



REQUEST FOR PROPSAL NO: 375822
LUBRICANTS, OILS, AND COOLANTS
FOR ERDF TMF

09/05/2024

Dear Prospective Offeror:

Request for Proposal No: 375822

Central Plateau Cleanup Company (CPCC) is interested in receiving proposals for the performance of delivering lubrication, oil, and coolant products to the Truck Maintenance Facility (TMF) in support of the Environmental Restoration Disposal Facility (ERDF) Project, Richland, Washington, under Prime Contract 89303320DEM000030 with the U.S. Department of Energy.

Information regarding the product or services required and instructions for the preparation and submission of proposals are contained in the attached Request for Proposal (RFP).

This solicitation is a small business set aside under North American Industry Classification System (NAICS) Code 424720.

The anticipated schedule for this RFP activity is as follows:

Request for Proposal	September 5th, 2024
Notice of Intent to Propose	September 10th, 2024
RFP Questions Due	September 16th, 2024
Responses to Questions Due	September 18th, 2024
Request for Proposal Due	September 26th, 2024
Anticipated Award Date	October 7th, 2024

Sincerely,

Britney Faubert, Contract Specialist
Procurement & Supply Chain



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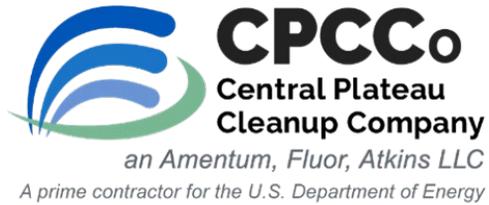
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Acronyms

BTR	Buyer's Technical Representative
DOE	Department of Energy
NAICS	North American Industry Classification System
QA	Quality Assurance
RFP	Request for Proposal
SOW	Statement of Work
CPCCo	Central Plateau Cleanup Company



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SECTION A – REQUEST FOR PROPOSAL

1.0 INTRODUCTION

Central Plateau Cleanup Company (Buyer) acting under its contract with the Department of Energy, requests Offerors to submit a proposal for a **Firm Fixed Unit Price** type of contract to provide Lubricants, Oils, and Coolants for ERDF TMF. This Section A describes the basis of award, proposal submittal requirements, proposal instructions, and notices to offerors. Section B contains Representations and Certifications and other documents, which offerors may be required to complete, sign and return with their proposal, as well as a Draft 4-Part Contract which contains;

- Part I – Statement of Work
- Part II - Financial Terms
- Part III – General Terms and Attachments
- Part IV – Special Provisions

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

2.0 BASIS OF AWARD

Buyer 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

The basis of award is Lowest Price Technically Acceptable.

The lowest evaluated price of an offeror who is determined to be responsible, responsive, and evaluated as technically acceptable to the RFP.

2.1 Acceptance or Rejection of Proposals

Buyer reserves the right to accept or reject any proposal with or without prior discussion with the Offeror. Buyer 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 with which to negotiate;
- reject any or all proposals received;
- issue a request for new proposals; or
- cancel the RFP without awarding a contract.

2.2 Responsiveness and Responsibility Determination

Buyer will determine if the Offeror is responsive to Buyer 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 Buyer or other customers. The determination may be made at any time by Buyer without additional questions or revision. Buyer may waive minor informalities and irregularities in offers received.

2.3 Proposal Costs

Buyer is under no obligation to pay proposal preparation costs.

2.4 Award Notification

Buyer will notify all offerors after Buyer selects an offeror for award. There will be no public opening of proposals.

3.0 PROPOSAL PREPARATION INSTRUCTIONS

Organize the proposal as described in the following sections.

Proposal must clearly and convincingly demonstrate that the Offeror has a thorough understanding of and will be able to perform the proposed contract successfully. For technical work, describe the proposed technical approach including assumptions and supporting detail. Unsupported, unclear, or inconsistent statements about Offeror's proposed performance and compliance with all Contract requirements may be determined as non-responsive.

Do not submit generic brochures or other marketing materials which do not specifically relate to the proposal.

