washington river protection solutions

ACTION

April 2, 2014 2DB00-MMG-14-003

Dear Prospective Offeror:

SOLICITATION NUMBER 261118 "ACQUISITION OF A POLARIZED LIGHT MICROSCOPE (PLM)"

Washington River Protection Solutions, LLC (WRPS) requests a proposal for the procurement and installation/setup of a motorized/automated Polarized Light Microscope. The requested work is in support of WRPS's Prime Contract DE-AC27-08RV14800 with the U.S. Department of Energy, Office of River Protection.

Information regarding the submission of a proposal is contained in the attached Solicitation.

The proposal is due by 4:00 p.m. on Wednesday, April 23, 2014 as indicated in Section 2.1 of this solicitation.

WRPS looks forward to your response.

Very truly yours,

Melissa Garrard,
Senior Procurement Specialist

Attachment

ACTION

SOLICITATION NUMBER 261118

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PART A – SOLICITATION

1.0 Introduction

Washington River Protection Solutions, LLC (WRPS) acting under its contract with the U.S. Department of Energy – Office of River Protection, requests Offeror to submit a proposal for a firm fixed price type of subcontract to provide a motorized/automated polarized light microscope (PLM), including onsite installation/setup and training. Part A of this Solicitation describes the proposal submittal requirements, instructions, and applicable exhibits/certifications. Part B contains all of the solicitation exhibits. Part C is the Model Subcontract, which contains all of the terms and conditions, attachments, and references that will govern performance of the work.

1.1 Buyer Not Obligated – Irregularities and Notifications

WRPS is not obligated to pay any costs incurred in the preparation and submission of Offeror's proposal, nor required to enter into a subcontract or any other arrangement with Offeror.

1.2 Solicitation Amendments

The Procurement Specialist may issue one or more amendments to the solicitation to make changes or to resolve any problems regarding the solicitation. The Procurement Specialist will issue the amendment in time for prospective Offerors to incorporate any changes into their proposals. If this solicitation is amended, then all terms and conditions that are not amended will remain unchanged. YOUR FAILURE TO ACKNOWLEDGE THE RECEIPT OF THE AMENDMENT AT THE DESIGNATED LOCATION BY THE SPECIFIED DATE AND TIME MAY RESULT IN REJECTION OF YOUR OFFER.

2.0 Proposal Submittal

WRPS prefers that the proposal be submitted via e-mail provided that it includes appropriate signatures where required. If Offeror does not have the capability to transmit a signed electronic proposal, Offeror may submit an unsigned proposal via e-mail, however, a signed original or fax must also be submitted. If an e-mail proposal (without signature) is submitted in order to meet the deadline, Offeror must also transmit a signed original and 2 copies via U.S. Postal Service or delivery service. Identify the name of the Procurement Specialist and the Solicitation number to which Offeror is responding on the fax or e-mail transmittal document.

2.1 Deadline

The proposal is due by **4:00 p.m. on Wednesday, April 23, 2014**.

2.2 Identification and Delivery

Address a proposal sent via the U.S. Postal Service to:

Response to Solicitation No. 261118
Melissa Garrard, MSIN H6-16

Washington River Protection Solutions, LLC
P.O. Box 850
Richland, WA 99352

The address for a proposal sent via another delivery service is:

2440 Stevens Center Place
Richland, WA 99354

Procurement Specialist Contact Information:

Name:	Melissa Garrard
Phone Number:	(509) 376-4871
Fax Number:	(509) 376-0825
Email Address:	Melissa_Garrard@rl.gov

2.3 Withdrawal

Offeror may withdraw its proposal by written or electronic notice received at any time prior to award.

2.4 Notification of Intent to Propose

WRPS requests that each prospective Offeror notify the procurement specialist by email no later than Friday, April 11, 2014 whether the Offeror intends to submit a proposal in response to this Solicitation. The Offeror may transmit the notification to the Procurement Specialist via e-mail or fax.

2.5 Questions/Comments Regarding the Solicitation

The Offeror must submit any comments or questions regarding the solicitation to the Procurement Specialist no later than close of business **April 11, 2014**. The Offeror shall transmit questions and comments via e-mail per Section 2.2 above. Questions and comments must be submitted in writing to the Procurement Specialist for consideration. The Procurement Specialist will answer all questions in writing for the benefit of all prospective Offerors. Answers will be posted to the external WRPS Procurement website at http://www.hanford.gov/tocpmm.

