual Locksmith Services (Labor)** Provide routine, emergency, and preventative locksmith services per SOW	00002 Each	$ Job	
0006	**Parts and Materials (NTE)** Direct parts and materials required for lock repair, installation, and maintenance. *Billed at actual cost.*	00001 LOT	$15,500 (NTE)	
0007	**Option Year Three:** September 15, 2029 through September 14, 2030 **Biannual Locksmith Services (Labor)** Provide routine, emergency, and preventative locksmith services per SOW	00002 Each		
0008	**Parts and Materials (NTE)** Direct parts and materials required for lock repair, installation, and maintenance. *Billed at actual cost.*	00001 LOT	$15,500 (NTE)	
0009	**Option Year Four:** September 15, 2030 through September 14, 2031 **Biannual Locksmith Services (Labor)** Provide routine, emergency, and preventative locksmith services per SOW	00002 Each	$ Job	

0010	**Parts and Materials (NTE)** Direct parts and materials required for lock repair, installation, and maintenance. *Billed at actual cost.*	00001 LOT	$15,500 (NTE)	

Offerors are required to provide prices for all items/CLINs. A zero-dollar figure ($0.00) unit price means the offeror shall provide the service/supply at no charge to the Government. Unit prices left blank or annotated with something other than a dollar figure will be considered unacceptable.

Reference Attached Statement of Work in Solicitation 61200PR260045112.

Period of Performance:
Base Period September 15, 2026 through September 14, 2027
Option Year One September 15, 2027 through September 14, 2028
Option Year Two September 15, 2028 through September 14, 2029
Option Year Three September 15, 2029 through September 14, 2030
Option Year Four September 15, 2030 through September 14, 2031

Place of Performance:
U.S. Coast Guard (USCG) Training Center (TRACEN) Petaluma, **599 Tomales Rd, Bldg. 530, Petaluma, CA 94952.**

Invoices shall be submitted in arrears:

a. Weekly ☐
b. Bi-Weekly ☐
c. Monthly ☐
c. Quarterly ☐
e. Semi-Annually ☐
f. Other ☒

Basis for Award

The Government will award a contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors will be used to evaluate offers: **Technical Capability, Past Performance, and Price.**

The government will evaluate information based on the following evaluation criteria:

Technical Capability: The Government will evaluate the offeror's technical capability to perform the requirements outlined in the Statement of Work (SOW). This includes the offeror's ability to perform locksmith services, ability to provide reports and documentation, and comply with all applicable federal, state, and local regulations. The evaluation will consider the offeror's approach to perform certified services for various work order requirements including their understanding of the scope, tasks, and performance standards. Proposals must demonstrate a clear and comprehensive plan for fulfilling all contract requirements.

Past Performance: The Government will assess the offeror's past performance in performing locksmith services to federal, state, or local government agencies, or commercial entities. The evaluation will consider the quality, timeliness, and reliability of previous contract performance, as determined through

references or other available information. Offerors with a proven record of successful performance on contracts of similar size, scope, and complexity will be viewed more favorably.

Price: Price will be evaluated based on the total proposed Firm Fixed Price for all labor, materials, equipment, and services required to fulfill the SOW. The Government will consider whether the price is fair and reasonable in relation to the technical capability and past performance of the offeror. While price is an important factor, it will be considered in conjunction with the non-price evaluation criteria to determine the overall best value to the Government.

A quote must comply in all aspects with the requirements and conditions set forth in this RFQ; a quote must meet or exceed all mandatory RFQ requirements. If an Offeror takes exception to any of the terms and conditions of the RFQ or fails to meet any of the requirements of the RFQ, then the Government may consider the quote unacceptable.

A Firm-Fixed Price contract will be awarded to the responsible offeror whose offer fully conforms to this solicitation and is determined to be the most advantageous, considering price and other factors. **The Government intends to evaluate offers and award a contract without discussions with Offerors. Therefore, the Offeror's initial offer should contain the Offeror's best terms. However, the Government reserves the right to conduct discussions, if necessary. The Government may reject any or all offers if such action is in the public interest, accept other than the lowest offer, and waive informalities and minor irregularities in offers received.**

The anticipated award date is 10 days after solicitation closing date. The Government will evaluate the offeror's past performance based on the quality and relevance of previously performed gasoline inspection and testing services of similar scope and complexity. Evaluation may include the offeror's record of timely performance, accuracy of testing and reporting, compliance with contract requirements, responsiveness, and overall customer satisfaction. Offerors demonstrating successful past performance may be evaluated more favorably.

The full text of FAR provisions or clauses may be accessed electronically at acquisition.gov.

Offerors must complete entity-level representations and certifications online in the System for Award Management (SAM) in accordance with FAR 52.204-7, System for Award Management –Registration.

All quoters must submit the following:

VOLUME 1:
Price Section A: Pricing shall be submitted as requested for the listed Supplies/Services. Total price will be evaluated by the Government. Proposed price should reflect a clear understanding of the requirements, is consistent with the various elements of the offer.

VOLUME 2
Section A Technical Proposal: Offeror shall submit company's detailed technical approach and methodology for completing all requirements of the Statement of Work (SOW). The Technical Volume shall not exceed thirty (30) pages in length, with a minimum12-point font. Page limitation includes any drawings, charts, pictures, etc., and excludes section dividers, table of contents, figures/tables, glossary of terms and cross-referencing indices and resumes -all of which are not considered content pages.

