Request for Quotation (Simple Services)

Section 1 General Information & Summary of Requirement

This is a Request for Quotation (RFQ) for commercial services prepared in accordance with the commercial acquisition procedures of RFO Part 12.

The Solicitation number is 75F40126Q00190.

The NAICS Code for this requirement is 812332 – Industrial Launderers.

This acquisition ☒ is / ☐ is not set-aside for small business concerns.

Set-Aside: ☐ None ☒ Total Small Business ☐ WOSB ☐ SDVOSB ☐ 8(a) ☐ HUBZone ☐ Other: [specify]

The small business size standard for this NAICS code is $41.5mil. The full table of size standards is available at: https://www.sba.gov/document/support-table-size-standards

Description of Requirement: The U.S. Food and Drug Administration (FDA), Atlanta Human and Animal Food Laboratory (ATLHAFL), located in Atlanta, Georgia, has a requirement for the rental, cleaning, and servicing of laboratory coats and towels. ATLHAFL seeks to establish a Firm-Fixed-Price (FFP) contract consisting of one (1) base year and four (4) one-year option periods, as outlined in the attached Statement of Work (SOW).

Service Contract Labor Standards (SCLS): This requirement is subject to the Service Contract Labor Standards (SCLS), and the applicable U.S. Department of Labor Wage Determination is incorporated into this solicitation and any resulting contract.

Section 2 Period of Performance

Base + Option Periods: The period of performance consists of a base period and four (4) option periods as follows:
Base Period: 08/26/2026 through 08/25/2027
Option Period 1: 08/26/2027 through 08/25/2028
Option Period 2: 08/26/2028 through 08/25/2029
Option Period 3: 08/26/2029 through 08/25/2030
Option Period 4: 08/26/2030 through 08/25/2031

Pricing Schedule: The Contractor shall complete pricing for each Contract Line-Item Number (CLIN) below. All unit prices shall be fully burdened and inclusive of all costs necessary to perform in accordance with the Statement of Work.

CLIN	Description	Qty	Unit of Issue	Unit Price	Extended Price
0001	Provisioning and Laundry Services — Base Period	12	Months		

CLIN	Description	Qty	Unit of Issue	Unit Price	Extended Price
1001	Provisioning and Laundry Services — Option Period 1	12	Months		
2001	Provisioning and Laundry Services — Option Period 2	12	Months		
3001	Provisioning and Laundry Services — Option Period 3	12	Months		
4001	Provisioning and Laundry Services — Option Period 4	12	Months		
	TOTAL				

Pricing shall be inclusive of all direct labor, indirect costs, fringe, overhead, G&A, and profit/fee. Separate travel and other direct costs into dedicated CLINs if required.

Section 4 Points of Contact

Contracting Officer:
Iris Johnson
Iris.Johnson1@fda.hhs.gov

Contract Specialist:
Erika Crawford
Erika.Crawford@fda.hhs.gov

Contracting Officer's Representative:

TBD

Section 5 Contract Clauses

Clauses Incorporated by Reference

The following clauses apply:

Appl.	Clause No.	Title	Date
X	52.212-4	Terms and Conditions—Commercial Products and Commercial Services (use Alt I for T&M/LH)	Nov 2025
	52.203-13	Contractor Code of Business Ethics and Conduct	Nov 2021
X	52.203-17	Contractor Employee Whistleblower Rights	Nov 2025
X	52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	Jan 2017
	52.204-9	Personal Identity Verification of Contractor Personnel	Nov 2025
X	52.204-13	System for Award Management—Maintenance	Nov 2025
X	52.204-91	Contractor Identification	Nov 2025
X	52.209-10	Prohibition on Contracting with Inverted Domestic Corporations	Nov 2025
	52.219-4	Notice of Price Evaluation Preference for HUBZone Small Business Concerns	Nov 2025
X	52.219-6	Notice of Total Small Business Set-Aside	Nov 2025
	52.219-8	Utilization of Small Business Concerns	Nov 2025
X	52.222-3	Convict Labor	Nov 2025
	52.222-35	Equal Opportunity for Veterans	Nov 2025
X	52.222-36	Equal Opportunity for Workers with Disabilities	Nov 2025
X	52.222-36 w/Alt I	Equal Opportunity for Workers with Disabilities, with Alternate I	Nov 2025
X	52.222-40	Notification of Employee Rights Under the National Labor Relations Act	Nov 2025
X	52.222-50	Combating Trafficking in Persons	Nov 2025
	52.222-54	Employment Eligibility Verification (>$150K + POP ≥ 120 days; see exceptions at RFO 22.1802-2)	Nov 2025
X	**52.222-90**	Addressing DEI Discrimination by Federal Contractors	May 2026
	52.223-11	Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons	Nov 2025
X	52.223-23	Sustainable Products and Services	Nov 2025
	52.224-3	Privacy Training	Nov 2025
	52.225-5	Trade Agreements	Nov 2023
X	52.226-8	Encouraging Contractor Policies to Ban Text Messaging While Driving	May 2024
	52.229-12	Tax on Certain Foreign Procurements	Nov 2025

