



May 21, 2014

2DB00-MWV-014-009

Dear Potential Bidders:

**SOLICITATION NUMBER 267606 MO-041 Replacement Trailer**

Washington River Protection Solutions, LLC (WRPS) requests proposals for MO-041 Replacement Trailer. 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 10:00 a.m. on June 9, 2014 as indicated in Section 2.1 of this solicitation.

WRPS looks forward to your response.

Very truly yours,

Michael Voss,  
Procurement Specialist

Attachment

**SOLICITATION 267606**  
**CONTENTS**

PART A – SOLICITATION.....	3
1.0 Introduction.....	3
1.1 Buyer Not Obligated – Irregularities and Notifications.....	3
1.2 Solicitation Amendments.....	3
2.1 Deadline .....	3
2.2 Identification and Delivery .....	4
2.3 Withdrawal.....	4
2.4 Notification of Intent to Propose.....	4
2.5 Questions/Comments Regarding the Solicitation .....	4
3.0 Basis for Award .....	5
3.1 Qualification Standards.....	5
4.0 Proposal Instructions.....	6
4.1 General Proposal Requirements.....	6
4.2 Acceptance of Terms and Conditions .....	7
4.3 Proposal Validity Period .....	8
4.4 Document Transmittal – Master Submittal Register .....	8
5.0 Notices .....	8
5.1 North American Industry Classification System (NAICS) Code and Size Standard .....	8
5.2 Employment Eligibility Verification (E-Verify) .....	8
PART B – SOLICITATION EXHIBITS.....	9
EXHIBIT 1. PAST PERFORMANCE .....	10
EXHIBIT 2. PROPOSED LOWER-TIER SUBCONTRACTORS.....	11
EXHIBIT 3. AGREEMENT EXCEPTIONS .....	12
PART C – MODEL SUBCONTRACT .....	13

## **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 MO-041 Replacement Trailer. 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.

### **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 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 on or before 10:00 a.m. PST on June 9, 2014.

## **2.2 Identification and Delivery**

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

Response to Solicitation No. 266459  
Michael Voss, 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: Michael Voss  
Phone Number: 509-376-1082  
Fax Number: 509-376-0825  
Email Address: Michael\_W\_Voss@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 May 27, 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 on or before May 28, 2014. The Offeror shall transmit questions and comments via fax or e-mail per Section 2.2 above. The Procurement Specialist will answer all questions in writing for the benefit of all prospective Offerors.

### **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- Demonstrated compliance**

A. Provide documentation to demonstrate compliance to all aspects of the Statement of Work including, Washington State Gold Seal standards, Washington State Department of Labor and Industries gold insignia tag and ability to have drawings stamped by Registered Professional Engineer of Washington State. Provide documentation of the codes and standards the Offer manufactures too. 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 trailer.

D. Submission of plans and drawings within 2 weeks of the award as outlined in the Statement of Work, Section 4.2.

#### **3.1.2 Standard No. 2- Delivery Requirement**

A. Delivery of mobile trailer on or before August 14, 2014. These items must meet the requirements for acceptance as outlined in the Statement of Work, Sections 3.0 and 5.0.

## **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 Technical Proposal**

WRPS will evaluate Offeror's technical capabilities/qualifications for the requirements specified in the Statement of Work. Offeror's proposal must address the following for Step One:

- An acknowledgement that the Statement of Work is fully understood and that Offeror has resources qualified to perform the work. In addition, an explanation on how the Offeror will meet the requirements.
- The project team including key subcontractors proposed to manage and perform the technical segments/aspects of the work. The Offeror shall provide a discussion of the established lines of authority, responsibility, and communication.
- A preliminary project schedule. The schedule shall identify the critical path elements and the dates. Offerors shall identify any qualifying conditions for meeting the schedule.
- 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).

#### **4.1.2 Business and Price Proposal**

Offerors shall submit a Firm Fixed Price proposal to cover all costs associated with manufacturing, delivery, and applicable taxes. Standard payment terms are Net 30. Prompt payment discounts will be considered and should be included in the proposal.

#### **4.1.3 Direct Pay Permit - Taxes**

The WRPS Direct Pay Permit **will not** apply to the resultant subcontract/purchase order. Therefore, the Offeror's price shall include all applicable Federal, State, county, municipal, or other taxes. For information relating to Sales and Use Tax in Washington State please reference the following website: <http://dor.wa.gov/content/home/>

Offeror shall list separately, in its price proposal, any such tax applicable to any goods/service payable by WRPS.

#### **4.1.3.1 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](mailto: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.

#### **4.1.3.2 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:

- Past Performance Data Form (Exhibit 1).
- Proposed Lower-Tier Subcontractors (Exhibit 2).
- Agreement Exceptions (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. Interpretations established by Offeror to any part of this Solicitation may be considered an exception.

##### **4.2.1 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 60 days after the proposal due date.

#### **4.4 Document Transmittal – Master Submittal Register**

The Subcontract will contain a Master Submittal Register (MSR) comparable to the exhibit document contained herein. The MSR identifies the required Subcontractor submittals. Offerors shall review the MSR exhibit, assure that the document submittal requirements are clear and understandable, identify any additional submittals on the MSR exhibit, and provide the Buyer with applicable transmittal dates for all planned submittals. The MSR with added Offeror information shall be returned with Offeror's proposal.

#### **5.0 Notices**

##### **5.1 North American Industry Classification System (NAICS) Code and Size Standard**

The Buyer has determined that North American Industry Classification System (NAICS) Code 332311 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.