3.0 Basis for Award

WRPS may award one or more subcontracts as a result of this solicitation. Award will be made to the Offeror submitting the lowest evaluated price among offers that meet ALL requirements (**this includes ALL forms, exhibits, and documentation to demonstrate items or information required and necessary per Solicitation and/or Statement of Work requirements**). This solicitation provides the basis for WRPS's evaluation and is keyed to the selection process. Offerors are also advised that WRPS reserves the right to award a subcontract based upon initial offers and without further discussions with offerors. Offeror should provide their best price and technical offers initially.

3.1 Qualification Standards

Offerors who do not possess the minimum qualifications and resources necessary to perform the proposed work are not encouraged to incur proposal and other expenses involved in competitive submissions. The following Qualification Standards must be met in their entirety in order for an Offeror to be considered for award.

3.1.1 Standard No. 1 – Nationally Recognized Testing Laboratory (NRTL) listed or labeled

All electrical control panels and electrical equipment (a general term including material, fittings, devices, appliances, luminaries [fixtures], apparatus, and the like used as a part of, or in connection with, an electrical installation) delivered or brought onto the site in performance of this contract must be listed or labeled by an organization currently recognized by OSHA as a nationally recognized testing laboratory (NRTL).

A. All electrical equipment installed as part of this contract must comply with the National Electric Code (NEC), NFPA 70 and where applicable ANSI C2 (NESC). The Buyer reserves the right to inspect electrical equipment and installations. Contractor is responsible for notifying Buyer when installations are available for inspection.

B. Electric motors shall be manufactured and tested in accordance with NEMA MG-1 as applicable, or listed by an organization currently recognized by OSHA as an NRTL. Documentation of NEMA MG-1 compliance shall be made available to the Buyer upon request.

C. Electrical equipment and devices for which there is a UL category code identifying product categories must be Listed or Labeled by an OSHA recognized NRTL.

    1. The Canadian Standard Association (CSA) marking is currently recognized by OSHA as an NRTL when the label includes “US” or “NRTL” subscript.

    2. The European Union “CE” marking, Directive 93/68EEC, is not currently recognized by OSHA as an NRTL marking.

    3. The International Electrotechnical Commission (IEC) Standard 60529 for enclosures, (IPxx), is not currently recognized by OSHA as an NRTL label.

    Note: for a list of approved NRTLs, see http://www.osha.gov/dts/otpca/nrtl/

D. Electrical equipment for which there is no listing category must be evaluated or tested using a method submitted to and approved by the Buyer prior to delivery of the equipment. A Field Evaluation performed by an NRTL prior to delivery is the preferred method for buyer approval.

E. Electrical equipment is also subject to the “Counterfeit Suspect Item Program”.

3.1.2 Standard No. 2 – Demonstrated compliance

A. Provide documentation to demonstrate compliance to all aspects of the Statement of Work. PLEASE be sure to address in technical proposal.

B. Submission of required forms with proposal. PLEASE be sure to submit all required forms, even if not applicable.

C. Submission of schedule or timeframe for submitting or meeting all deliverables including the delivery of NRTL labeled instrument.

3.1.3 Standard No. 3 – Delivery Requirement

Delivery of analytical equipment, instrumentation and accessories on or before August 30, 2014. These items must meet the requirements for acceptance as outlined in the Statement of Work, Sections 5.0 and 8.0. (This does not include support services, such as installation or training).

4.0 Proposal Instructions

4.1 General Proposal Requirements

Organize the proposal as outlined below. Prepare the proposal simply and economically and provide a straightforward and concise presentation of the information requested in the Solicitation Request. Proposals submitted electronically must consist of separate files for the Technical Proposal and the Business and Price Proposal.

4.1.1 Volume I – Technical Proposal

WRPS will evaluate Offeror's technical capabilities/qualifications as well as pricing for the requirements specified in the Statement of Work. Offeror's proposal MUST address the following:

- An acknowledgement that the Statement of Work is fully understood and that Offeror has resources qualified to perform the work and meet the deliverables as outlined in the SOW, Section 4.0, as well as the Acceptance Criteria listed in the SOW, Section 5.0.

- Solicitation documentation including solicitation exhibits as included herein, and electronic submission of Representations and Certifications (if not submitted for other solicitations in the last ten months).

- Equipment performance specifications, drawings and data demonstrating equipment technical compliance, including technical description on equipment meeting SOW specifications.

- Statement of compliance with subcontract insurance requirements (if applicable) as specified in the On-Site Work Provisions, including confirmation that all required insurance certificates will be provided prior to any on-site work.

- A Copy of the Offeror's ISO 9001:2008 Authorizing Certificate

- Demonstration of NRTL certification (reference item 3.1.1 above, Qualification Standard No 1 and SOW Section 5.0).