Appl.	Clause No.	Title	Date
X	52.232-29	Terms for Financing of Commercial Products and Commercial Services	Mar 2000
X	52.232-33	Payment by Electronic Funds Transfer—System for Award Management	Oct 2018
X	52.232-34	Payment by Electronic Funds Transfer—Other than System for Award Management	Jul 2013
X	52.232-36	Payment by Third Party	Nov 2025
X	52.232-40	Providing Accelerated Payments to Small Business Subcontractors	Mar 2023
X	52.233-3	Protest After Award	Nov 2025
X	52.233-4	Applicable Law for Breach of Contract Claim	Nov 2025
X	52.240-91	Security Prohibitions and Exclusions	Nov 2025
X	52.244-6	Subcontracts for Commercial Products and Commercial Services	Nov 2025
	52.246-4	Inspection of Services—Fixed-Price	Nov 2025
X	HHSAR 352.232-71	Electronic Submission of Payment Requests	Feb 2022
SCLS — Select ONE path below; delete the other two			
Path 1: SCLS Applies (include the following clauses)			
X	52.222-41	Service Contract Labor Standards (>$2,500)	Nov 2025
X	52.222-42	Statement of Equivalent Rates for Federal Hires (>$2,500 when SCLS applies)	May 2014
X	52.222-43	Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (Multiple Year and Option Contracts)	Nov 2025
X	52.222-62	Paid Sick Leave Under Executive Order 13706 (US performance only)	Nov 2025

Service Contract Labor Standards Wage Determination
The applicable U.S. Department of Labor Service Contract Labor Standards Wage Determination for Fulton County, Georgia, incorporated into this solicitation and any resulting contract is:

Wage Determination No. 2015-4521, Revision XX, dated XX/XX/2026 (or whatever WD SAM.gov provides at the time of solicitation issuance).

Clauses Incorporated by Full Text

52.252-2 Clauses Incorporated By Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text

available. Also, the full text of a clause may be accessed electronically at this/these address(es):

https://acquisition.gov

https://acquisition.gov/far-overhaul

https://acquisition.gov/hhsar

(End of clause)

52.217-8 Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor at any time before contract completion.

(End of clause)

52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor any time prior to contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at any time before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years (Base period plus four (4) option years).

(End of clause)

FDA Electronic Invoicing and Payment Requirements – Invoice Processing Platform (IPP) (JAN 2022)

a. All invoice submissions for goods and/or services must be made electronically through the U.S. Department of Treasury's Invoice Processing Platform System (IPP). http://www.ipp.gov/vendors/index.htm

b. Invoice Submission for Payment means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in RFO 32.905(b), "Content of Invoices" and the applicable Payment clause included in this contract, or the clause 52.212-4 Contract Terms and Conditions – Commercial Products and Commercial Services included in commercial item contracts. The IPP website address is: https://www.ipp.gov

c. The Agency will enroll Contractors new to IPP. The Contractor must follow the IPP registration email instructions for enrollment to register the Collector Account for submitting invoice requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive a Registration email from the Federal Reserve Bank of St. Louis (FRBSTL) within 3–5 business days of contract award for new contracts or date of modification for existing contracts.

Registration emails are sent via email from ipp.noreply@mail.eroc.twai.gov. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email to IPPCustomerSupport@fiscal.treasury.gov or phone (866) 973-3131.

The Contractor POC will receive two emails from IPP Customer Support. The first email contains the initial administrative IPP User ID. The second email, sent within 24 hours of the first, contains a temporary password. You must log in with the temporary password within 30 days.

