

**TITLE: FOUR INCH SHIELDED WASTE BOX**

**SECTION C : DRAFT CONTRACT**

*Following is a draft of the contract contemplated as a result of this solicitation. Prospective offerors are reminded to review the draft contract to ensure they are prepared to comply. The draft contract will be updated to reflect the final agreement reached based on the proposal submitted and discussions, if any, that are held.*

**CH2M HILL**  
**Plateau Remediation Company**  
**Mail Stop << ENTER MSIN>>**  
**825 Jadwin Ave**  
**P.O. Box 1600**  
**Richland, WA 99352**

Contractor:  
<< Enter Contractor Name >>  
<< Enter Street Address >>  
<< Enter Street Address >>  
<< Enter City, State, Zip >>

Contract Specialist: Carl Shaw  
Phone Number: 509.376.5504

Contractor Contact: << Enter Name >>  
Phone Number: << Enter Phone Number >>

Start Date: 4/8/2020  
Contract Type: Firm Fixed Price (FFP)  
Contract Value: \$ << Enter contract value >>

End Date: << Click here to enter a date >>  
FOB Point: Destination  
Payment Terms: Net 30

\_\_\_\_\_  
CH2M HILL Plateau Remediation Company

\_\_\_\_\_  
Contractor Authorized Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date Signed      Phone

\_\_\_\_\_  
Date Signed      Phone

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**PART I – STATEMENT OF WORK & DRAWING**



Attachment 1 - RFP  
336954 - 4 Inch ShieH-3-318600 Rev. 1.ppt



Drawing

**END OF PART I – STATEMENT OF WORK**

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**TITLE: FOUR INCH SHIELDED WASTE BOX**
**PART II – FINANCIAL TERMS**
**1.0 CONTRACT TYPE AND VALUE**

This Contract is a Firm Fixed Price contract.

The value of this Contract is <<Value of Contract>>

**BASE CONTRACT**

Item Description	Price (Per Unit)	Quantity	Cost	Delivery Date
Task 1 - Complete Design of the Four Inch Shielded Waste Box Per H-3-318600		1	\$ -	Before Fabrication
Task 2 -Procure materials, fabricate, and assemble: Four Inch Shielded Waster Box Per H-3-318600		3	\$ -	8/5/2020

**OPTIONAL ITEMS**

Item Description	Price (per Unit)	Quantity	Cost	Delivery Date
(Optional) Task 3: Procure materials, fabricate, and assemble, Four Inch Shielded Waste Box Per H-3-318600	\$ -	5	\$ -	TBD

**2.0 PRICING INSTRUCTIONS FOR CHANGE ORDERS/MODIFICATIONS**

CHPRC reserves the right to request a complete pricing breakdown, including certified or uncertified cost or pricing data as applicable for any change orders or modifications that have an impact to the established contract pricing.

**3.0 TAXES**

Contractor shall refer to the TAXES section of the General Provisions.

**4.0 PAYMENT TERMS**
**4.1 Estimated Billing**

It is mandatory for continued acceptable performance that the Contractor provide monthly, to CHPRC Accounts Payable, the best estimate of the total billable cost (invoiced plus invoiceable) from inception of the contract through the current fiscal month closing (closing dates specified on the form). This information must be provided



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5. An “Authorization for Electronic Funds Transfer (EFT) of Invoice Payments” must be on file with CHPRC before EFT payments can be made.  
<http://www.hanford.gov/pmm/files.cfm/eft.pdf>
6. Invoices should include the name and telephone number of a company representative available to respond to questions about the invoice.
7. Invoices shall be paid according to the terms and conditions of the contract *unless*; substantiated evidence is obtained claiming Contractor is delinquent in payment to sub-tier Subcontractors. All future payments may be reduced or suspended by the Contract Specialist until validation is received from the Contractor verifying all sub-tier payments are current.

**Contracts for Services:**

8. Unless otherwise authorized in the contract, service contracts may not be invoiced more than once per calendar month.
9. The total amount due for the billing period must be clearly identified on all invoices (this amount should be set apart from any cumulative amounts or subtotals).
10. Invoiced amounts, rates, other direct charges or travel must be specifically defined in the contract to be allowable for reimbursement.
11. When applicable for this type of contract, indicate the name(s) of the worker(s) labor rate, billable work hours, and period of performance on each invoice.
12. Travel expenses (if authorized) must be itemized and supported with receipts in accordance with the requirements set forth under clause, “Reimbursement of Travel Expenses” or as otherwise stated within the Contract.

