



Request for Quotation

Solicitation #: BM110712

Revision: 001

Date Issued: 11/07/2012

Issued To:

Potential Supplier

This Request for Quotation (RFQ) is issued under the authority of the Department of Energy Prime Contract DE-AC06-09RL14728.

This RFP is issued by:

Mission Support Alliance, LLC
P.O. Box 650
Richland, WA 99352

Contract Specialist:
Ben Moyers
H7-10
509-376-7578
Benjamin_P_Moyers@rl.gov

Proposals are to be prepared in accordance with the instructions and conditions set forth herein. Proposals are to be received by the close of business (4:00 P.M., PST) on Friday, November 30th, 2012 to the address shown above, attention to the Contract Specialist identified above.

All questions are to be directed to the Contract Specialist identified above. All proposals are subject to the terms and conditions set forth herein. Any exceptions, deviations, or omissions may be grounds for rejection of proposals submitted.



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Revision No. 1:

The following changes have been made:

- Section A.5, Basis of Award – Lowest Price Technically Acceptable has been removed and replaced with Basis of Award – Best Value
- Section A.7, Estimated Cost of Subcontract has been reduced to match the change in term
- Section F.1, Effective Term has changed from an end date of 11/30/14 to 11/30/13
- Section H.3, Subcontract Options have been adjusted to coincide with the change in the initial term's end date as noted in Section F.1



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A.0 Solicitation

A.1 North American Industry Classification System (NAICS) Code and Size Standard

(A01) Rev 002 3/1/2011

The Buyer has determined that North American Industry Classification System (NAICS) Code 423710 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is 500 employees or less.

If this solicitation is designated as a small business set-aside, the Offeror certifies that they are a small business by submitting a proposal or an offer to this solicitation.

A.2 Small Business Set Aside – Solicitation

(A03) Rev. 1 03/14/2011

Proposals made under this acquisition are solicited from Small Business Concerns, including; Small Disadvantaged, Small Women-Owned, Service Disabled Veteran and HUBZone small businesses. Any resulting Subcontract shall be performed solely by Small Businesses. Proposals received from concerns that are not Small Businesses shall not be considered for award.

Business classifications must comply with Small Business Administration guidelines.

In general:

- Small Women-Owned, Service Disabled-Veteran Owned Business and Small Disadvantaged Business may self-certify their business size.
- Small Disadvantaged Business Qualifications: A small business must be at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a “[preponderance of the evidence](#)” that they are disadvantaged. All individuals must have a net worth of less than \$750,000.00, excluding the equity of the business and primary residence. Successful applicants must also meet applicable size standards for small businesses in their industry.



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The following Small Business Concerns must be certified by the Small Business Administration (SBA):

- HUBZone Small Business Qualifications: A firm can be found to be a qualified HUBZone concern, if:
 - It is small,
 - It must be owned and controlled by at least 51% by U.S. Citizens, a Community Development Corporation, an agricultural cooperation, and/or Indian tribe,
 - It is located in an “historically underutilized business zone” (HUBZone), and/or
 - At least 35% of its employees must reside in a HUBZone.

A.3 Evaluation of Discount

(A36) Rev. 0 01/27/2010

Discounts for early payment will be considered in the evaluation of this Offer. The minimum days offered with discount that will be considered are 10.

A separate invoice shall be issued for each delivery. No invoice shall be issued prior to delivery of goods and no payment shall be made prior to receipt of goods.

Discount periods will be computed from the date of receipt of a correct invoice or receipt of merchandise, whichever is later, to the date the Buyer’s check is mailed. Discount will be taken on the full amount of the invoice unless freight and other charges are itemized.

A.4 Indefinite Quantity/Indefinite Delivery Subcontract (IDIQ)

(A45) Rev. 0 03/14/2011

This is an Indefinite Quantity/Indefinite Delivery Subcontract for the services specified in the Statement of Work. Subcontractor performance within the general Statement of Work requirements of this Subcontract shall be authorized by written Task Order(s) issued by the Buyer in accordance with the Task Order ordering procedure of this Subcontract.

A.5 Basis of Award – Best Value



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(A86) Rev. 0 1/28/2010

Award shall be made to the Offeror submitting the best proposal in which both cost/price and other specifically defined factors will be the basis of award. All factors are of equal value and importance. The non-price factors are as follows:

- 1) Past Performance on Hanford Site (if any)
 - a. On time deliveries
 - b. Non Conformance Reports
- 2) Technical Qualifications and Experience
 - a. Number of years as a Lift-It Manufacturing distributor
 - b. Proof of previous sling orders – provide point of contact for customers (name, address, phone number, etc.)

