

INSTRUCTIONS TO OFFERORS - Addendum to FAR Clause 52.212-1, Instructions to Offerors – Commercial Items

1. The purpose of this solicitation is to procure control tower window cleaning services in support of Joint Base McGuire-Dix-Lakehurst. Services shall be performed at Joint Base McGuire-Dix-Lakehurst, NJ for one (1) 12-month base period and up to four (4) 12-month option periods.
2. The Government intends to award a single firm-fixed-price contract. The period of performance for this effort shall be a 12-month base period and up to four (4), 12-month option periods targeted to begin 1 October 2026.
3. See Revolutionary FAR Overhaul (RFO) Provision 52.212-1, "Instructions to Offerors -- Commercial Items" for additional information.
4. See the Basis for Award for additional information and evaluation criteria.
5. Questions regarding this solicitation shall be submitted via email to the Contract Specialist, Adam Swenson at adam.swenson.2@us.af.mil and Adam Donofrio at adam.donofrio@us.af.mil no later than **July 13th 2026 by 5:00pm EDT**.
6. A site visit will be offered on **July 7th 2026 at 10:00AM EDT**. Quoters that wish to attend the site visit must have a valid REAL ID, and submit a list of the first and last names, dates of birth, and social security numbers of each attendee to Adam Swenson at adam.swenson.2@us.af.mil and Adam Donofrio at adam.donofrio@us.af.mil no later than **July 1st 2026 by 5:00PM EDT**. No late or incomplete requests to attend a site visit will be accepted. Quoters are limited to two (2) attendees for each company. The meeting location is the front parking lot of 2402 Vandenberg Ave Joint Base MDL, New Jersey 08641. All quoters shall ensure they arrive early enough to account for visitor control procedures and any possible delays at base entry point; the site visit will not be delayed for late quoters.
7. All services shall be performed in accordance with the Performance Work Statement (PWS).
8. Contractors must have an active registration in System for Award Management (SAM) when submitting a quotation in response to this solicitation and at time of award (reference RFO clause 52.204-7) in order to be eligible to be awarded a Department of War (DoW) contract. If you need to register in SAM, please do so using the following link: <https://www.sam.gov/sam>.
9. Contractor quotes shall be submitted via email to adam.swenson.2@us.af.mil AND adam.donofrio@us.af.mil, and shall contain the following information:
 - A. Technical:
Offerors shall provide all necessary documentation to show they have a satisfactory understanding of the requirement and the service they intend to provide will adequately meet the requirements of the PWS.

B. Past Performance:

The government will evaluate the quality and extent of offeror's performance deemed relevant to the requirements of this RFQ. The government will use information submitted by the quoter and any other sources of information available to the government to assess present/past performance. Quoters shall coordinate with the activity submitting past performance ratings and have them complete and submit the Past Performance Questionnaire (PPQ) attached to this solicitation to Adam Swenson at adam.swenson.2@us.af.mil and Adam Donofrio at adam.donofrio@us.af.mil. No more than three (3) PPQs covering the most relevant contracts performed for Federal, State, and Local government organizations and commercial customers within the last five (5) years will be accepted. This evaluation will take into account present/past performance information regarding predecessor companies, key personnel who have recent, relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the acquisition.

NOTE: PRESENT/PAST PERFORMANCE QUESTIONNAIRES WILL NOT BE ACCEPTED FROM THE QUOTER; THEY MUST BE SUBMITTED BY THE RATER. IT IS THE RESPONSIBILITY OF THE OFFEROR TO ENSURE PRESENT/PAST PERFORMANCE QUESTIONNAIRES ARE SUBMITTED TO THE GOVERNMENT.

C. Price/Admin:

- a. Quoters shall submit unit and extended pricing for all Contract Line Item Numbers (CLINs) for the base and option periods found in Section B of this solicitation. A total price shall also be included. Prices shall not extend past the second decimal point for unit and extended amounts. The proposed price shall include all personnel, supplies, services, management, overhead, other direct costs, G&A, and profit to fulfill the contractual requirements of the Performance Work Statement and attachments.
- b. Complete blocks 12, 17 and 30 of the SF1449 as well as signing/acknowledging any amendments. In doing so, the quoter accedes to the contract terms and conditions as written in the Request for Quote.
- c. You must include all Representations and Certifications with your quote or reflect they're completed in SAM. In accordance with RFO 52.204-7, System for Award Management - Registration, quoters must have an active registration in the System for Award Management (SAM) to be eligible for award. Quotes submitted by quoters not actively registered in SAM may be ineligible for award. Quoters may obtain information on registration by visiting <https://www.sam.gov>.

9. All quotes shall remain valid through November 1, 2026.

BASIS FOR AWARD

1. This competitive acquisition will be conducted in accordance with RFO part 12. Award shall be made to a single contractor. A best value tradeoff process, following a determination of technical acceptability, will be performed between the factors of Price and Past Performance. Past performance is rated significantly more important than price. While the Government will strive for maximum objectivity, the tradeoff process, by its nature is subjective; therefore, professional judgment is implicit throughout the selection process. The Government intends to award a single Firm Fixed Price (FFP) purchase order.