##### **5.2 Employment Eligibility Verification (E-Verify)**

WRPS anticipates that this award will be subject to the Employment Eligibility Verification requirements established in Federal Acquisition Regulations (FAR) clause 52.222-54, which requires the successful Offeror to enroll and utilize the E-Verify program. Enrollment is done via the Internet at the Department of Homeland Security Web site at <http://www.dhs.gov/E-Verify>. This requirement is applicable to all awards that are more than \$3,000 and not considered a commercial item as defined in FAR Part 2.101.

WRPS reserves the right, prior to award, to require Offeror to submit information which WRPS will use to make a determination whether Offeror has successfully enrolled in the E-Verify program. Such information may include a copy of the last three (3) pages of the enrollment form (i.e. pages 11, 12, and 13) and any other information that may be required to make the appropriate determination.

**PART B – SOLICITATION EXHIBITS**

<b>Exhibit</b>	<b>Description</b>
1	Past Performance Data Form
2	Proposed Lower-Tier Subcontractors
3	Agreement Exceptions

**EXHIBIT 1. PAST PERFORMANCE**

Rev. 0

1/1/03

Please type or print at least two (2) and as many as five (5) references to recently completed or substantially complete contracts with requirements similar to those described within this solicitation.

<b>CLIENT NAME</b> <b>CONTACT NAME</b> <b>TELEPHONE NO.</b>	<b>CONTRACT NO.</b> <b>CONTRACT DATE</b>	<b>START DATE</b> <b>END DATE</b> <b>CONTRACT VALUE</b>	<b>CONTRACT TERMINATED?</b> <i>(Y/N) Explain in attachment</i>

<b>NAME AND ADDRESS OF OFFEROR</b>	<b>NAME OF SIGNER</b>
	<b>TITLE OF SIGNER</b>
<b>OFFEROR</b> <i>(Signature of person authorized to sign)</i>	<b>DATE</b>

**EXHIBIT 2. 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.

<b>LOWER-TIER SUBCONTRACTOR/SUPPLIER</b> <b>CONTACT NAME</b> <b>TELEPHONE NO.</b>	<b>DESCRIPTION OF SERVICES TO BE PROVIDED</b>	<b>APPROXIMATE AWARD AMOUNT</b>
<b>NAME AND ADDRESS OF OFFEROR</b>	<b>NAME OF SIGNER</b>	
	<b>TITLE OF SIGNER</b>	
<b>OFFEROR</b> <i>(Signature of person authorized to sign)</i>	<b>DATE</b>	

**EXHIBIT 3. AGREEMENT EXCEPTIONS**

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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.

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<b>NAME AND ADDRESS OF OFFEROR</b>	<b>NAME OF SIGNER</b>
	<b>TITLE OF SIGNER</b>
	<b>DATE</b>
<b>OFFEROR</b> <i>(Signature of person authorized to sign)</i>	

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**PART C – MODEL SUBCONTRACT**

Subcontract No. TBD	Effective Date: TBD
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:
2. **Period of Performance:** The Subcontract period of performance is specified as: TBD
3. **Contract Type:** Firm Fixed Price
4. **Total Value of Subcontract:** TBD
5. **Payment Terms:** As stated in *Article 2.0, Terms of Payment, of Commercial Supplemental Payment Provisions* payment will be made within 30 calendar days after receipt of a properly prepared invoice unless otherwise agreed to between SUBCONTRACTOR and WRPS.
6. **Authorized Personnel:** Only the following named WRPS individuals are authorized to make changes to this document:  
Michael Voss, Procurement Specialist  
Susan Howe, Procurement Specialist  
J. M. Robinson, Manager, Procurement Services
7. **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:
8. **Special Provisions**
  - 8.1 **Document Transmittals – Master Submittal Register (MSR)**

The SUBCONTRACTOR shall utilize the BUYER's document transmittal system for the exchange of data and information during the performance of Work under this Subcontract. Submittals indicated herein are documents that must be received and/or approved by BUYER prior to final acceptance of the work.

Master Submittal Log (MSL) Form is included as an attachment to the Subcontract and identifies the required SUBCONTRACTOR submittals. SUBCONTRACTOR information shall be transmitted using TOC Incoming Letter of Transmittal (form A-6005-315) to the address indicated therein.

Submittals may be transmitted electronically to [WRPSCCDocControl@rl.gov](mailto:WRPSCCDocControl@rl.gov) or a BUYER designated File Transfer Protocol (FTP) site. For electronic transmittals, all transmittal subject headings shall contain, at a minimum, the subcontract number, submittal number, and submittal description. Document submissions shall **not** include password protected files.

## 9. 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	5/19/2014
2	Commercial Items General Provisions	4	10/30/2012
3	Supplemental Provisions Firm Fixed Price (FFP) Contract Type	2	10/31/2014
4	Master Submittal Log (MSL)	0	5/19/2014
5	<a href="#">TOC Incoming Letter of Transmittal</a>	7	10/30/2014
6	Request for Information Form	7	2/20/2014

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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.

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Authorizing Signatures:

Subcontractor

Washington River Protection Solutions, LLC

EXAMPLE ONLY – DO NOT SIGN

EXAMPLE ONLY – DO NOT SIGN

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Name \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_  
Phone: (    )    -

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Michael Voss \_\_\_\_\_ Date \_\_\_\_\_  
Procurement Specialist  
Phone: (509) 376-1082