**Purchase Orders:**

13. Invoices must indicate the quantity, unit description and unit price for each item listed.
14. Invoices that include a total freight charge that is equal to or greater than \$100.00 must include a copy of the freight bill. If the carrier is UPS, the Contractor must provide the weight, quantity and Shipping Point.

**Submittal**

15. Invoices and supporting documentation may be submitted electronically in a format acceptable to CHPRC (preferred).
16. Submit invoices electronically via e-mail to both CHPRC Accounts Payable (CHPRC AP) at the following e-mail address: [chprcap@rl.gov](mailto:chprcap@rl.gov) ([chprcap@rl.gov](mailto:chprcap@rl.gov)) and (in the same email) to the Contract Specialist.
  - a. The contractor’s name, invoice number, and the contract and release numbers must be shown in the subject line of the e-mail message used to

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submit an electronic invoice. The suggested format for the subject line is:  
Contractor Name, Invoice XXXXX, Contract XXXXX-X.

17. Submit hard copy invoices including supporting documentation to CHPRC's Accounts Payable organization at the address below.

CH2M HILL Plateau Remediation Company  
Accounts Payable - Mail Stop: A4-03  
P.O. Box 1600  
Richland, WA 99352

**8.0 CLOSEOUT AND FINAL PAYMENT**

**8.1 Closeout Certification**

Contractor shall promptly execute and provide CHPRC a final release after completion of work and final payment is received (form [available on this web page](#) or directly from the Contract Specialist).

**9.0 SPECIAL INSTRUCTIONS**

**9.1 Backcharges**

CHPRC reserves the right to backcharge the contractor for costs incurred by CHPRC which are caused by the contractor or contractor's subcontractors in accordance with the contract General Provisions. In addition to the circumstances described in the General Provisions, the backcharge may also result from:

- a. Services performed by CHPRC, at Contractor's request, which are within Contractor's scope of work under the Contract.
- b. Costs sustained by CHPRC as a result of Contractor's non-compliance with the provisions of this Contract or Contractor's act of omission or negligence.
- c. Costs incurred by CHPRC to fix all defects, deficiencies or errors that may appear in the Work during the warranty period.
- d. Costs associated with CHPRC support costs when work is interrupted by a contractor-caused delay or equipment failure.

At CHPRC's sole discretion and if circumstance allow, contractor may be offered the opportunity to propose a fix or take mitigating actions to reduce the impact and total backcharge. In the event that contractor fails to take satisfactory action, contractor's option to mitigate will be withdrawn and CHPRC will take appropriate action to cure the problem and backcharge contractor.

**END OF PART II – FINANCIAL TERMS**

**PART III – GENERAL TERMS and ATTACHMENTS**



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**TITLE: FOUR INCH SHIELDED WASTE BOX****1.0 GENERAL****1.1 Acceptance of Terms and Conditions.**

Contractor, by signing this Contract, delivering the supplies, or performing the requirements indicated herein, agrees to comply with all the Contract provisions, specifications and other documents that this Contract incorporates by reference or attachment. CHPRC hereby objects to any provisions inserted into this Contract, amendment, or modification to the Contract that are different from or in addition to those set forth by CHPRC in the Contract, amendment or modification to the Contract.

**1.2 Attachments Incorporated**

The terms, forms, documents and attachments listed herein are hereby incorporated into and made a part of this contract. Contractor is responsible for downloading or obtaining a copy from the Contract Specialist and complying with the applicable documents.

Where available, hyperlinks are provided for downloading the referenced document.

**1.3 Order of Precedence**

In the event of a discrepancy among Contract documents the following order of precedence shall govern resolution: (1) CHPRC's written Contract modifications, direction, and instructions; (2) written Contract (3) Technical instructions, including the (a) Statement of Work (SOW), (b) engineering drawings, (c) exhibits and attachments, and (d) applicable standards; (4) Special Provisions; (5) General Provisions; and (6) other documents identified as being part of the Contract.