A.6 Value-Added Resellers

(A100) Rev. 0 10/23/2012

MSA desires to provide the highest value to its customers by working with value-added resellers. These are companies that offer support when requested for the commodity sold to MSA. This support can take many forms such as planning, consulting, technical ordering assistance based on experience, troubleshooting, receipt assistance or corrections, shipment tracking, training, education on new products, providing usage tracking and reporting, emergency and warranty assistance.

Resellers who are unable to provide such support may not be considered for award. If in the event that the Subcontractor cannot provide any of the support in this clause, the Subcontract will be cancelled and awarded to the next qualified Subcontractor.

Vendors submitting Proposals must be an authorized Lift-It Manufacturing distributor.

A.7 Estimated Cost of Subcontract



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(A56) Rev. 0 3/14/2011

The estimated value for this Subcontract is \$203K. The Subcontractor shall not exceed this amount without specific written authorization from the Buyer. The Subcontractor shall notify the cognizant Buyer in writing when the Subcontractor reaches 85% of the current estimated value.

B.0 QA / Inspection Requirements

Refer to Section J.1, Attachment A, for details regarding QA / Inspection Requirements.

C.0 Description/Statement of Work

C.1 Time is of the Essence

(C33) Rev. 0 3/14/2011

Time is of the essence for the delivery of all materials described in this Subcontract. It is anticipated that delivery of the materials in accordance with the terms of this agreement is of significant importance to the Buyer.

D.0 Transportation Instructions

D.1 Transportation Charges – F.O.B. Destination

(D06) Rev. 1 4/17/2012

The Subcontractor shall:

1. Pack and mark the shipment to comply with Subcontract specifications; or in the absence of specifications, prepare the shipment in conformance with carrier requirements to protect the goods and to ensure assessment of the lowest applicable transportation charge;
2. Order specified carrier equipment when requested by MSA; or if not specified, order appropriate carrier equipment not in excess of capacity to accommodate shipment;
3. Deliver the shipment in good order and condition to the carrier, and load, stow, trim, block, and/or brace carload or truckload shipment (when loaded by the Subcontractor) on or in the carrier's conveyance as required by carrier rules and regulations;



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4. Be responsible for any loss and/or damage to the goods –
 - a. Occurring before delivery to the carrier;
 - b. Resulting from improper packing or marking; or
 - c. Resulting from improper loading, stowing, trimming, blocking, and/or bracing of the shipment, if loaded by the Subcontractor on or in the carrier's conveyance.
5. Prepare a bill of lading or other transportation receipt. The bill of lading shall show:
 - a. A description of the shipment in terms of the governing freight classification or tariff (or MSA rate tender) under which the lowest freight rates are applicable;
 - b. The seals affixed to the conveyance with their serial numbers or other identification;
 - c. Lengths and capacities of cars or trucks ordered and furnished;
 - d. Other pertinent information required to effect prompt delivery to the consignee, including name, delivery address, postal address, and ZIP code of consignee, routing, etc;
 - e. Special instructions or annotations requested by the ordering agency for bills of lading (e.g. "this shipment is the property of, and the freight charges paid to the carrier(s) will be reimburse by MSA"); and
 - f. The signature of the carrier's agent and the date the shipment is received by the carrier.
6. Distribute the copies of the bill of lading, or other transportation receipts, as directed by the ordering agency, and;
7. Prepay all freight charges to the extent specified in the Subcontract.

D.2 Packing List

(D22) Rev. 0 3/14/2011

Subcontractor shall enclose a packing list with each shipment referencing:

1. Name of Subcontractor



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2. Purchase Order number and item number
 - For Blanket Purchase Orders provide the release number.
3. Date of Purchase Order
4. Itemized list of supplies, materials, and/or equipment furnished
5. Quantity of each item
6. Date of delivery or shipment
7. Stock number (if applicable)

D.3 Package Identification

(D24) Rev. 0 1/28/2010

All envelopes, boxes or packages shipped against this Subcontract number shall be marked "Attention (BPO Number XXXXX, Release Number XXX)."

D.4 F.O.B. Destination

(D29) Rev. 0 3/14/2011

It is understood that materials purchased under this Blanket Purchase Order shall be considered to have an FOB Point of Destination.

E.0 Schedule – N/A

F.0 Delivery/Performance

F.1 Effective Term

(F05) Rev. 0 1/28/2010

The term of this Subcontract shall be from TBD through November 30, 2013. Expiration of the term shall not affect any outstanding releases or open tasks.

F.2 Ship to Address and Warehouse Operations Delivery Schedule



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(F10) Rev. 1 3/18/2010

The below address shall appear on all shipping documents and packages:

U.S. Department of Energy
c/o MSA Hanford
Central Receiving
2355 Stevens Dr.
Attn: BPO XXXXX, Release XXX
Richland, WA 99354

If there is not enough character space to enter the "Attn:" please omit it.