4.1.2 Volume II – Business and Price Proposal

Please provide detailed description on cost/pricing information (i.e., part number and per item price breakdown). Standard payment terms are Net 30. Prompt payment discounts will be considered and should be included in the proposal.

4.1.2.1 Required Price Support Information – Other than Cost or Pricing Data

The Offeror is required to submit information sufficient to determine that the proposed pricing is fair and reasonable. Such information may include sales or cost information that is pertinent to establishing the pricing being proposed. This is not a request for certified cost or pricing data.

For example:

1. For items where pricing is controlled, by law or regulation, by periodic rulings, reviews, or similar actions of a governmental body; identify and submit the controlling document establishing the price offered.

2. For commercial items; submit, at minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price. Such information may include:

    a. For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also provide the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities.

    b. For market-priced items; the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market.

    c. For items included on an active General Services Administration (GSA) contract; a copy of the appropriate pages for the offered items, the schedule's cover page, terms and conditions, unless already on file with the authorized procurement representative.

3. Additional supporting information, to the extent necessary to determine whether the proposed pricing is fair and reasonable.

The Offeror grants WRPS the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify the reasonableness of the proposed pricing.

4.1.2.2 Representations and Certifications

WRPS requires the electronic submission of the Representations and Certifications through its vendor registration web site. To start the submission, the offeror will need to be registered with WRPS and have obtained a vendor identification number and form number (password). If assistance is required, please contact WRPS Contract Support at WRPS_Procurement@rl.gov

For this solicitation, an offeror is required to have an electronic Representations and Certifications on file with WRPS for the North American Standard Coding System (NAICS) code identified in the paragraph entitled "North American Industry Classification System (NAICS) Code and Size" below. The certification for this specific NAICS code will be valid for twelve (12) months from its submission unless your firm's business conditions change and an updated Representations and Certification submission is then required to be submitted electronically.

4.1.2.3 Additional Information

In order for WRPS to adequately evaluate the proposal, some additional information is required. Please complete and return all forms and documents listed below:

- Proposed Lower-Tier Subcontractors (Exhibit 1).
- Agreement Exceptions (Exhibit 2).
- Vendor ESH&Q Requirements Questionnaire. (Exhibit 3).

4.2 Acceptance of Terms and Conditions

The subcontract resulting from this Solicitation will be substantially the same as the Model Subcontract that is contained in Part C of the Solicitation. Unless otherwise noted in the proposal, Offeror's submission of a proposal signifies unqualified acceptance of all of the technical requirements and other terms and conditions of the subcontract that are contained in or referenced in this Solicitation.

4.2.1 GSA Delivery Order / Government Supply Sources

If the offer is covered by a GSA Federal Supply Schedule Contract (GSA/ FSSC) or government supply source as identified in the Federal Acquisition Regulations (FAR), the award may be made in accordance with the authority delegated by the U.S. Department of Energy. Offeror shall identify the GSA/FSSC number or supply source with the solicitation.

4.2.2 Exceptions to Technical Requirements and Other Terms and Conditions

Offeror must describe any exceptions (on the Agreement Exceptions form in Part B of this Solicitation) to the technical requirements and other terms and conditions of the Model Subcontract in Part C on which the proposal is based. WRPS considers compliance with the technical requirements and terms and conditions of the Subcontract to be essential. In case of doubt, Offeror should request clarification from the Procurement Specialist. If any exceptions are taken to the requirements of the Solicitation, the pricing shall be based on the requirements of the

Solicitation and the exception(s) priced as alternates. If the proposal is based only on the proposed exceptions, WRPS may determine the proposal to be non-responsive.

4.3 Proposal Validity Period

Offeror's proposal shall remain firm for 120 days after the proposal due date.

4.4 Lowest Price Warranty

The SUBCONTRACTOR warrants that the prices set forth in this Subcontract do not exceed those charged by SUBCONTRACTOR to any other customers purchasing the same item in like or comparable quantities.

WRPS shall have the right to examine the records of the SUBCONTRACTOR as necessary to assure that the prices charged for the item under this Subcontract do not exceed those charged by the SUBCONTRACTOR to any other customer purchasing the same items in like or comparable quantities.

5.0 Notices

5.1 Financial Capability Determination Information

WRPS reserves the right, prior to award, to require Offeror to submit information which WRPS will use to make a determination whether Offeror has the financial capability to perform the contemplated subcontract. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; and any other information that may be required to make the appropriate determination.

5.2 North American Industry Classification System (NAICS) Code and Size Standard

The Buyer has determined that North American Industry Classification System (NAICS) Code 334516 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this solicitation is 500 employees.