3.1 Proposal Content

Offeror's proposal must contain information sufficient to demonstrate an understanding of the requirements and Offeror's ability to perform successfully as proposed. Offerors who submit proposals which are unclear or incomplete may be judged non-responsive and dropped from further consideration for this award. Simply repeating the statement of work requirements or merely offering to perform the work may result in a lower evaluation or the offer being judged non-responsive to the requirements and dropped from further consideration.

Proposals shall be organized in the manner listed in Sections 3.2-3.4 below. Each volume of the proposal shall be separate and complete. Omit all cost or pricing details from the technical proposal. Where estimated labor hours will provide clarity, propose them as hours only with no indication of price in the technical proposal.

The Statement of Work contains anticipated work assignments and/or chemical/physical hazardous exposures requiring a medical evaluation/exam. Offeror shall provide the name of its medical provider for the required evaluation/exam and submit with its proposal.

The following documents make up a complete proposal package:

3.2 Volume I – Technical Proposal

Volume I shall consist of the Offeror's discussion that addresses the technical evaluation criteria, the Offeror's capabilities, and what the Offeror will do to satisfy the Statement of Work (SOW) and other requirements of the solicitation. The Offeror shall provide one (1) electronic copy of this volume response to Britney_1_faubert@rl.gov.

A. Technical Approach

To be determined technically acceptable, Offeror shall provide a proposal that clearly identifies an understanding of the scope and all requirements of the Statement of Work. Offerors that do not sufficiently address the requirements of the SOW may be determined nonresponsive. The technical approach shall identify a planned use of subcontractors, if any.

B. Past Performance

The Offeror shall furnish three (3) references for previous (dating back to 3 years) and current projects of similar or bigger size and scope. References shall include the following current and up-to-date information for each specific reference. Note: Information gained elsewhere by Buyer can also be used as part of the evaluation.

- Client Name and Address
- Client Technical Point of Contact and phone number
- Contract Number
- Brief Description of Work Scope
- Contract Type
- Period of Performance
- Original Contract Value \$<<insert value>>
- Final Contract Value \$<<insert value>>

If these latter two amounts are different, provide a brief explanation for the difference.

C. Safety

Offeror shall complete the Safety Pre-Qualification form (see Section B-RFP Attachments), including lower-tier subcontractors.

3.3 Volume II – Cost/Price and Contractual Proposal

Volume II shall consist of the Offeror’s proposed pricing as instructed in the RFP pricing instructions. If a price sheet is included in the RFP below or as an attachment, the Offeror must complete the sheet as formatted. If a price sheet is not attached, the Offeror may submit their cost/price proposal in a format of their choosing. All pricing assumptions shall be clearly stated to allow a reviewer to assess the potential cost risks associated with the proposed design. Include a signed Representations and Certifications (SP-16) with the proposal. To obtain the form, click on the link to SP-16 in Section B. The Offeror must submit one (1) electronic copy of this volume response to Britney_1_faubert@rl.gov.

Standard payment terms are Net 30. In accordance with FAR 52.232-8 “Discounts for Prompt Payment” discounts for prompt payment will not be considered in the evaluation of offers.

Volume II shall include, at a minimum:

1. Completed Pricing Sheet (Attachment 2)
2. Completed SP-16 Representations & Certifications (Attachment 4)
3. Completed Organizational Conflict of Interest (Attachment 5)

4. Lower-Tier Subcontractor List (Attachment 6)
5. Executive Compensation Certification (Attachment 7)

3.3.1 Required Price Support Information

The seller is required to submit information sufficient to determine that the prices or costs being charged are reasonable, fair and realistic. Such information may include pricing, sales, or cost information that is pertinent to establishing the pricing or costs being charged.

Certified cost or pricing data need not be submitted.

Suggested pricing support:

- 1) Provide three quotes or proposals for proposed materials or lower tier subcontracted work to support the pricing; and/or
- 2) Provide copies of previous invoices (within the last six months) for same or similar materials or work scope; and/or
- 3) Copy of published price list, if applicable.

3.4 Additional Proposal Documentation

3.4.1 CPCCo Representations and Certifications

Complete the CPCCo Representations and Certifications form from Section B below and return as a separate attachment.

