

REQUEST FOR PROPOSAL NO: 04-KMG-002

PROPOSAL INSTRUCTIONS

Fluor Hanford, Inc. (FH) intends to award contract to a Contractor, who meets the requirements of this Request for Proposal (RFP). The award will be based on technical and price, where price evaluation includes the prices proposed for items identified in E-Commerce Agreement (ECA) Attachment C, Exhibit 1, and the rebate noted in ECA, Attachment C. Responses shall be provided in accordance with the requirements of this document.

Proposal Format Instructions

Proposals shall be submitted in two separate volumes as follows:

Contractors are required to submit one (1) original and two (2) copies of Volume I and submit one (1) original and one (1) copy of Volume II. The originals must be marked "Original" and be three hole punched.

Volume I Technical Proposal

Cover Page and Table of Contents

- Acceptance, Rejection Comments for all terms and conditions that will be included in the resultant Contract. (Resultant Contract terms and conditions identified in the Instructions, Conditions and Notices to Contractors document).
- Completed and signed Contractor Representations and Certifications
- Information demonstrating Contractor is Responsive and Responsible

Volume II Price Proposal

Cover Page and Table of Contents

- Prices for items identified in Attachment C, including Exhibit 1

Volume I shall include:

Acceptance, Rejection Comments

Contractors are required to review all aspects of the Request for Proposal and resultant contract terms, conditions, and attachments. For evaluation purposes the Contractor is requested to note whether they accept or reject any language in the resultant contract terms and conditions (Section 5.0 of the Instructions, Conditions and Notices to Contractors), including language in the ECA and ECA attachments, and statement of work.

Contractor Representations and Certifications

Complete, sign, and return with your proposal the Contractor Representations and Certifications, as outlined in Special Provision - 16.

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Volume I shall also include information (descriptions, examples, samples, etc.) sufficient to demonstrate the Contractor is qualified as a:

Responsive Contractor

- Contractor meets the requirements identified in the Statement of Work.
- End-Users will order products via the Internet on the Contractor's web site. End users should find it easy to order and search for products. Some examples of responsive web sites include www.walmart.com and www.cexp.com. The Contractor's site will be evaluated to ensure it complies with the ECA requirements by using the enclosed E-Commerce Contractor Web Site Evaluation form.
- Proposals made under this acquisition are solicited from Small Business Concerns only. North American Industry Classification System (NAICS) codes for this RFP are 423930 and 424130 and 424690. All efforts under any resulting Contract shall be performed by a Small Business. Proposals received from concerns that are not Small Businesses will be rejected.
- Performance of this Contract is limited to contractors that are, or will be, operating in Region 10: Alaska, Washington, Oregon, or Idaho.
- Contractor to provide User Names & Passwords to their site for: Karin Garcia, Todd Ferguson and Chris Hopkins.
- Contractor will provide a list of their personnel, who have access to user profiles, as stated in Section 9 of the ECA entitled Security for Online Ordering.
- Contractor to provide two MSDS for all hazardous products listed in Exhibit 1. One MSDS for the product to be used in the each of the following ways: ready-to-use and concentrated.

Responsible Contractor

- Examples of past performance with Hanford, other DOE sites, or other government contractors or agencies.
- Strength of the Contractor to meet the required delivery schedule of 2 business days after receipt of an Order for the items identified on Attachment C, Exhibit 1, of the ECA.
- Contractor will provide a copy of their Privacy Policy & Data Theft Contingency Plan and explain their Web Site security as addressed in the Section 9 "Security for on Line Ordering" in the ECA.
- Contractor must be financial stable and the Buyer may request financial information as described in Section 16 of the Instructions, Conditions, and Notices to Contractor.
- Buyer must receive a packing list with each order and charges must come from the local small business with whom the resultant contract is awarded.

Volume II shall include the following:

Price Sheets

- Propose prices for the janitorial items identified on the Attachment C of the ECA. Proposed unit prices shall be all inclusive, for example it should include the following:
 - A. Delivery FOB Destination to Hanford's Warehouse, 2355 Stevens Drive located in Richland, WA.

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- B. Packaging and marking of the products
- C. All business expenses (maintenance of the on-line ordering system)
- D. All Administrative Support
- E. Indirect costs
- F. Profit
- G. Credit card transaction charge
- Rebate as outlined in Attachment C of the ECA.

Proposal Submittal and Deadline

1. The proposal due date is **October 11, 2004, 3:00 P.M.**, Pacific Standard Time. You may respond electronically to meet the required due date, via e-mail to Karin Garcia at karin_m_garcia@rl.gov. However, hard copy originals as described above must follow electronic submittals.

The FH standard delivery address is:

Fluor Hanford
P.O. Box 1000
Richland, WA 99352
Attn: Karin Garcia, MSIN H7-10

2. **Other Proposal Methods**
Your proposal, upon approval by Buyer, may be submitted by facsimile to 509-376-2134 Attention: Karin Garcia. The original proposal form and certifications must be sent to the Buyer as confirmation.
3. **Late Proposals**
Any Proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered.
4. **Proposal Changes**
Any modification of a Proposal, including a modification resulting from the Buyer's request for "Best and Final" Offer, is subject to the same conditions as in the "Late Proposals" section above.
5. **Withdrawal of Proposals**
Proposals may be withdrawn by written or telephone notice received at any time prior to award. A Contractor or its authorized representative may withdraw proposals in person, provided its identity is made known and he signs a receipt for the Proposal prior to award.
6. The Buyer reserves the right to accept or reject any proposal with or without prior discussion with the Contractor. The Buyer may either:
 1. Make award on the basis of proposals received without discussion with Contractors (consequently, initial proposals should be submitted with the most favorable technical and pricing terms), or,
 2. Select one or more Contractors for further negotiations, or

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3. Reject any or all proposal received, or
4. Issue a request for new proposals, or
5. Cancel the requirement without award

Proposal Validity Date

Contractor must certify that its proposal will remain valid for a minimum of 90 calendar days after the proposal due date specified.

- The Contractor must be responsive to, and compliant with, all the requirements of the RFP in accordance with the qualification criteria of a responsive and responsible Contractor as identified above.

Basis of Award

Award shall be made to the Offeror submitting the best proposal in which both cost/price and other specifically defined factors (Responsive and Responsible Contractor) will be the basis of award. Rebates will not be included in the cost/price evaluation of proposals.