PART B – SOLICITATION EXHIBITS

Exhibit	Description
1	Proposed Lower-Tier Subcontractors
2	Agreement Exceptions
3	Vendor ESH&Q Requirements Questionnaire

EXHIBIT 1: PROPOSED LOWER-TIER SUBCONTRACTORS

Rev. 1 7/12/06

Please type or print the names and contact information for all of the lower-tier subcontractors. Use additional sheets if necessary.

LOWER-TIER SUBCONTRACTOR/SUPPLIER CONTACT NAME TELEPHONE NO.	DESCRIPTION OF SERVICES TO BE PROVIDED	APPROXIMATE AWARD AMOUNT

NAME AND ADDRESS OF OFFEROR	NAME OF SIGNER
	TITLE OF SIGNER
OFFEROR *(Signature of person authorized to sign)*	DATE

EXHIBIT 2: AGREEMENT EXCEPTIONS

NOTICE: Any exceptions to the proposed subcontract terms and conditions must be indicated below. Washington River Protection Solutions, however, reserves the right to disqualify offers which deviate from the Solicitation, If the offeror has no exceptions, please write "None" below.

NAME AND ADDRESS OF OFFEROR	NAME OF SIGNER

OFFEROR *(Signature of person authorized to sign)*	**TITLE OF SIGNER**
	DATE

EXHIBIT 3: VENDOR ESH&Q QUESTIONNAIRE

Subcontractor Name:

Subcontractor Address:

City: **State:** **Zip:**

Subcontractor Point of Contact:

Email:

All contractors working on the Hanford Site are expected to safely perform in a quality manner while protecting worker health and the environment. Please answer the following questions about how your company implements ESH&Q.

#	Question
1.	Does your company have a documented environmental, occupational safety, healthy and quality program that complies with applicable local, sate, federal, and DOE regulatory requirements? **Yes:** ☐ **No:** ☐
2.	Are your employees trained and equipped to perform their assigned work? **Yes:** ☐ **No:** ☐
3.	Do you have an established orientation program for new hires that includes ESH&Q? **Yes:** ☐ **No:** ☐
4.	Does your company have policies and procedures in place to eliminate accidents, injuries/illness, and damage to property and equipment? **Yes:** ☐ **No:** ☐
5.	Are company ESH&Q records adequately and properly maintained?

	Yes: ☐ **No:** ☐
6.	Are accidents/incidents investigated promptly and reports generated? **Yes:** ☐ **No:** ☐
7.	If the investigation discovers inadequacies in either the work process or the policies and procedures, are the appropriate processes in place to avert the accident/incident in the future and are personnel provided proper training? **Yes:** ☐ **No:** ☐
8.	Are hazards identified and appropriate measures taken to ensure that personnel and equipment are adequately protected as a result of identified hazards. **Yes:** ☐ **No:** ☐
9.	Do your employees have the right to report unsafe conditions and to interrupt or stop work without fear of reprisal? **Yes:** ☐ **No:** ☐
10.	Is the frequency of ESH&Q meetings with employees scheduled to discuss the work to be performed hazards associated with the work based on the scope of work and commensurate with the work hazards? **Yes:** ☐ **No:** ☐
11.	Are ESH&Q inspections/audits conducted to evaluate the effectiveness of your program? **Yes:** ☐ **No:** ☐
12.	Does your company have an average Experience Modification Rate (EMR) of 1.0 or less for the previous three years? **Yes:** ☐ **No:** ☐ **What is your EMR?**
13.	Does your company have an average Occupational Safety and Health Administration (OSHA) Recordable Case Rate of 3.2 or less for the previous three years? **Yes:** ☐ **No:** ☐ **What is your Recordable Case rate?**
14.	Does your company have an average OSHA Lost Workday case rate of 0.64 or less for the previous three years? **Yes:** ☐ **No:** ☐ **What is your OSHA Lost Workday case rate?**

15.	Does your construction company have an average OSHA Lost Workday case rate of 3.0 or less for the previous three years? **Yes:** ☐ **No:** ☐ **What is your OSHA Lost Workday case rate?**
16.	Does your company have an established, written Hazard Communication Program? **Yes:** ☐ **No:** ☐
17.	Does your company have a system within the Hazard Communication Program to maintain Material Safety Data Sheets (MSDS)? **Yes:** ☐ **No:** ☐
18.	Has your company been cited for a(n) willful violation(s) from any regulatory agency during the previous three years? **Yes:** ☐ **No:** ☐
19.	Has your company been fined for Nuclear Regulatory Commission or agreement state non-compliance during the previous three years? **Yes:** ☐ **No:** ☐

PART C – MODEL SUBCONTRACT

Subcontract No. TBD	Effective Date: Award date
Issued By: Washington River Protection Solutions, LLC P.O. Box 850 Richland, WA 99352	Subcontractor: TBD

This Subcontract is effective as of TBD, between Washington River Protection Solutions (WRPS) and TBD ("SUBCONTRACTOR") who hereby agree that all Work specified below, which is a portion of the goods and services to be provided by WRPS for the United States Department of Energy, shall be performed by the SUBCONTRACTOR in accordance with all the provisions of the Subcontract.