Please assure that the Consignor/Shipper receives this information and clearly understands the above information.

The Hanford Site Warehouse Operation is available for deliveries from 7:30 a.m. to 2:30 p.m. Monday through Thursday. Friday deliveries will coincide with the Hanford alternate Friday closure days. If unsure of the working Friday schedule, please call the Contract Specialist, BTR, or Warehouse Operations to obtain the Warehouse schedule.

Contract Specialist: Ben Moyers, 509-376-7578

BTR: Craig Brewer, 509-373-2277

Note: Please be prepared to reference the Blanket Purchase Order Number and Release Number

Should your shipment require any special handling to unload, please make arrangements 24 hours prior to shipment by contacting (509) 376-6638. Failure to do so may result in the shipment offloading being delayed.

G.0 Subcontract Administration

G.1 Authorized Personnel

(G03) Rev. 0 1/28/2010

Only the following named individuals are authorized to make changes to this Subcontract or Purchase Order:

Contract Specialist, Ben Moyers, 509-376-7578

Contracts Manager, Shari Penny, 509-376-7177



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G.2 Subcontractor Invoices for Purchase Orders

(G043) Rev. 0 2/27/2012

The following process shall be used on invoices submitted to Mission Support Alliance. Unauthorized deviations from these instructions *may* result in delayed payment or returned invoices.

Invoice Submittal Requirements:

- Submittal of an invoice constitutes Subcontractor's certification that all materials have been delivered and invoice(s) charges are in accordance with the Purchase Order.
 - The Subcontractor must indicate the **quantity, unit description, and unit price** for each item listed on an invoice.
 - Invoices that include a total freight charge that is equal to or greater than \$500.00 must include a copy of the freight bill. If the carrier is UPS, the Subcontractor must provide the weight, quantity and Shipping Point.
- All invoices shall be submitted electronically to Accounts Payable (msa_invoices@rl.gov) unless otherwise stated by the Contract Specialist. Please *do not* submit hard copies unless requested by Buyer.
- Each Purchase Order or Blanket Purchase Order release must be invoiced separately.
 - The Subcontractor name, invoice number, and the Purchase Order and/or release numbers must be shown in the subject line of the e-mail message used to submit an electronic invoice. The suggested format for the subject line is: Subcontractor Name, Invoice #XXXXXX, and Purchase Order #XXXXX-X (i.e. 47825 - Release 20)
 - Each invoice must have a unique invoice number.
 - Each invoice should include the name and telephone number of the Subcontractor's representative available to respond to invoice questions.
 - Remittance will only be made to the remittance address on file at the MSA Accounts Payable office for the Subcontractor. Invoices from third parties or with different remittance instructions or addresses will not be processed.



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- Questions or requests for exceptions should be addressed to the Contract Specialist.

Before payments can be made via Electronic Funds Transfer (EFT), an “Authorization for Electronic Funds Transfer of Invoice Payments” form must be completed and returned to Buyer. The Form is located at: <http://www.hanford.gov/pmm/files.cfm/eft.pdf> **NOTE:** The original form with signature and date shall be mailed to the address at the bottom of the form. Copies of the form that have been e-mailed or faxed will not be accepted.

H.0 Special Requirements

H.1 Facility Closure Notice - Holiday and Work Schedules

(H22) Rev. 0 3/14/2011

NOTICE: Daily work schedules and facility operations are **NOT** consistent on the Hanford Site. Many organizations and facilities **observe alternate Friday closures.**

Accordingly, BEFORE scheduling deliveries or site work, the Subcontractor shall make specific schedule arrangements with the Contract Specialist, BTR, Facility Manager, Delivery Warehouse Manager, Building Manager, or other cognizant Mission Support Alliance organization.

The Buyer will not be liable for the cost of any delays, demurrage, layover, extra travel days, etc. which result from Subcontractor’s failure to obtain a specific delivery or work schedule in advance.

H.2 Designation of Technical Representative

(H38) Rev. 0 3/14/2011

The Contract Specialist hereby designates the following as the Buyer’s Technical Representative, (BTR) for this Subcontract: Name/phone/mail stop/email: Craig Brewer / 509-373-2277 / S2-95 / Craig_E_Brewer@rl.gov.

The BTR is responsible for monitoring and providing technical guidance for this Subcontract and should be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate surveillance of the Subcontractor’s representative while on site.



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However, in no event will an understanding, agreement, modification, change order, or any deviation from the terms of this Subcontract be effective or binding upon the Buyer unless formalized by proper contractual documents executed by the Contract Specialist prior to completion of this Subcontract.

