

SECTION B: 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.

Buyer:

**Central Plateau Cleanup Company
P.O. Box 1464 Mail Stop A4-02
Richland, WA 99352**

Contractor:

<< Enter Company Name >>
<< Enter Street Address >>
<< Enter City, State Zip Code >>

Contract Specialist: Carl Shaw
Phone Number: 509.376.5504

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

Start Date: <<Enter Start Date>>
Contract Type: Firm Fixed Price (FFP)
Contract Value: \$<<Enter Asset Suite Contract Value>>

End Date: TBD<<Enter End Date>>
FOB Point: Destination, 2355 Stevens Drive,
Richland, WA
Payment Terms: Net 30

Central Plateau Cleanup Company (Buyer)

Contractor Authorized Signature

Carl Shaw, Contract Specialist
Printed Name, Title

_____, _____
Printed Name, Title

Date Signed

509.376.5504
Phone Number

Date Signed

Phone Number

TABLE OF CONTENTS

PART I – STATEMENT OF WORK 4

PART II – FINANCIAL TERMS..... 5

 1.0 CONTRACT TYPE..... 5

 2.0 CONTRACT VALUE..... 5

 2.1 Fully Funded..... 5

 3.0 PAYMENT SCHEDULE..... 5

 4.0 PRICING INSTRUCTIONS FOR CHANGE
 ORDERS/MODIFICATIONS 5

 5.0 ESTIMATED BILLING 5

 6.0 INVOICING INSTRUCTIONS 6

 6.1 Contractor Invoices..... 6

 7.0 FINAL RELEASE AND CLOSEOUT 7

 8.0 SPECIAL INSTRUCTIONS..... 7

 8.1 Back Charges..... 7

 8.2 Work Hours 7

PART III – GENERAL TERMS, CONTRACT PROVISIONS & ATTACHMENTS..... 9

 1.0 ATTACHMENTS INCORPORATED 9

 2.0 ACCEPTANCE OF PROVISIONS, TERMS AND CONDITIONS..... 9

 3.0 CONTRACT PROVISIONS..... 9

 3.1 General Provisions 9

 3.2 General Provisions for Commercial Items 9

 3.3 Special Provisions, SP-13 - General Transportation Instructions..... 9

 3.4 Special Provisions, SP-16 - Representations and Certifications..... 9

PART IV – SPECIAL TERMS 11

 1.0 ADMINISTRATION 11

 1.1 Term of Contract..... 11

 1.2 Contract Correspondence..... 11

 1.3 Abnormal or Unusual Situations 11

 1.4 Authorized Personnel..... 11

 1.5 Contractor – Buyer Interface 11

 1.6 Other Interfaces 12

 1.7 Designation of Technical Representative 12

 1.8 Material/Fabrication Items Requirements 12

 1.9 Packing List 12

 1.10 Package Identification..... 12

 1.11 Contractor Submittals 13

 1.12 Proprietary Data Submittals..... 13

 1.13 Document Transmittals..... 13

 1.14 Engineering Drawing Standards..... 13

 1.15 Requests for Clarification or Information..... 13

 1.16 Contract Change Request 14

 1.17 Work Schedules and Holiday 14

 1.18 Foreign National Notification and Approval..... 14

 1.19 On Site Work Restriction..... 15

1.20	Service Contract Act of 1965	15
2.0	DEFINITIONS.....	15
3.0	ASSUMPTIONS.....	15
END OF CONTRACT		15

PART I – STATEMENT OF WORK

See RFP Attachment 1 – Statement of Work

END OF PART I – STATEMENT OF WORK

PART II – FINANCIAL TERMS

1.0 CONTRACT TYPE

This Contract is a Firm Fixed Price (FFP) contract.

2.0 CONTRACT VALUE

2.1 Fully Funded

The value of this Contract is \$<<Enter Asset Suite Contract Value>>

3.0 PAYMENT SCHEDULE

Item Description	Price Per Unit	Quantity	Cost	Delivery Date
Task 1: Procure and Fabricate Two (2), 30' x 7' x 7' DOT 7A Type A Containers in accordance with the Statement of Work, Procurement Specification HNF-65770, and 49 CFR 178.350		2	\$ -	
Total FFP Price	\$ -			

4.0 PRICING INSTRUCTIONS FOR CHANGE ORDERS/MODIFICATIONS

Buyer 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.