3.4.2 Executive Compensation Certification

Complete the Executive Compensation Certification form from Section B below and return as a separate attachment.

3.4.3 Conflict of Interest Disclosure & Certification

Complete the Conflict of Interest Disclosure & Certification form from Section B below and return as a separate attachment.

3.4.4 Subcontracting Plan

Unless exempted below, Contractor shall utilize small business concerns to the maximum extent practical as required in Federal Acquisition Regulation (FAR) part 19.702 when subcontracting any part of this Contract.

Any contractor receiving a contract with a value greater than the simplified acquisition threshold must agree in the contract that small business, veteran-owned small business (VOSB), service-disabled veteran-owned small business (SDVOSB), HUBZone small business, small, disadvantaged business (SDB), and women-owned small business (WOSB) concerns will have the maximum practicable opportunity to participate in contract performance consistent with its efficient performance. It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business, VOSB concerns, SDVOSB concerns, HUBZone small business concerns, SDB concerns, and WOSB concerns.

(a) (1) Except as stated in paragraph (b) of this section, section 8(d) of the Small Business Act (15 U.S.C. 637(d)) imposes the following requirements regarding subcontracting with small businesses and small business subcontracting plans:

(i) In negotiated acquisitions, each solicitation of offers to perform a contract that is expected to exceed \$750,000 (\$1.5 million for construction) and that has subcontracting possibilities, shall require the apparently successful offeror to submit an acceptable subcontracting plan. If the apparently successful offeror fails to negotiate a subcontracting plan acceptable to the contracting officer within the time limit prescribed by the contracting officer, the offeror will be ineligible for award. For a multiple-award contract with more than one North American Industry Classification System (NAICS) code, see paragraph (a)(2)(i) of this section.

(ii) In sealed bidding acquisitions, each invitation for bids to perform a contract that is expected to exceed \$750,000 (\$1.5 million for construction) and that has subcontracting possibilities, shall require the bidder selected for award to submit a subcontracting plan. If the selected bidder fails to submit a plan within the time limit prescribed by the contracting officer, the bidder will be ineligible for award. For a multiple-award contract with more than one NAICS code, see paragraph (a)(2)(i) of this section.

(iii) Each contract modification that causes the value of a contract without a subcontracting plan to exceed \$750,000 (\$1.5 million for construction), shall require the contractor to submit a subcontracting plan for the contract, if the contracting officer determines that subcontracting opportunities exist. For a multiple-award contract with more than one NAICS code, see paragraph (a)(2)(ii) of this section.

(2) (i) For a multiple-award contract with more than one NAICS code, the solicitation referenced in paragraphs (a)(1)(i) and (ii) of this section shall require the apparently successful offeror to submit an acceptable subcontracting plan for

either the distinct portion(s) or category(ies) of their proposal for which the offeror is other than small or for the entirety of their proposal, at the offeror's discretion. When determining the need for a subcontracting plan, the contracting officer shall consider the cumulative dollar value of the portion(s) or category(ies) of the offeror's proposal for which the offeror is other than small.

(ii) For a multiple-award contract with more than one NAICS code, the modification referenced in paragraph (a)(1)(iii) of this section shall require the contractor to submit an acceptable subcontracting plan for either the distinct portion(s) or category(ies) of the contract for which the contractor is other than small or for the entirety of their contract, at the contractor's discretion. When determining the need for a subcontracting plan, the contracting officer shall consider the cumulative dollar value of the portion(s) or category(ies) of the contract for which the contractor is other than small.

(b) Subcontracting plans (see paragraphs (a)(1) and (2) of this section) are not required—

- (1) From small business concerns;
- (2) For personal services contracts;
- (3) For contracts or contract modifications that will be performed entirely outside of the United States and its outlying areas; or
- (4) For modifications that are within the scope of the contract and the contract does not contain the clause at 52.219-8, Utilization of Small Business Concerns.

The subcontracting plan must be submitted and accepted by Buyer prior to award. The subcontracting plan must separately address subcontracting opportunities with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns for the base year and all option years of the Contract. A subcontracting plan is required if there is no subcontracting opportunity. The plan should reflect this information.

