



May 11, 2016

2DB00-RMC-16-037

Dear Potential Offerors:

**SOLICITATION NUMBER 287155, REVISION 1 “OPTICAL GAS IMAGERS ANALYSIS OF TANK FARM CHEMICAL VAPOR SOURCES”**

Washington River Protection Solutions, LLC (WRPS) requests proposals for Support to Optical Gas Imagers Analysis of Tank Farm Chemical Vapor Sources. 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 May 23, 2016 as indicated in Section 2.1 of this solicitation.

WRPS looks forward to your response.

Very truly yours,

Robin M. Steen,  
Procurement Specialist

Attachment

SOLICITATION 287155 Rev. 1  
CONTENTS

PART A – SOLICITATION.....	3
1.0 Introduction.....	3
1.1 Buyer Not Obligated – Irregularities and Notifications.....	3
1.2 Solicitation Amendments.....	3
2.0 Proposal Submittal.....	3
2.1 Deadline.....	3
2.2 Identification and Delivery.....	3
2.3 Withdrawal.....	4
2.4 Questions/Comments Regarding the Solicitation.....	4
2.5 Lowest-Price, Technically-Acceptable (LPTA) Selection Process.....	4
3.0 Proposal Instructions.....	4
3.1 General Proposal Requirements.....	4
3.2 Acceptance of Terms and Conditions.....	6
3.3 Proposal Validity Period.....	6
3.4 Document Transmittal – Master Submittal Register.....	6
3.5 North American Industry Classification System (NAICS) Code and Size Standard.....	7
3.6 Employment Eligibility Verification (E-Verify).....	7
EXHIBIT 1. PAST PERFORMANCE.....	8
EXHIBIT 2. PROPOSED LOWER-TIER SUBCONTRACTORS.....	9
EXHIBIT 3. AGREEMENT EXCEPTIONS.....	10
PART B – MODEL SUBCONTRACT.....	11

**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 Labor Hour type of subcontract to provide support to OGI Analysis of Tank Farm Chemical Vapor Sources. Part A of this Solicitation describes the proposal submittal requirements, instructions, and applicable exhibits/certifications. Part B 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 via U.S. Postal Service or other 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 May 23, 2016.

**2.2 Identification and Delivery**

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

Response to Solicitation No. 287155  
Robin M. Steen, 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:

1818 Terminal Drive  
Richland, WA 99354

**Procurement Specialist Contact Information:**

Name: Robin Steen  
Phone Number: 509.376.5577  
Email Address: Robin\_M\_Steen@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 May 18, 2016. 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. Proposals will be screened using the pass/fail evaluation factors identified below, based on the qualifications demonstrated within the offer. Non-cost/price evaluation factors, when combined, are less important than price. Proposals will be screened using the following factors:

- Expert OGI operation and OGI data analysis credentials
- Demonstrated ASNT NDT Level III – TIR Certification
- Minimum of 10 years demonstrated experience operating FLIR OGI cameras.

**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:

- An acknowledgement that the Statement of Work is fully understood and that Offeror has resources qualified to perform the work.
- Résumés of proposed personnel.
- Key personnel. Attach résumés of key personnel.

### **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.

This work is subject to the requirements of the Service Contract Act (SCA). A link to the current Department of Labor Wage Rate Determination is included with Item 10 of the Model Subcontract (Part C of this Solicitation). The SCA wage rate determination will be incorporated into any resultant subcontract.

### **3.1.3 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.

#### **3.1.3.1 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 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.

### **3.1.3.2 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 \(Exhibit 3\)](#).
- [Document Transmittals - Master Submittal Register \(Exhibit 4\)](#).

### **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. Interpretations established by Offeror to any part of this Solicitation may be considered an exception.

#### **3.2.1 Exceptions to Technical Requirements and Other Terms and Conditions**

Offeror must describe any exceptions (on the Agreement Exceptions form of this Solicitation) to the technical requirements and other terms and conditions of the Model Subcontract in Part B 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 30 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.

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

The Buyer has determined that North American Industry Classification System (NAICS) Code 541330 *Engineering Services* applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this solicitation is \$15M.

**3.6 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.

**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**

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**

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 B – MODEL SUBCONTRACT**

Subcontract No.	Effective Date:
Issued By: Washington River Protection Solutions, LLC P.O. Box 850 Richland, WA 99352	Subcontractor: 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: OGI Analysis of Tank Farm Chemical Vapor Sources
- 2. Period of Performance:** The Subcontract period of performance is specified as: *Date of Award* through September 30, 2016
- 3. Contract Type:** Labor Hour
- 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.

Line	Labor 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:  
R. M. Steen, Procurement Specialist  
M. J. DePeel, Manager, Procurement, Subcontracts
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 Key Personnel

In accordance with the General Provisions article entitled, "Key Personnel," the following named individuals have been determined to be key personnel assigned to the performance of this Subcontract.

- 1.
- 2.

### 9.2 [Service Contract Act Wage Determination](#)

#### **Service Contract Act Wage Determination**

This Contract is subject to the McNamara-O'Hara Service Contract Act of 1965 (SCA). In accordance with the SCA, the SUBCONTRACTOR shall pay service employees, employed in the performance of this Subcontract, no less than the minimum wage and furnish fringe benefits in accordance with the incorporated Wage Determination.

During the term of this Subcontract, WRPS may unilaterally modify this Subcontract to incorporate revised Wage Determinations. If a Wage Determination (or revision) is incorporated after award and the contractor has to adjust rates payable to employees covered by the SCA in order to comply with the specified minimum wages and fringe benefits, the contractor may request an equitable adjustment in accordance with the provisions of this Subcontract.

For reference, a copy of the most recent Hanford Area Blanket Wage Determination is posted on the web site at [Service Contract Wage Determination](#).

A Directory of Occupations and more information about the Service Contract Act can be found on the Department of Labor web site at <http://www.oalj.dol.gov/libdot.htm>

**9.3 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. [TOC Incoming Letter of Transmittal](#)

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 and Supplemental Provisions.

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

Attachment No.	Title	Revision	Date
1	Statement of Work No. 287155		
2	Quality Assurance Requirements		3/15/16
3	Compensation Schedule		
4	General Provisions	4	2/01/16
5	Supplemental Provisions for Time & Material Labor Hour Contract Type	3	1/06/16
6	Master Submittal Register (MSR)		
7	Service Contract Act Wage Determination 2005-2569		

---

---

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

Washington River Protection Solutions, LLC

*Example only – Do Not Sign*

---

Name

Date

Title

---

Robin Steen

Date

Phone: ( ) -

Procurement Specialist

Phone: (509) 376-5577