1. **Work to be Performed:** Except as specified elsewhere in the Subcontract, SUBCONTRACTOR shall furnish all labor and materials necessary and required to satisfactorily perform procurement and setup/installation of an Automated Polarized Light Microscope in accordance with Attachment No. 1.
2. **Period of Performance:** The Subcontract period of performance is specified as: Date of Award through installation activities and effective warranty period.
3. **Contract Type:** Fixed Price
4. **Total Value of Subcontract**: TBD
5. **Compensation:** As full consideration for the satisfactory performance by SUBCONTRACTOR of this Subcontract, WRPS shall pay to SUBCONTRACTOR compensation in accordance with the prices set forth in the attached Compensation Schedule consistent with the payment provisions of this Subcontract.
6. **Payment Terms:** As stated in *Article 16.0, Invoicing and Payment, of Commercial General Provisions*, payment will be made within 30 calendar days after receipt of a properly prepared invoice unless otherwise agreed to between SUBCONTRACTOR and WRPS.
7. **Authorized Personnel:** Only the following named WRPS individuals are authorized to make changes to this document:

   Melissa Garrard, Senior Procurement Specialist

   J. M. Robinson, Manager, Procurement Services
8. **Designation of Technical Representative:** WRPS hereby designates the following as the Buyer's Technical Representative (BTR), for this Subcontract:

   Name: TBD

   Phone: (509) -

   Mail Stop:
9. **Special Provisions**

9.1 Transportation/Delivery Instructions

9.1.1 Transportation Charges – Full Prepaid

The Contractor is responsible for and shall pay all transportation charges and shall not invoice the Buyer for such transportation charges. The Contractor bears all responsibility for damage or loss until delivery is made to the FOB point specified herein.

9.1.2 Ship to Address

All shipping containers and paperwork are to be marked with the following legend:

U.S. Department of Energy
c/o Washington River Protection Solutions (WRPS)
ATTN: Subcontract Number _TBD___
2355 Stevens Drive
Richland, WA 99354

9.1.3 Transportation Charges – Assigned to U.S. Department of Energy

Transportation under this tender is for the Department of Energy and the total transportation charges paid to the carrier(s) by the consignee or consignor are assignable to, and are to be reimbursed by the Government.

9.2 Delivery Order Notification

The Contractor is hereby notified that effective the date of this document, the Contractor is issued a Delivery Contract against GSA Federal Supply Schedule Contract (GSA/FSSC) number GS-___-____ for all but one item. The item not included on GSA/FSSC is incidental to the order and may be included in the order for ordering convenience per FAR 8.401(d). Therefore, the Terms and Conditions for the delivery/performance of the item(s) are those of the above GSA/FSSC. This Delivery Order is placed under authority delegated by the U. S. Department of Energy. A written confirmation to the authorization herein will be furnished on request.

10. List of Subcontract Attachments

The following attachments are hereby incorporated into and made a part of this Subcontract. They shall have the same force and effect as if written into the body of the Subcontract. SUBCONTRACTOR is responsible for downloading and complying with the applicable revision as identified below.

A hyperlink is provided for downloading the referenced General Provisions, Supplemental Provisions, On-Site Work Provisions and Preliminary Hazard Analysis:

http://www.hanford.gov/tocpmm/page.cfm?page=11

Attachment No.	Title	Revision	Date
1	Statement of Work	0	2/21/14

2	Preliminary Hazard Analysis	32	12/29/10
3	Compensation Schedule		
4	Commercial General Provisions	4	10/30/12
5	On-Site Work Provisions	2	3/25/11

The SUBCONTRACTOR shall acknowledge this document, as provided herein, regardless of dollar value, by signing below and returning a signed copy of this Subcontract. This signature represents certification that all submissions (including electronic) associated with this Subcontract award are accurate, current, and complete.

Authorizing Signatures:

Subcontractor

DO NOT SIGN – SAMPLE ONLY

_____

Name Date
Title
Phone: ( ) -

Washington River Protection Solutions, LLC

_____

Melissa Garrard Date
Senior Procurement Specialist
Phone: (509) 376-4871