

Attachment 4

ADDENDUM TO 52.212-1, Instructions to Offerors – Commercial Items (Nov 2021)

THIS SECTION IS FOR SOLICITATION PURPOSES ONLY. THIS SECTION WILL BE PHYSICALLY REMOVED FROM ANY RESULTANT AWARD.

OFFER PREPARATION INSTRUCTIONS: To assure timely and equitable evaluation of the offers, the offeror must follow the instructions contained herein. Offerors are required to meet all solicitation requirements, including format, terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors. Failure to meet a requirement may result in an offer being ineligible for award.

Offerors are cautioned to follow the detailed instructions fully and carefully, as the Government reserves the right to make an award based on initial offers received, without discussions, of such offers. Non-responsive offers will not be evaluated.

The response shall include two parts: **1) Volume I –Price; 2) Volume II – Technical; and 3) - Past Performance** to be eligible for award. The content of each part is discussed below.

- **VOLUME I –PRICE**

Volume 1 must contain a completed Attachment 6 FY23 Washer Dryer Bid Schedule by filling out the Unit Price blocks that are highlighted in yellow. The spreadsheet contains the 5 year-long period of performance (PoP) and must be filled out (see list of option periods below). The total pricing estimates from each year are automatically added on the “Pricing totals” located at the bottom.

Estimated PoPs:

- Base year PoP: 1 MAY 23 - 30 APR 24
- 1st Option Year PoP: 1 MAY 24 - 30 APR 25
- 2nd Option Year PoP: 1 MAY 25 - 30 APR 26
- 3rd Option Year PoP: 1 MAY 26 - 30 APR 27
- 4th Option Year PoP: 1 MAY 27 - 30 APR 28

- **VOLUME II -TECHNICAL**

Submission must be completed using a secondary document. The Technical information shall be clear, concise, and include sufficient detail for effective evaluation and for substantiating the validity of stated claims. Quotes shall not simply rephrase or restate the Performance Work Statement or contain general statements such as “Standard procedures will be employed.” Quotes shall provide convincing rationale addressing how the technical portion of the offer meets solicitation requirements. Offerors shall assume the Government has no prior knowledge of the offeror’s experience. The Government will base its evaluation on the information presented in the quote.

- **VOLUME III – PAST PERFORMANCE**

The Past Performance Volume is limited to no more than three (3) recent and relevant contracts performed for Federal agencies or commercial customers where offerors performed as the prime contractor that demonstrate offeror's ability to successfully perform the scope and breadth of the requirements described in the Performance Work Statement of this solicitation. In addition to the above submission, past performance information will be gathered from the Contractor Performance Assessment Reporting System (CPARS) and any other reasonable source that 97 CONS can obtain (surveys, telephone interview, etc.).

- Offeror must complete the following clauses in its entirety:
 - FAR 52.212-3, Offeror Representations and Certifications -- Commercial Items (Dec 2022)
 - FAR 52.219-28, Post Award Small Business Program Representation (Oct 2020)
 - FAR 52.219-1, Small Business Program Representations (Oct 2022) Alternate I (Sept 2015)
- Offeror must have a current System for Award Management (SAM) registration completed. Registration is located at <https://www.sam.gov>
- The Government intends to evaluate quotes and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.
- Submit signed and dated offer to SSgt Derek Metzger at email address derek.metzger@us.af.mil and Ms. Kelsey Brightbill at email address kelsey.brightbill@us.af.mil.
- All offers must be received no later than 1:00PM CST, 8 February 2023.

(End of Addendum)