

## **SECTION A – REQUEST FOR PROPOSAL**

### **1.0 INTRODUCTION**

CH2M HILL Plateau Remediation Company (CHPRC) acting under its contract with the Department of Energy, requests Offerors to submit a proposal for a firm fixed price type of contract to provide Unitech Coveralls. This Section A describes the basis of award, proposal submittal requirements, proposal instructions, and notices to Offerors.

CHPRC may determine that any proposal not submitted in accordance with this Request for Proposal (RFP) is non-responsive and reject the proposal.

This Solicitation requires all Contractors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool to input pricing. Upon receipt of Contractor's notification of intent to propose CHPRC will provide the Contractor an email notification with a link to the SCMC eSourcing event including access instructions. Contractor will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and continue until its expiration. Events typically last 15-30 minutes.

This action will be conducted as an electronic bidding process with the ability to decrement bid. Upon the Contractor's submittal of their initial price and after commencement of the event, the Contractor will be assigned a number that corresponds to the rank of their price relative to the pricing submitted by other participants. The lowest priced submittal is ranked number one, the second lowest price is ranked number two, the third lowest price is ranked number three, and so on. A Contractor may revise and submit lower pricing until the event expires. Pricing cannot be increased.

The tool will not disclose the Contractor's proposed price to other Contractor's nor will it disclose the lowest proposed price.

This solicitation and resultant award are considered a negotiated procurement which means that, submitting the lowest priced proposal does not guarantee award. CHPRC must complete a full evaluation of the submitted proposals prior to making an award determination. CHPRC reserves the right to conduct negotiations prior to award or to award a contract based upon initial proposals received, without further discussions. In the unlikely event of a discrepancy among any of the Offeror's documents or information submitted through the eSourcing website, the information received and confirmed by

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CHPRC shall govern. However, Offerors are required to submit proposals consistent with the price proposed during the eSourcing event and may not intentionally submit a revised proposal after completion of the event.

NOTE: Following the eSource event, Offerors are required to submit their proposals (see 3.0 Proposal Preparations Instructions below) in electronic form (pdf) electronically within four hours of the completion of the eSource Event (see 3.0 Proposal Preparations Instructions below).

## 2.0 BASIS OF AWARD

CHPRC intends to award a contract as a result of this RFP to the responsible offeror whose offer conforms to the requirements of this solicitation and is determined to be the most advantageous technical and price proposal.

This acquisition is considered a commercial procurement as defined by the FAR.

## 2.1 Acceptance or Rejection of Proposals

CHPRC reserves the right to accept or reject any proposal with or without prior discussion with the Offeror. CHPRC may:

- award a contract on the basis of proposals received without discussions with Offerors (therefore, initial proposals should be submitted with the most favorable technical and price terms);
- select one or more Offerors to negotiate with;
- reject any or all proposals received;
- issue a request for new proposals; or
- cancel the RFP without awarding a contract.

## 2.2 Responsiveness Determination

CHPRC will determine if the offeror is responsive to CHPRC requirements and eligible for award. This evaluation may include (but is not limited to information gathered from other sources, including safety performance, financial stability and past performance for CHPRC or other customers. The determination may be made at any time by CHPRC

without additional questions or revision. CHPRC may waive minor informalities and irregularities in offers received.

#### **2.3 Proposal Costs**

CHPRC is under no obligation to pay proposal preparation costs.

#### **2.4 Award Notification**

CHPRC will notify all of the Offerors after CHPRC selects an Offeror for award. There will be no public opening of proposals.

#### **2.5 Proposal Validity Period**

A proposal shall remain firm for 60 days after the proposal due date.

### **3.0 PROPOSAL SUBMITTAL DIRECTIONS**

#### **3.1 Notification of Intent to Propose**

CHPRC requests that a prospective Offeror notify CHPRC in writing by 2p.m. on September 16, 2019, indicating that the Offeror intends to submit a proposal in response to this RFP. The Offeror may transmit the notification to the Contract Specialist via e-mail or fax.