VOLUME 3

Past Performance Record: Offerors shall provide contract data for two (2) relevant contracts that the offeror is currently performing or has completed during the last five (5) years. The following information shall be included:
Contractor Name and Contract Number; Customer points of contact (minimum of two; provide name, telephone number, fax number and e-mail addresses); Length of contract to include Period of Performance (dates); Initial Contract Price; Description of product/service provided (include sufficient detail to demonstrate similarities and dissimilarities to the requirements of this solicitation)

Submission of a quote that does not contain all items requested below may result in elimination from consideration of award. Offerors must submit each item of quote in a separate electronic attachment clearly identified as described below. Offerors are responsible for including sufficient details to permit a complete and accurate evaluation of each quote.

This is an open-market solicitation for services as defined herein. The government intends to award a purchase order as a result of this solicitation that will include the terms and conditions set forth herein. To facilitate the award process, all quotes must include a statement regarding the terms and conditions herein as follows:

> **"The terms and conditions in the solicitation are acceptable to be included in the award document without modification, deletion, or addition."**
>
> **OR**
>
> **"The terms and conditions in the solicitation are acceptable to be included in the award document with the exception, deletion, or addition of the following:"**

Quoter must list exception(s) and rationale for the exception(s). Quotations that reject the terms and conditions of the solicitation may be excluded from consideration.

All quotes must be emailed to **Amanda Distasio** via email to **Amanda.L.Distasio2@uscg.mil** and shall be received no later than **August 20, 2026** 1100am Eastern Time. Late submissions will be treated in accordance with the solicitation provision at FAR 52.212-1(c).

All emailed quotes must have Solicitation Number **61200PR260045112** in the subject of the email.

INVOICE INSTRUCTIONS

You will submit proper invoices associated with this award through the Invoice Processing Platform (IPP) at https://www.ipp.gov/. IPP is a secure web-based electronic invoicing system provided by the U.S. Department of the Treasury's Bureau of the Fiscal Service in partnership with the Federal Reserve Bank of St. Louis (FRSTL). IPP is available at no cost to any commercial vendor or independent contractor doing business with a participating government agency.

Actions to take:

If you are already enrolled in IPP:
If your company is already registered to use IPP, you will not be required to re-register and you do not need to contact IPP.

If you are **NOT** already enrolled in IPP:
The point of contact you provided in your SAM.gov registration will receive two emails from ipp.noreply@mail.eroc.twai.gov. Please note that emails from this email address may filter into your spam or junk folder:

1. The first email will have the IPP Logon ID and a link to the IPP application.
2. A second email, which will be sent within 24 hours of the first email, contains a temporary password.

Once your contact receives these emails, please ensure they log into IPP and complete the registration process.

Once registered to use IPP, your company may submit invoices electronically, receive e-mail notifications when requests are paid, view payment history, and access remittance downloads. The e-mail notification of payment is sent when a payment is distributed to your bank account and may include the following payment information: Date of payment, dollar amount, invoice number, paying agency, payee name, and ACH trace number.

Vendor training materials, including a first-time login tutorial, are available on the https://www.ipp.gov/ website. Once you have logged in to the IPP application, you will have access to user guides that provide step-by-step instructions for all IPP capabilities, ranging from creating and submitting an invoice to setting up email notifications. Live webinars are held monthly and provide a great opportunity to learn the basic of the system and to call in and ask the IPP team questions about the IPP application.

IPP Customer Support is available to assist users of the system and can answer your questions related to accessing IPP or completing the registration process.

- Toll-free number: 866-973-3131
- Email address: IPPCustomerSupport@fiscal.treasury.gov
- Hours of operation: Monday through Friday (excluding bank holidays) from 8:00 am - 6:00 pm ET

The contractor must email a copy of the invoice and supporting documentation to the personnel listed below, upon submission into the IPP platform. Failure to email the invoice and supporting documentation to the following contacts may result in invoice rejection or delay in payment:
Contracting Officer's e-mail address: Amanda.L.Distasio2@uscg.mil

Electronic Submission of Payment Requests (FSMS Awards) JUL 2024

(a) Definitions. As used in these instructions -

(1) "Payment request" means a bill, voucher, invoice, or request for contract financing payment with associated supporting documentation. The payment request must: comply with the requirements identified in FAR 32.905(b), "Content of Invoices" and the applicable Payment clause included in this contract. In addition, discount offerings and small business status if available must be stated. If travel was allowable and approved, components in accordance with FAR 31.205-46 must be provided.

(b) Except as provided in paragraph (c) of this clause, the contractor must submit payment requests electronically using the Invoice Processing Platform (IPP). Information regarding IPP, including IPP Customer Support contact information, is available at www.ipp.gov or any successor site.

(c) The contractor may submit payment requests using a method other than IPP only when the contracting officer authorizes alternate procedures in writing in accordance with Coast Guard procedures.

(d) If alternate payment procedures are authorized, the contractor must include a copy of the contracting officer's written authorization with each payment request.

(e) IPP enrollment information is at https://www.uscg.mil/fincen/IPP/.

Instructions To Offerors / Notices / Quote Format and Content

Offerors are expected to examine the entire Request for Quote (RFQ), including any amendments to this RFQ. Offerors shall furnish all of the information required by this RFQ, any omitted information will be considered unacceptable and the quote may be rejected.

This RFQ does not obligate the Government to compensate for any costs incurred by the Offeror in the preparation and/or submission of any quote, nor does it obligate the Government to procure for said services or supplies.

PAPER COPIES OF THIS SOLICITATION WILL NOT BE ISSUED AND TELEPHONE REQUESTS OR FAX REQUESTS FOR THE SOLICITATION WILL NOT BE ACCEPTED.