**1.4 Subcontracting**

Contractor may **not** subcontract any significant portion of this contract without first obtaining concurrence of CHPRC to the proposed subcontract scope and subcontractor(s).

Contractor is responsible to incorporate and flow down all appropriate provisions and requirements of this contract to all lower-tier contractors and subcontractors.

Contractor shall furnish CHPRC a list of all proposed lower-tier subcontractors who will be performing work on the Hanford site and those proposed subcontractors who will be performing a significant portion of the off-site work. The list must be furnished prior to award and updated with changes during contract performance. Use the Subcontracting form and instructions located on this web page:

<http://chprc.hanford.gov/page.cfm/SubmittalsFormsDocs>

CHPRC reserves the right to:

- reject any proposed subcontract or subcontractor as incomplete or unsuitable
- require submittal of the proposed subcontract before contract award or prior to performance of any work on site

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- require the replacement, at contractor's expense, of any subcontractor who fails to adhere to all of the applicable provisions and requirements of this contract.

**END OF PART III – GENERAL TERMS and ATTACHMENTS**

**PART IV – SPECIAL TERMS**

**1.0 ADMINISTRATION**

**1.1 Contract Correspondence**

CHPRC's Mailing Address:

Attn: Carl Shaw  
CH2M HILL Plateau Remediation Company  
PO Box 1600  
Richland, WA 99352

CHPRC's Street Address:

Attn: Carl Shaw  
CH2M HILL Plateau Remediation Company  
825 Jadwin Ave 428  
Richland, WA 99352

**1.2 Abnormal or Unusual Situations**

In the event that there is an abnormal or unusual situation associated with this contract work scope, the Contractor is to immediately contact the designated Contract Specialist (CS) or designated CHPRC's Technical Representative (BTR). If the Contractor is unable to contact either the CS or the BTR, the Contractor is to contact the CHPRC Occurrence Notification Center at (509) 376-2900, which is available 24 hours a day, seven days a week, and provide them with: Contract Number, Contract Specialist's name, BTR's name and a short summary of the abnormal or unusual situation. If after making contact with CHPRC, the Contractor is advised to suspend activities, the Contractor is not to proceed until such direction to proceed has been expressly issued by the Contract Specialist. If there is an emergency situation, the Contractor is to make the appropriate immediate emergency call to 911 or 373-0911 for cell phones and then make the notifications to CHPRC as set forth herein.

**1.3 Term of Contract**

The term of this Contract shall commence on the date of award and shall end on TBD unless extended by the parties or unless terminated by other provisions of this Contract.

**1.4 Material/Fabrication Items Requirements**

The terms of this Contract require Base Contract Fabricated items to be delivered per the Statement of Work by August 5, 2020 unless terminated by other provisions of this Contract.

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**1.5 Packing List**

Contractor shall enclose a packing list with each shipment referencing:

1. Name of Contractor
2. Contract number and item number
3. Date of Contract
4. Itemized list of supplies or services furnished
5. Quantity of each item
6. Date of delivery or shipment
7. Stock number (if applicable)

**1.6 Package Identification**

All envelopes, boxes or packages shipped to CHPRC in performance of this contract must be clearly marked with the contract number

**1.7 Authorized Personnel**

Only the following named Contract individuals are authorized to make changes to this document:

Contract Specialist, Carl Shaw

Constructions/Services Contracts Manager, DJ Wuennecke

**1.8 Contractor Submittals – Contract**

The Contractor submittals identified herein on the Submittal Register shall be submitted by the Contractor using the Contractor Document Submittal Form (CDSF). Instructions for completion of the CDSF are included with the form. The quantity, frequency and type of submittal shall agree with the requirements set forth on the Submittal Register. A Submittal Number, entered on the CDSF by the Contractor in accordance with the submittal register, shall be used to identify each submittal. Engineering controlled Vendor Information (VI) content shall be identified on the CDSF when indicated on the Submittal Register. CDSF forms may be copied for submittals with different submittal dates. When any submission is returned to the Contractor with a request for resubmission (i.e., marked as: “B” and “Resubmit – Yes”; or “C” Revise and Resubmit) the Contractor shall resubmit all corrected documents within the time specified on the resubmission notice or if no time is specified therein within ten (10) working days from the disposition date. New submittals shall require the Contractor to contact CHPRC if additional Submittal Numbers are required.

