

September 14, 2004

To: Potential Offeror:

**FLUOR HANFORD, REQUEST FOR PROPOSAL NUMBER 04-KMG-02 FOR MISCELLANIOUS JANITORIAL ITEMS**

Fluor Hanford, (FH), the Project Hanford Management Contractor for the U.S. Department of Energy, Richland Operations Office (DOE-RL), is issuing a proposal to solicit responses to provide miscellaneous janitorial items to the Hanford Site via on-line ordering. The products are to be provided as described in the enclosed E-Commerce Agreement (ECA), and shall be provided in accordance with all of the documents and terms and conditions enclosed herewith.

FH anticipate awarding an indefinite quantity, fixed unit price contract to obtain these items. A list of the items, which represent our most commonly ordered items, are identified in Attachment C, Exhibit 1 of the ECA. The Contractor's entire product line will be available for purchase.

Award will be made to the Contractor who meets the Qualification Criteria outlined in the Proposal Format Instructions, and who complies with the requirements described within this Request for Proposal (RFP). It is our intent to enter into a contract with a Contractor that supplies a full suite of janitorial items.

FH currently anticipate the purchases of these items to total approximately \$300,000 per year. This estimate is based on last year's annual usage. The estimate does not constitute a promise of future purchases by FH, it is provided for informational purposes only.

Proposals made under this acquisition are solicited from Small Business Concerns only. All efforts under any resulting contract shall be performed by Small Businesses. Proposals received from concerns that are not Small Businesses shall be rejected.

Performance of this contract is limited to Contractors that are, or will be, operating in Region 10: Oregon, Washington, Alaska, or Idaho.

Proposals must be submitted in accordance with the Proposal Format Instructions, ECA, Instructions, and Conditions and Notices to Contractor, enclosed herewith. Contractor must return a signed Acknowledgement of Offer (form enclosed), and a signed Contractor Representations and Certifications (form also enclosed) along with their proposal.

The deadline for receipt of proposals is **3:00PM Pacific Standard Time on October 25, 2004 at the Contract Specialist's office.**

This RFP shall not be construed in any manner to be an obligation on the part of FH to enter into an agreement with your company, or to result in any claim against FH for reimbursement of costs expended for efforts by your company in the preparation and submission of your proposal.

Upon receipt of this solicitation through award, Contractor shall not contact, discuss or otherwise communicate with any FH personnel other than the Buyer designated on the RFP form concerning any aspect of this solicitation. Any unauthorized contact or communication shall, at the option of FH, be considered grounds for immediate disqualification.

Questions regarding this solicitation should be directed to the Contract Specialist identified below. FH will attempt to communicate a clear understanding of the proposed procurement and to answer questions from prospective Contractors. **Questions will be accepted through September 22, 2004 via email at the following address: [karin\\_m\\_garcia@rl.gov](mailto:karin_m_garcia@rl.gov). Responses to questions will be provided by September 30, 2004. The answers will be posted on same internet location as this RFI.**

Sincerely,

Karin Garcia  
Fluor Hanford Contracts

Enclosures