



October 16, 2015

2DB00-GSM-015-009

*Offerors*

Dear Prospective Offeror:

**SOLICITATION NUMBER 281565 Tank Farm Gas and Vapor Sampling System**

Washington River Protection Solutions, LLC (WRPS) requests proposals for a Tank Farm Gas and Vapor Sampling System. 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 October 26, 2015 as indicated in Section 2.1 of this solicitation.

WRPS looks forward to your response.

Very truly yours,

Gregory S. Moore,  
Procurement Specialist

Attachment

SOLICITATION 281565  
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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 Tank Farm Gas and Vapor Sampling System. 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 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 1 copy 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 e-mail transmittal document.

### **2.1 Deadline**

The proposal is due by 4:00 p.m. on October 26, 2015.

### **2.2 Identification and Delivery**

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

Response to Solicitation No. 281565  
Greg Moore, MSIN B8-07

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

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

1820 Terminal Drive  
Richland, WA 99354

**Procurement Specialist Contact Information:**

Name: Greg Moore  
Phone Number: 509-376-7703  
Email Address: gsmoore@rl.gov

**2.3 Withdrawal**

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

**2.4 Questions/Comments Regarding the Solicitation**

The Offeror must submit any comments or questions regarding the solicitation to the Procurement Specialist no later than 12:00 PM on October 26, 2015. The Offeror shall transmit questions and comments via e-mail per Section 2.2 above. The Procurement Specialist will answer all questions in writing for the benefit of all prospective Offerors.

**2.5 Lowest-Price, Technically-Acceptable (LPTA) Selection Process**

WRPS will award a subcontract to the responsible offeror whose proposal is the lowest price and technically acceptable, price and other factors considered. Non-cost/price evaluation factors, when combined, are less important than price.

**3.0 Proposal Instructions**

**3.1 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.

**3.1.1 Volume I – Technical Proposal**

WRPS will evaluate Offeror's technical capabilities/qualifications as well as its pricing for the requirements specified in the Statement of Work. Offeror's proposal must address the following: Offeror's proposal must contain a brief discussion of its technical qualifications and capabilities. This discussion should not exceed 3 pages and should briefly address:

- An acknowledgement that the Statement of Work is fully understood and that Offeror has resources qualified to perform the work.
- Firm's capabilities and resources for completing the requirements.
- Work Plan and schedule for the project.

### **3.1.2 Volume II – Business and Price Proposal**

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

#### **3.1.2.1 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 of a specific NAICS code will be valid for twelve (12) months from its submission. If the offeror's business conditions change within the twelve (12) month validity period, the offeror shall submit an updated Representations and Certification prior to submittal of the proposal.

#### **3.1.2.2 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:

- Cost Proposal Form (Exhibit 1).
- Agreement Exceptions (Exhibit 2).
- Document Transmittals - Master Submittal Register (Attachment 5).

### **3.2 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.

#### **3.2.1 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.

### **3.3 Proposal Validity Period**

Offeror's proposal shall remain firm for 60 days after the proposal due date.

### **3.4 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.

## **4.0 Notices**

### **4.1 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.

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

The Buyer has determined that North American Industry Classification System (NAICS) Code 334519 – *Other Measuring and Controlling Device Manufacturing* applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this solicitation is five hundred (500) employees.

### **4.3 Buy American Act Compliance**

The provisions of this procurement include each of the Federal Acquisition Regulation (FAR) clauses that may be applicable to this proposal, as well as any resulting purchase order or Subcontract. The applicability of a specific FAR clause is based on the proposed dollar amount of your proposal for the supplies or materials provided under a services Subcontract.

The applicable FAR clauses in the Subcontract provisions and the corresponding clause for which identification may be required are shown below:

| FAR Clause in Subcontract Provisions                 | Corresponding FAR Clause Requiring Offeror Certification |
|--|--|
| FAR 52.225-1, “Buy American Act—Supplies” (Jun 2003) | FAR 52.225-2, “Buy American Act Certificate” (Jun 2003)  |

#### 4.4 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              | Price Proposal Form (with instructions) |
| 2              | Agreement Exceptions                    |