Changes to a Contractor’s deliverables, that have not been accepted by CHPRC as complete shall be re-submitted using the CDSF form and in accordance with a Contractor’s CHPRC-approved Quality Assurance and/or Engineering Program.

**1.9 Document Transmittals**

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The Contractor shall utilize a document transmittal system for the exchange of data and information during the performance of work under this Contract. The transmittal shall contain (1) a unique identification number, (2) a brief identification of the document(s) including revisions, (3) the date of the transmittal, (4) purpose of the transmittal, including required action (if any) (5) signature of supplier representative, and (6) means or provisions for receipt acknowledgement by CHPRC.

**1.10 Electronic Mail Capability**

The Contractor shall provide and maintain Internet and electronic mail capability for the duration of the Contract. The Contractor's email account shall be able to send and receive attached documents of up to 5 megabyte in size. Correspondence and Administrative messages concerning this contract will be conducted via email in current versions of Microsoft Office applications, ASCII text, RTF, PDF, ZIP and other commonly used file formats. In addition, information, data and forms may be posted on CHPRC's Internet web site for downloading by the Contractor.

**1.11 Requests for Clarification or Information**

Where necessary, the Contractor may elect to submit formal requests for Clarification or Information as necessary to obtain technical clarifications using the Request for Clarification or Information (RCI) Form. RCI Instructions. The inquiry portion of the RCI Form shall be completed by the Contractor, including a determination of priority and an identification of schedule delay with the issue, if applicable. RCI Form numbering shall be left blank and assigned by CHPRC upon receipt. CHPRC will complete an evaluation, and provide a disposition and determine additional actions required, when appropriate. The purpose of the form is to facilitate formal communications when necessary.

**1.12 Work Schedules and Holiday**

NOTICE: Daily work schedules and facility operations are NOT consistent on the Hanford Site. CHPRC and some other organizations are working a 4x10 schedule and others observe alternate Friday closures.

Accordingly, Contractor is responsible to understand and plan to support the work schedule required for this specific contract and/or work location. BEFORE scheduling work on site and/or deliveries, the Contractor shall make specific schedule arrangements with CHPRC, BTR, Facility Manager, Delivery Warehouse Manager, Building Manager, etc.

CHPRC will not be liable for the cost of any delays, demurrage, layover, extra travel days, etc. which result from Contractor's failure to plan for and obtain specific schedule concurrence in advance.

**1.13 Proprietary Data Submittals**

If Contractor submits any data as part of their Contract, which is considered by the Contractor to be "Proprietary Data", the document transmitting the data or which

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contains the data, shall be boldly marked indicating that the data Included is considered to be proprietary.

**1.14 Contractor – CHPRC Interface**

CHPRC and the Contractor will interface only through CHPRC’s Contract Specialist for clarifications and questions.

**1.15 Other Interfaces**

Additional CHPRC contacts will be identified at the kickoff meeting.

**1.16 Designation of Technical Representative**

The designated Buyer’s Technical Representative (BTR) for this contract is:

Harold Mashaw

The BTR is responsible for monitoring and providing technical guidance for this Contract and should be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate oversight of Contractor’s personnel while on site and the interface between contractor and other CHPRC organizations supporting contract performance.

Authority of the BTR and supporting organizations is limited to providing technical direction within the scope and provisions of this contract. The BTR may not direct work or authorize any change outside of the written contract and contract provisions.

The BTR does not possess any explicit, apparent or implied authority to modify the contract. When in the opinion of the Contractor, the BTR requests or directs efforts outside the existing scope of the Contract; Contractor shall promptly notify the Contract Specialist in writing. No action outside the scope of the contract should be taken until the Contract Specialist makes a determination and/or modifies the contract.

In no event, will an understanding or agreement, modification, change order, or any deviation from the terms of this Contract be effective or binding upon CHPRC unless formalized by proper Contract documents executed by the Contract Specialist.