2. Evaluation - The Government will rank all quotes in order of lowest to highest total evaluated price. The below listed evaluation process will then be applied the three lowest priced quotes. If none of the three lowest priced quotes are determined to meet the criteria for award, additional quotes will be evaluated using this process, as needed, until a quote successfully meets the below criteria.

A. - Submission: The Government will review quotes to determine acceptability. Quotes may be determined to be unacceptable if they omit or do not reasonably address the requirements of the solicitation, including completion of the appropriate blocks in the SF1449. Quotes determined to be unacceptable will not be further evaluated.

B. - Technical: The Government will evaluate quotes remaining from para 2.A. The Government's technical evaluation shall consist of quotes being technically acceptable or unacceptable. An "Unacceptable" rating will render the entire quote unacceptable and, therefore, ineligible for award. To be technically acceptable Quoters shall provide documentation that shows they possess a satisfactory understanding of the requirement, and the service they intend to provide will adequately meet the requirements of the PWS. Quoters who fail to provide this documentation will render their quote unacceptable.

C. - Price: The Government will evaluate technically acceptable quotes as determined by the process in para 2.B, as follows:

1. The Government will evaluate quotes for award purposes by adding the total price for all Contract Line Item Numbers (CLIN) and the Option to Extend Services based on 6 months (50%) of the option year 4 total price for the total evaluated price. In the event there is a difference between a unit price and the total CLIN amount, the unit price will be held as the intended price multiplied by the number of units. If the quoter shows only the total amount but fails to submit a unit price, the total CLIN amount divided by the quantity will be held as the intended price. Evaluation of options shall not obligate the Government to exercise the option(s).

2. As part of price evaluation, the Government will evaluate its option to extend services (see FAR Clause 52.217-8) by adding six (6) months of the quoter's final option period price to the quoter's total price. Quoters are required only to price the base and option periods. Quoters shall not submit a price for the potential six-month extension of

services period. The Government may choose to exercise the Extension of Services at the end of any performance period (base or option periods), utilizing the rates of that performance period.

3. Unbalanced pricing exists when, despite an acceptable total evaluated price, one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A quote may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government and may not be further evaluated.

D. – Past Performance: The Government will evaluate the past performance of the lowest priced quote from 2.C. The evaluation will continue in order of lowest to highest total evaluated price until a quote is assigned a “Substantial Confidence” confidence assessment, or until all quotes are evaluated. Once a quote is rated with a “Substantial Confidence” confidence assessment, no additional quotes will be evaluated. If no quotes are rated “Substantial Confidence”, the Government will make an integrated assessment best value award decision.

1. The Quoter will be evaluated on the quality of their recent and relevant past performance, as it relates to the probability of success on this requirement. The contracting officer shall seek recent and relevant performance information on the lowest priced quoter based on the past/present efforts provided by the quoter and data independently obtained from other government sources.
2. To be determined recent, quoters may have up to three (3) PPQs submitted on their behalf that are ongoing or have been performed within five (5) years from the solicitation issue date. Past performance information that does not meet this requirement will not be evaluated.
3. To be determined relevant, an effort must be similar in scope and complexity of the requirement. Past performance of greater relevancy will typically be a stronger predictor of future success and have more influence on the past performance confidence assessment than past performance of lesser relevance. The below relevance ratings shall be used when assessing quoter's efforts:

Adjectival Rating	Description
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires

4. Efforts that are determined recent and relevant will then receive a confidence assessment rating in accordance with the below rating descriptions. In the case of a quoter without a record of relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can be reasonably assigned, quoter may not be evaluated favorably or unfavorably on past performance. Therefore, the quoter shall be determined to have unknown (or “neutral”) past performance. Confidence ratings of Substantial and Satisfactory confidence will be rated more favorably than a Neutral confidence rating.

Adjectival Rating	Description
*Substantial Confidence	Based on the quoter's recent/relevant performance record, the Government has a high expectation that the quoter will successfully perform the required effort.
*Satisfactory Confidence	Based on the quoter's recent/relevant performance record, the Government has a reasonable expectation that the quoter will successfully perform the required effort.
Neutral Confidence	No recent/relevant performance record is available, or the quoter's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned. The quoter may not be evaluated favorably or unfavorably on the factor of past performance. Limited Confidence - Based on the quoter's recent/relevant performance record, the Government has a low expectation that the quoter will successfully perform the required effort
No Confidence	Based on the quoter's recent/relevant performance record, the Government has no expectation that the quoter will be able to successfully perform the required effort.

*SUBSTANTIAL or SATISFACTORY confidence rating is worth more than a NEUTRAL.

E: The Contractor Performance Assessment Reporting System (CPARS), System for Award Management (SAM), Supplier Performance Risk System (SPRS), and any other Government-sponsored information available may be utilized to help make a responsibility determination.

F: The Government will make a best value award decision most advantageous to the Government.