Semi-annual and annual summary reports must be submitted from the inception of the Contract through the complete Contract term in the Electronic Subcontract Reporting System (ESRS) system until the final report is submitted. Reports must be filed in the ESRS referencing, where applicable, Buyer's prime contract number 89303320DEM000030 and DUNS number 081368804. Contact the Central Plateau Cleanup Company Small Business Advocate for assistance in reporting.

Good-faith compliance with the approved plan is a requirement of acceptable Contract performance unless Buyer granted an exemption prior to award for one of the following circumstances:

Contractor is a Small Business as defined in accordance with 13 Code of Federal Regulations (CFR), part 121 and FAR Part 19, 19.001.

3.4.5 Subcontracting

Complete the Lower-Tier Subcontractor Flowdown Certification form from Section B below and return as a separate attachment. This completed form is still required if no subcontractors are being proposed to indicate as such.

Contractor shall furnish Buyer a list of all proposed 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 [webpage](#).

Contractor may **not** subcontract any significant portion of this Contract without first obtaining concurrence of Buyer to the proposed subcontract scope and subcontractor(s). See General Provisions, Section 3.6, for requirements.

Contractor is responsible to incorporate and flow down all appropriate provisions and requirements of this Contract to all subcontractors.

Buyer reserves the right to:

- reject any proposed subcontract or subcontractor as incomplete or unsuitable,
- require the replacement, at Contractor's expense, of any subcontractor who fails to adhere to all the applicable provisions and requirements of this Contract.

3.5 Offeror's Acceptance

The Contract, if any, resulting from this RFP will be substantially the same as the draft contract that is contained in the accompanying file. Unless otherwise noted by the Offeror in its proposal, Offeror's submission of a proposal signifies the Offeror's unqualified acceptance of all of the technical requirements and other terms and conditions that are contained and referenced in this RFP and the accompanying draft contract file. Interpretations established by the Offeror to any part of this RFP may be considered an exception and may render the proposal being considered non-responsive and dropped from evaluation and award considerations.

3.6 Certification of Non-Mission Support Contract Work Scope

By submission of its offer, the offeror represents that it is not the work scope under the Hanford Mission Integration Solutions (HMIS) awarded in 2019, a prime contract for the Hanford Mission Essential Services Contract (HMESC), the HMIS's successor contractor, or a subcontractor to HMESC performing work in any of the following area:

Safeguards and Security

Emergency and First Responders

Information Technology and Management

Portfolio Analysis, Project Support, and Independent Assessment

Environmental Integration and Environmental Compliance support

This contract limitation applies to any parent companies or affiliates of the prime contractor and subcontractors described above.

3.7 Exceptions to Technical Requirements and Other Terms and Conditions

The Offeror shall describe any exceptions to the technical requirements and other terms and conditions of the sample contract on which the Offeror's proposal is based. Offerors are notified that Buyer considers the Offeror's compliance with the technical requirements and terms and conditions of the accompanying draft contract to be essential. In case of doubt, Offeror should request clarification from Buyer. If the Offeror takes any exceptions to the requirements of the RFP, the pricing shall be based on the requirements of the RFP and the exception(s) priced as alternates. If the Offeror's proposal is based only on the proposed exceptions, Buyer may determine that the proposal is non-responsive.

3.8 Proposal Validity Period

A proposal shall remain firm for **120** days after the proposal due date.

4.0 PROPOSAL SUBMITTAL DIRECTIONS

4.1 Notification of Intent to Propose

Buyer requests that a prospective offeror notify Buyer in writing by **4:00** p.m. on **September 10, 2024**, 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.

4.2 Questions and Comments Regarding the RFP

The Offeror shall submit any comments or questions regarding the RFP to the Contract Specialist in writing no later than **September 16, 2024**. The Offeror may transmit questions and comments via e-mail. Buyer 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, Buyer 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.

4.3 Deadline

Proposals are due by **4:00 p.m. on September 26, 2024**. Buyer reserves the right to reject any proposal received after the deadline.

4.4 Submittal Address

Identify the package containing the proposal as “Proposal in Response to RFP 375822” via email.