On all matters that pertain to Subcontract terms, the Subcontractor shall contact the Contract Specialist specified within this Subcontract. When in the opinion of the Subcontractor, the BTR requests or directs efforts outside the existing scope of the Subcontract; the Subcontractor shall promptly notify the Contract Specialist in writing. **The BTR does not possess any explicit, apparent or implied authority to modify the Subcontract.** No action should be taken until the Contract Specialist makes a determination and modifies the Subcontract in writing.

H.3 Subcontract Options

(H54) Rev. 0 3/14/2011

The Buyer retains the sole right to exercise the option(s) included in this Subcontract. The inclusion of the option(s) does not represent a commitment, financial or otherwise, on the part of the Buyer to exercise any or all of the option(s) nor extend the Subcontract beyond the end date specified by the Subcontract or most current Subcontract amendment. Buyer may exercise one or more options by providing written notice to the Subcontractor prior to the most current Subcontract end date. Lacking written notice by the Buyer, the option(s) will expire with the Subcontract.

Option I: Effective Term 12/01/2013 – 11/30/2014

Option II: Effective Term 12/01/2014 – 11/30/2015

Option III: Effective Term 12/01/2015 – 11/30/2016

H.4 Net Price Changes

(H58) Rev. 0 3/14/2011

If during the term of this Subcontract, Subcontractor's net prices to others for materials of like kind and quantity to those furnished to the Buyer are reduced below those set forth herein, Subcontractor agrees to give the Buyer the benefit of such reductions while they are in effect and to notify the cognizant Contract Specialist promptly of such price changes.



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I.0 Terms and Conditions

The terms and conditions set forth or referenced in the body of this document by the Buyer shall apply and the Buyer objects to and shall not be bound by any additional or different terms and conditions.

I.1 Buy American Act - Non Construction Subcontracts

(I64) Rev. 1 8/24/2011

It is the Buyer's preference to purchase domestic end products in accordance with the Buy American Act (BAA) ([FAR 25](#)). Subcontractor certifies that all products supplied under this contract are domestic end products as defined in the Buy American Act, except those products of foreign origin which were specifically identified, evaluated, and authorized by the Buyer prior to award.

**Materials used in this Subcontract must be domestic end products as defined in [FAR 52.225-1](#) unless the Buyer, prior to award of the Subcontract, approves a request for exemption. Subcontractor requests to supply foreign materials must include adequate information for evaluation of the request as identified in [FAR 52.225-1](#).*

I.2 General Provisions for Commercial Items

(Revision 006, January 4, 2012)

The Buyer has designated this action as meeting the requirements for "commercial items" as defined in FAR Part 2.101 (Commercial Item (1)) and FAR Part 12.500.

<http://www.hanford.gov/pmm/page.cfm/Provisions>

I.3 Special Provisions - General Transportation Instructions

(SP-13 Revision 001, March 14, 2011)

<http://www.hanford.gov/pmm/page.cfm/Provisions>

J.0 List of Attachments

J.1 Attachment A



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The attached document titled Attachment A outlines the specifications and quality requirements for purchases under this Blanket Purchase Order. The Attachment is incorporated into and made a part of this Subcontract along with all of the other clauses and terms identified herein.

J.2 Attachment B

The attached document titled Attachment B is provided for potential suppliers to view estimated usage and propose pricing. The Attachment is incorporated into and made a part of this Subcontract along with all of the other clauses and terms identified herein.

K.0 Signatures – N/A

L.0 Representations and Certifications

Subcontractor Acknowledgement of Federal Online Representations and Certifications

(L16) Rev. 2 9/07/2012

Mission Support Alliance, LLC (“MSA”), relies upon Subcontractor’s current representations and certifications within a Federal web-based system that centralizes and standardizes the collection, storage and viewing of many of the representations and certifications required by the Federal Acquisition Regulations. Effective August 2012, that Federal system is now System for Award Management (SAM) at www.sam.gov.

By submitting a proposal to MSA in response to this solicitation, the Subcontractor is certifying that:

1. The representation and certification information within SAM is still current;
2. All statements and explanatory documentation submitted is current and accurate;
3. Signer is authorized to represent the Subcontractor in all matters related to pricing, terms and conditions, and conduct of business;
4. Subcontractor complies with all requirements of State of Washington statutes, ordinances, rules and regulations, codes, and orders related to equal employment opportunity and operation of non-segregated facilities;
5. All Subcontractor employees who may work on MSA’s premises or on the Hanford Site are not under the influence of controlled substances, drugs or alcohol. Subcontractor agrees to testing of assigned employees under the MSA’s program for controlled substances;



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6. Subcontractor's information in the MSA's registration system is current (no more than 12 months old); and
7. Subcontractor will update SAM on an annual basis.