**EXHIBIT 1. PRICE PROPOSAL FORM**

| <b>LABOR</b>                      |             |            |                     |             |
|-----------------------------------|-------------|------------|---------------------|-------------|
| Line                              | Description | Est. Hours | Fully Burdened Rate | Total       |
| 1                                 |             |            |                     | \$ -        |
| 2                                 |             |            |                     | \$ -        |
| 3                                 |             |            |                     | \$ -        |
| 4                                 |             |            |                     | \$ -        |
| 5                                 |             |            |                     | \$ -        |
| 6                                 |             |            |                     | \$ -        |
| 7                                 |             |            |                     | \$ -        |
| 8                                 |             |            |                     | \$ -        |
| 9                                 |             |            |                     | \$ -        |
| 10                                |             |            |                     | \$ -        |
| Labor Subtotal                    |             |            |                     | \$ -        |
| <b>OTHER DIRECT COSTS (ODC's)</b> |             |            |                     |             |
| Line                              | Description | Qty.       | Unit Rate           | Total       |
| 1                                 |             |            |                     | \$ -        |
| 2                                 |             |            |                     | \$ -        |
| 3                                 |             |            |                     | \$ -        |
| 4                                 |             |            |                     | \$ -        |
| 5                                 |             |            |                     | \$ -        |
| 6                                 |             |            |                     | \$ -        |
| Applicable Sales Tax              |             |            |                     | \$ -        |
| ODC Subtotal                      |             |            |                     | \$ -        |
| <b>GRAND TOTAL</b>                |             |            |                     | <b>\$ -</b> |

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**INSTRUCTIONS FOR COMPLETING THE PRICE PROPOSAL FORM**

- A. The Compensation Schedule is a Word Document that has Excel worksheets embedded in it. To use the Excel portion of the document, double-click on any of the grayed areas. The Solicitation Compensation Schedule may be converted to a Subcontract Compensation Schedule if the Tank Operating Contractor (WRPS) makes an award.
- B. Under “Labor,” enter the proposed names or labor categories as well as the estimated hours, and fully burdened rates. Lines in the spreadsheet can be added or deleted as needed. The totals are automatically computed.
- C. Under “Other Direct Costs,” include any proposed costs as described in Article 1.2 of the Supplemental Provisions – Time & Material/Labor Hour Contract Type. Proposed subcontractor labor is to be specified in this section to include name or labor category, estimated hours, unit rate, and proposed total. Also, include any proposed travel in sufficient detail to allow WRPS to evaluate and determine that proposed costs are consistent with the [Federal Travel Regulations](#).
- D. 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 this Compensation Schedule, any such tax applicable to any goods/service payable by WRPS.
- E. This form may be modified to add additional labor categories and multiple pages may be used to show additional option years.

**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.

|  |                        |
|--|------------------------|
| <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>            |

**PART C – MODEL SUBCONTRACT**

|  |   |
|--|---|
| Subcontract No.<br>***TBD***   | Effective Date:                           |
| Issued By:<br>Washington River Protection Solutions, LLC<br>P.O. Box 850<br>Richland, WA 99352 | Subcontractor:<br>Insert Name and Address |

This Subcontract is effective as of \_\_\_\_\_, between Washington River Protection Solutions (WRPS) and (“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: Labor and Materials to supply a Tank Farm Gas and Vapor Sampling System, as described in Statement of Work 281565 and RPP-SPEC-60471.
- 2. Period of Performance:** The Subcontract period of performance is specified as:
- 3. Contract Type:** Firm, Fixed-Price
- 4. Total Value of Subcontract:**
- 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 below or in the attached Compensation Schedule consistent with the payment provisions of this Subcontract.

**LABOR**

| Line | Description | Est. Hours | Fully Burdened Rate | Total  |
|------|-------------|------------|---------------------|--------|
| 1    |             |            |                     |        |
| 2    |             |            |                     | \$0.00 |
| 3    |             |            |                     | \$0.00 |

**TOTAL LABOR** \$0.00

**OTHER DIRECT COSTS (ODC's)**

**TRAVEL & SUBSISTENCE**

**SALES TAX**

**Grand Total NOT-TO-EXCEED \$0.00**

**6. Payment Terms:** As stated in *Article 3.0, Terms of Payment, of Supplemental 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:

Greg Moore, Procurement Specialist

T.R. Hensyel, Manager, Subcontract Services

José Legarreta, Manager, Procurement

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

Name: Nancy Harville

Phone: (509) 373-5540

Mail Stop: S7-02

**9. Special Provisions**

**9.1 Negotiated Exceptions to General Provisions**

The following exceptions/changes to the General Provisions or Supplemental Provisions are agreed to and incorporated into the Subcontract:

TBD

**9.2 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 Register (MSR) Form A-6005-317 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 [TOCVND@rl.gov](mailto:TOCVND@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.

**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        | 8/24/2015  |
| 2              | Compensation Schedule   | TBD      |            |
| 3              | General Provisions  | 3        | 6/21/2011  |
| 4              | Supplemental Provisions – <i>Firm Fixed Price Contract Type</i> | 2        | 10/31/2012 |
| 5              | Master Submittal Register (MSR)                                 | 0        | 7/30/2015  |
| 6              | RPP-SPEC-60471  | 0        |            |
| 7              | <a href="#">TOC Incoming Letter of Transmittal</a>              |          |            |

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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

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

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Gregory S. Moore \_\_\_\_\_ Date \_\_\_\_\_  
Procurement Specialist  
Phone: (509) 376-7703