The Contract Specialist’s telephone number is (509) 373-0483, and the e-mail address is Britney_1_faubert@rl.gov. The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.

4.5 Withdrawal

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

4.6 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.

5.0 NOTICES TO OFFERORS

5.1 Anticipated Award Date

The anticipated award date for this RFP is **October 7, 2024**.

5.2 Precedence of Requirements

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

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

5.4 Certified Cost or Pricing Data

The Offeror is not required to provide certified cost or pricing data. However, Buyer may require the Offeror to provide certified and/or non-certified cost or pricing data prior to award if Buyer cannot determine that the acquisition is exempt from the requirements of PL 87-653 (10 USC Sec. 2306a).

5.5 Financial Capability Determination Information

Buyer reserves the right, prior to award, to require the Offeror to submit information that Buyer will use to determine 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 Buyer.

5.6 Foreign Nationals

Offerors intending to propose use of any Foreign National (non-US citizens) shall indicate their intent as part of the Offeror’s proposal submission. After being selected for Contract award, but prior to start of performance, Foreign National requests will be processed in accordance with Hanford Site Security procedures, DOE Order 142.3A Chg

1 (MinChg) entitled Unclassified Foreign Visits & Assignment Program and Procedure HMIS-PRO-SEC392 entitled Unclassified Visits & Assignment by Foreign Nationals. Information for processing requests shall be submitted regardless of the Foreign National works on the Hanford site or elsewhere. Processing of any request are required to be completed/approved prior to commencement of any work. The lead time for processing Foreign National requests can take up to several months depending upon the country of origin and the subject matter involved. If Foreign Nationals are considered for use at any time under a contract, Contractor shall notify the Contract Specialist and Hanford Security of the change. Contractor shall adhere to the requirements for processing and approval as identified above for any changes in Foreign National use.

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

Buyer has determined that North American Industry Classification System (NAICS) Code **424720** applies to this acquisition. Therefore, the size standard for determining whether an offeror is a small business in regard to this acquisition is **200 employees**.

5.8 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 Disables Veteran Owned may self-certify to these categories as defined by the Small Business Administration (www.sba.gov). HUBZone businesses must be certified by the Small Business Administration.

5.9 Identification of Service Animals

If the Offeror or a planned lower-tier subcontractor requires the use of a service support animal to perform its work under the Contract, the Offeror shall disclose and provide information in its proposal that includes a description of the work or task the services support animal has been trained to perform. Service support animals “in training” are not considered service support animals and will not be allowed on the Hanford Site or in Site associated facilities. Other animals, to include pets and “comfort animals” are not permitted access onto the Hanford Site or in Site associated facilities. Service support animals may be excluded from the workplace if the work site cannot support reasonable accommodations. For more information, see the Hanford Site Procedure MSC-PRO-SEC-417, Appendix A-5, p.16.

5.10 Ship to Address

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



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U.S. Department of Energy
c/o Central Plateau Cleanup Company, Inc.
2355 Stevens Dr.
Richland, WA, 99354

5.11 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 Buyer 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

SECTION B – RFP ATTACHMENTS

1.0 ATTACHMENT 1 – STATEMENT OF WORK

2.0 ATTACHMENT 2 – PRICING SHEET

3.0 ATTACHMENT 3 – DRAFT CONTRACT

4.0 ATTACHMENT 4 – SPECIAL PROVISIONS – REPRESENTATIONS AND CERTIFICATIONS

A fully completed and signed Representations and Certifications (SP-16) form must accompany the proposal. Section 21 NAICS code must match the NAICS code specified in this solicitation and the Offeror's registered small business size standard.

SP-16 Revision 5, Dated January 23, 2024 - **REPS & CERTS (SP-16)**



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- 5.0 ATTACHMENT 5 – CONFLICT OF INTEREST DISCLOSURE & CERTIFICATION**
- 6.0 ATTACHMENT 6 – LOWER-TIER SUBCONTRACTOR FLOWDOWN CERTIFICATION**
- 7.0 ATTACHMENT 7 – EXECUTIVE COMPENSATION CERTIFICATION**
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