**1.17 Options**

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

**1.18 Option for Increased Quantity**

CHPRC may increase the quantity of Four Inch Shielded Wates Boxes in the Optional Items at the unit price specified. CHPRC may exercise the option by written notice to the

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before TBD. Delivery of the added items shall continue at the same rate as the like items called for under the contract, unless the parties otherwise agree.

**1.19 Engineering Drawing Standards**

All engineering drawing deliverables required in this contract shall be submitted in AutoCAD and comply with the requirements of the current revision of PRC-STD-EN-40279, Engineering Drawing Standards

Files can be downloaded from this web folder at:

[http://chprc.hanford.gov/files.cfm/std\\_40279.pdf](http://chprc.hanford.gov/files.cfm/std_40279.pdf)

**1.20 Independent Contractor**

1. Contractor shall perform all work required by this Contract as an independent contractor and not as an agent or employee of CHPRC or the Government.
2. Acceptance of this contract constitutes contractor's certification that any required business licenses, permits, tax identification requirements, principle place of business identification, etc. have been addressed and are the sole responsibility of contractor.
3. Contractor shall pay all wages, salaries and other amounts due its employees in connection with this Contract. Contractor is responsible for all reports, obligations and payments regarding such employees relating to social security, state and federal taxes, license fees, withholding, unemployment compensation, workers compensation and similar matters. Upon CHPRC's written request, Contractor shall promptly provide documentation substantiating its compliance with the requirements of this paragraph.
4. Contractor shall maintain complete control over its Employees, Agents, Representatives and Subcontractors at any tier and shall be responsible for the proper performance of all work required by this Contract, including any such work which may be done by Suppliers or Subcontractors at any tier.
5. Contractor does not have, nor shall it represent that it has, any authority to bind CHPRC or the Government.
6. Unless specifically identified in the contract, contractor shall supply and use its own equipment, supplies and means of performance.

**1.21 On Site Work Restriction**

Unless authorized by the Contract Specialist for specific Contractor personnel for a specific time, location, and purpose or otherwise incorporated into the Contract by a modification, Contract work scope activities are not authorized to be performed on the Hanford Site.

**1.22 Contract Change Request**

The Contractor shall submit formal requests for changes to the scope, schedule or cost of this contract using the Change Form. Instructions. The appropriate portions of the Change Form shall be completed by the Contractor. A red-line mark up of the Statement

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of Work or Specification showing where the proposed changes fit within the scope shall be attached, if applicable. Change Form numbering shall be left blank and assigned by CHPRC upon receipt. CHPRC will complete an evaluation, provide a disposition and determine additional actions required, as appropriate. The purpose of the form is to facilitate formal communications.

## **2.0 CONTRACT PROVISIONS**

The provisions, forms, documents and attachments listed below are hereby incorporated into and made a part of this contract. Unless specifically replaced or revised in the body of this contract the clauses and referenced laws, rules and regulations in the General and Special Provisions applicable for this type of contract shall have the same force and effect as if written into the body of the contract.

Contractor is responsible for downloading, reading and complying with the applicable provision revision identified below. In the event that the link to a specific provision is broken, provisions are posted for downloading at the following hyperlink. A copy is also available from CHPRC on request. <http://chprc.hanford.gov/page.cfm/ContractProvisions>

**2.1 General Provisions** - Revision 12, dated October 1, 2019

**2.2 Special Provisions, SP-7 - Rights in Data-**  
Revision 1 dated December 14, 2010

**2.3 Special Provisions, SP-9 - Organizational Conflict of Interest -**  
Revision 1, dated August 5, 2013

**2.4 Special Provisions, SP-13 - General Transportation Instructions -**  
Revision 1 dated April 6, 2011

**2.5 Special Provisions, SP-16 - Representations and Certifications -**  
Revision 8 dated October 25, 2019.

Representations and Certifications made by the contractor as part of the proposal and award process are hereby incorporated by reference into, this Contract unless specifically excluded and agreed by CHPRC in the Contract. Contractor agrees to update and resubmit a revised SP-16 if any change occurs that would nullify, change or otherwise affect said representations and certifications.

**END OF PART IV – SPECIAL TERMS**

**END OF CONTRACT**