If your company is already registered to use IPP, you will not be required to re-register.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment as authorized by HHSAR 332.7002, a written request must be submitted to the Contracting Officer to explain the circumstances that require the authorization of alternate payment procedures.

d. Invoices that include time-and-materials or labor-hour line items must include supporting documentation to (1) substantiate the number of labor hours invoiced for each labor category, and (2) substantiate material costs incurred (when applicable).

e. Invoices that include cost-reimbursement line items must be submitted in a format showing expenditures for that month and contract cumulative amounts. At a minimum, the following cost information shall be included, in addition to supporting documentation to substantiate costs incurred:

Direct Labor – include all persons, listing the person's name, title, number of hours worked, hourly rate, the total cost per person, and a total amount for this category;

Indirect Costs (i.e., Fringe Benefits, Overhead, G&A, Other Indirects) – show rate, base, and total amount;

Consultants (if applicable) – include the name, number of days or hours worked, daily or hourly rate, and a total amount per consultant;

Travel – include for each trip the name of the traveler, date, destination, transportation costs (including ground transportation separately), and per diem costs;

Subcontractors (if applicable) – include, for each subcontractor, the same data as required for the prime Contractor;

Other Direct Costs – include a listing of all other direct charges to the contract (e.g., office supplies, telephone, duplication, postage); and

Fee – amount as allowable in accordance with the Schedule and FAR 52.216-8 if applicable.

f. Contractor is required to attach an invoice log addendum to each invoice which shall include, at a minimum: (1) a list of all invoices submitted to date under the subject award, including

invoice number, amount, and date submitted, as well as corresponding payment amount and date received; (2) total amount of all payments received to date under the subject contract or order; and (3) for definitized contracts or orders only, total estimated amounts yet to be invoiced for the current, active period of performance.

g. Payment of invoices will be made based upon acceptance by the Government of the entire task or the tangible product deliverable(s) invoiced. Payments shall be based on the Government certifying that satisfactory services were provided, and the Contractor has certified that labor charges are accurate.

h. If the services are rejected for failure to conform to the technical requirements of the Order, or any other contractually legitimate reason, the Contractor shall not be paid, or shall be paid an amount negotiated by the CO.

i. Payment to the Contractor will not be made for temporary work stoppage due to circumstances beyond the control of the U.S. Food and Drug Administration such as acts of God, inclement weather, power outages, or temporary closings of facilities at which Contractor personnel are performing. This may, however, be justification for excusable delays.

j. The Contractor agrees that the submission of an invoice to the Government for payment is a certification that the services for which the Government is being billed have been delivered in accordance with the hours shown on the invoices, and the services are of the quality required for timely and successful completion of the effort.

k. Questions regarding invoice payments that cannot be resolved by the IPP Helpdesk should be directed to the FDA Employee Resource and Information Center (ERIC) Helpdesk at 301-827-ERIC (3742) or toll-free 866-807-ERIC (3742); or by email at ERIC@fda.hhs.gov. When emailing, please include the contract number, invoice number and date, your name, phone number, and a detailed description of the issue.

Section A Solicitation Provisions

Provisions Incorporated by Reference

The following provisions apply:

Appl.	Provision No.	Title	Date
	52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (>$200K)	Sep 2024
X	52.203-18	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements—Representation	Jan 2017
X	52.204-7	System for Award Management—Registration	Nov 2025
	52.204-7 w/Alt I	System for Award Management—Registration, with Alternate I	Nov 2025
	52.204-90	Offeror Identification (use in lieu of 52.204-7 if SAM registration not required; see RFO 12.205(a)(4))	Nov 2025
	52.207-6	Solicitation of Offers from Small Business Concerns and Small Business Teaming Arrangements or Joint Ventures (Multiple-Award Contracts)	Aug 2024
	52.209-12	Certification Regarding Tax Matters (>$7M)	Oct 2025
	52.222-56	Certification Regarding Trafficking in Persons Compliance Plan (>$700K non-COTS)	Nov 2025
X	52.225-20	Prohibition on Conducting Restricted Business Operations in Sudan—Certification	Nov 2025
X	52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certifications	Nov 2025
	52.226-3	Disaster or Emergency Area Representation	Nov 2025
	52.229-11	Tax on Certain Foreign Procurements—Notice and Representation (>$350K)	Nov 2025
X	52.240-90	Security Prohibitions and Exclusions Representations and Certifications	Nov 2025
SCLS — Provisions for Exemption Paths (include with matching clause path in Section 5)			
Path 2 Provision (pairs with Section 5 Path 2 clauses)			
X	52.222-48	Exemption from Application of the Service Contract Labor Standards for Maintenance, Calibration, or Repair of Certain Equipment—Certification	Nov 2025