#### **3.2 eSourcing Event**

The eSource event will take place at 11:00 a.m. on September 17, 2019. This event is a Reverse Auction.

#### **3.3 Deadline**

Proposals are due by 3:00 p.m. on September 17, 2019. CHPRC reserves the right to reject any proposal received after the deadline.

#### **3.4 Submittal Address**

The Contract Specialist's telephone number is 509-376-7081, and the e-mail address is Kelly\_N\_Miller@rl.gov. The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.

#### **3.5 Withdrawal**

Proposals may be withdrawn by written notice received by the Contract Specialist at any time prior to award.

#### **3.6 Questions and Comments Regarding the RFP**

CHPRC will answer all questions in writing and provide a copy of all questions and answers to all Offerors. If the RFP requires an amendment to resolve issues regarding the RFP, CHPRC will issue an amendment to those Offerors who have not declined to participate in time for them to consider the amendment(s) before finalizing and submitting their proposals.

#### **3.7 RFP Amendments**

If this RFP is amended, unless otherwise stated, all terms and conditions that are not modified will remain unchanged. The Offeror shall acknowledge receipt of all amendments by stating in the proposal that the Offeror has received the amendment(s) and has considered it/them in formulating the proposal.

#### **4.0 NOTICES TO OFFERORS**

##### **4.1 Anticipated Award Date**

The anticipated award date for this RFP is September 18, 2019.

##### **4.2 Precedence of Requirements**

In the event of a conflict among the provisions, RFP instructions, RFP correspondence, other documents and the resulting contract, then the terms of the contract shall govern.

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

CHPRC has determined that North American Industry Classification System (NAICS) Code 823840 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is 100.

##### **4.4 Identification of Proprietary Data**

If the Offeror submits any data as part of their Proposal, which is considered by the Offeror to be “proprietary data”, the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included are considered to be

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proprietary. To the extent that the restrictive marking prevents CHPRC from distributing the documents for evaluation or use, the marking may render the proposal non-responsive.

#### **4.5 Financial Capability Determination Information**

CHPRC reserves the right, prior to award, to require the Offeror to submit information that CHPRC will use to make a determination whether the Offeror has the financial capability to successfully perform the contemplated contract in accordance with the contract terms. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; SEC Form 10K, and any other information that may be required by CHPRC.

#### **4.6 Small Business Set Aside**

Proposals made under this solicitation shall be from small business concerns, including; Disadvantaged, Women Owned, Veteran Owned, Service Disabled Veteran Owned and HUBZone small businesses. Proposals received from concerns that are not small businesses shall not be considered for this solicitation. Disadvantaged, Women Owned, Veteran Owned and Service Disabled Veteran Owned may self-certify to these categories as defined by the Small Business Administration ([www.sba.gov](http://www.sba.gov)). HUBZone businesses must be certified by the Small Business Administration.

#### **4.7 Ship to Address**

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

U.S. Department of Energy  
c/o CH2M HILL Plateau Remediation Company, Inc.  
2355 Stevens Dr.  
Richland, WA, 99354

#### **4.8 Buy American Act**

In accordance with the Buy American Act (BAA, FAR part 25) domestic end products as defined in the BAA shall be afforded an evaluation preference in this action. Products of foreign origin may not be supplied unless evaluated and agreed to by CHPRC prior to contract award. Contractor certifies that all other products, supplied on this contract are Domestic products as defined in the BAA.

FAR -- Part 25 Foreign Acquisition

**5.0 GENERAL AND SPECIAL PROVISIONS - CH2M HILL PLATEAU  
REMEDATION COMPANY**

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. Contract 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>

**1.1 General Provisions for Commercial Items - Revision 8**

The Buyer has designated this action as meeting the requirements for “commercial items” as defined in FAR part 2.101 and 12.501.

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

**1.3 Special Provisions, SP-16 - Contractor Representations and Certifications -  
Revision 7 dated July 20, 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.