Provisions Incorporated by Full Text

52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

https://acquisition.gov

https://acquisition.gov/far-overhaul

https://acquisition.gov/hhsar

(End of provision)

Section B Evaluation

Basis for Award

Award will be made to the quoter whose quote is determined to be the Lowest Price Technically Acceptable (LPTA). Quotes will first be evaluated for technical acceptability. Only those quotes determined to meet all technical requirements will be considered technically acceptable. Among technically acceptable quotes, award will be made to the quoter offering the lowest evaluated price.

If this order includes option CLINs, the Government will evaluate offers for award purposes by adding the total price for all option periods to the total price for the basic requirement.

Section C Instructions to Offerors

52.212-1 Instructions to Offerors—Commercial Products and Commercial Services (NOV 2025)

(a) 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) and, if applicable, Electronic Funds Transfer (EFT) indicator;

(4) Information necessary to evaluate the factors contained in the provision at 52.212-2 or as described in the solicitation;

(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.

(b) 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.

(c) Late submissions, modifications, revisions, and withdrawals of offers.

(1) Offerors are responsible for submitting offers and any modifications or revisions to the Government office designated in the solicitation by the time specified in the solicitation.

(2) Any offer, modification, or revision received after the time specified for receipt of offers is "late" and will not be considered unless it is received before award is made and the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition. However, a late modification of an otherwise successful offer that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

(3) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(4) Offerors may withdraw their offers by written notice to the Government received at any time before award.

(d) Contract award (not applicable to Invitation for Bids). 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.

(e) Debriefings. If a postaward debriefing is given to requesting Offerors, the Government will disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed Offeror's offer.

(2) The overall evaluated cost or price and technical rating of the successful Offeror and the debriefed Offeror and past performance information on the debriefed Offeror.

(3) The overall ranking of all Offerors when any ranking was developed by the agency during source selection.

(4) A summary of the rationale for award.

(5) For acquisitions of commercial products, the make and model of the product to be delivered by the successful Offeror.

(6) Reasonable responses to relevant questions posed by the debriefed Offeror as to whether the agency followed source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities.

(End of provision)

Addendum to RFO 52.212-1

(b) **Period for acceptance of offers**. The offeror agrees to hold the prices in its offer firm for 90 calendar days from the date specified for receipt of offers.

(f) Question Deadline. **August 17, 2026, by noon EST**. Submit all procurement-related questions in writing via email to the Contracting Officer and Contract Specialist identified in Section 4. Questions must be received by the deadline above to be considered.

(g) Quotation Deadline. Quotations are due by the date and time listed in the SAM.gov system and must be submitted via email.

(h) Quote Format and Submission Requirements.
The Contractor shall submit a firm-fixed-price quote that includes sufficient detail to support pricing for all required deliverables. Quotes shall be submitted for all requested deliverables in accordance with the requirements of this solicitation. Discounts or other price concessions are encouraged.

Quotes shall be formatted on standard 8.5" x 11" paper, with 1-inch margins on all sides and a minimum 11-point font. Illegible or non-conforming submissions may be rejected without evaluation.

The Contractor shall submit two (2) separate volumes as follows:

Volume I – Technical (No Pricing):
This volume shall not include any pricing information. It shall include sufficient information to determine technical acceptability, including specifications, work schedule, warranty information, and delivery timeline. Volume I shall not exceed eleven (11) pages.

Volume II – Price:
This volume shall include the completed pricing schedule and a detailed price breakdown. The Contractor shall complete and submit the attached pricing schedule in its entirety. Pricing shall include all applicable costs, fees, and charges necessary to perform the requirement. Any charges not included in the submitted price will not be considered after award.

(i) Quote Content Requirements. Quotes shall clearly reference the RFQ number and include:

- Date of quotation
- Company name

- Company Point of Contact name, email address, and phone number
- System for Award Management (SAM) Unique Entity Identifier (UEI)
- Quotation validity of at least 90 days after RFQ due date and time

(End of provision)