5.0 ESTIMATED BILLING

It is mandatory for continued acceptable performance that the Contractor provide monthly, to Buyer's 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 shall be provided in writing by email (preferred) or mail by the 15th of each month. This data shall be provided for each contract or task order release until all payments are received and each contract or task order release is complete.

Mailing Address: Email: CPCCA@rl.gov
 Attn: Accruals
 Central Plateau Cleanup Company
 PO Box 1464 MSIN A4-03
 Richland, WA 99352

The Monthly Contract-to-Date Cost Estimate Form is available for downloading at <https://cpcco.hanford.gov/page.cfm/SubmittalsFormsDocs>. A copy is also available from Buyer on request. or directly from the Contract Specialist.

6.0 INVOICING INSTRUCTIONS

6.1 Contractor Invoices

Invoices submitted to Buyer shall be submitted as follows. Failure to submit a proper and accurate invoice may result in reduction in payment, rejection or delay of the invoice until the required documentation is provided. Address invoicing requirement questions to the Contract Specialist.

General Requirements

1. Each Contract, Task Order Release and Purchase Order shall be invoiced separately and in a timely manner with respect to the invoiced products or services.
2. The invoice shall clearly & legibly identify the
 - a. Contractor's Name
 - b. Unique Invoice Number
 - c. Contract, Task Order Release and/or Purchase Order Number
 - d. Itemized description of the supplies or service provided
 - e. Amount being billed
 - f. the name and telephone number of a Contractor representative available to respond to questions about the invoice
3. Remittance will only be made to the remittance address on file for the Contractor. Invoices from third parties or with different remittance instructions or addresses will not be processed.
4. An [Authorization for Electronic Funds Transfer \(EFT\) of Invoice Payments](#) shall be on file with Buyer before EFT payments can be made.
5. Invoices will be paid according to the terms and conditions of the Contract *unless* substantiated evidence is obtained claiming Contractor is delinquent in payment to its subcontractors. All future payments may be reduced or suspended by the Contract Specialist until validation is received from the Contractor verifying its subcontractor payments are current.

Contracts for Services

1. Unless otherwise authorized in the Contract, service contracts shall not be invoiced more than once per calendar month.
2. The total amount due for the billing period shall be clearly identified on all invoices (this amount shall be set apart from any cumulative amounts or subtotals).
3. Invoiced amounts, rates, other direct charges or travel shall be specifically defined in the Contract based on the Contract type to be allowable for reimbursement.

Submittal

1. Invoices and supporting documentation may be submitted electronically in a format acceptable to Buyer (preferred).

2. Submit invoices electronically via e-mail to both Buyer's Accounts Payable at the following e-mail address: CPCCAP@rl.gov and (in the same email) to the Contract Specialist.
 - a. The Contractor's name, invoice number, and the Contract and Task Order Release number(s) shall be in the subject line of the e-mail message used to submit an electronic invoice. The suggested format for the subject line is: Contractor Name, Invoice XXXXX, Contract RFP 350297.
3. Submit hard copy invoices including supporting documentation to Buyer's Accounts Payable organization at the address below.

Attn: Accounts Payable
Central Plateau Cleanup Company
P.O. Box 1464 Mail Stop A4-03
Richland, WA 99352

7.0 FINAL RELEASE AND CLOSEOUT

Contractor, after completion of work and receipt of final payment under this Contract, shall promptly execute and deliver a final release discharging the Buyer, the Government and their officers, agents, and employees of and from all liabilities, obligations and claims arising out of this Contract.

8.0 SPECIAL INSTRUCTIONS

8.1 Back Charges

Buyer reserves the right to back charge the Contractor for costs incurred by Buyer that 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 back charge may also result from:

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

At Buyer'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 back charge. In the event that Contractor fails to take satisfactory action, Contractor's option to mitigate shall be withdrawn and Buyer will take appropriate action to cure the problem and back charge Contractor.

8.2 Work Hours

Contractor personnel providing professional and staff augmentation support under this Contract are expected to work the hours necessary to accomplish the task, which may

require them to work beyond the base work hours. This shall be taken into consideration when identifying job position and salary levels.

END OF PART II – FINANCIAL TERMS

PART III – GENERAL TERMS, CONTRACT PROVISIONS & ATTACHMENTS

1.0 ATTACHMENTS INCORPORATED

The terms, provisions, forms, specifications, 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.

2.0 ACCEPTANCE OF PROVISIONS, 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, terms, forms, attachments, specifications and other documents that this Contract incorporates by reference or attachment. Buyer hereby objects to any provisions inserted into this Contract that are different from or in addition to those set forth by Buyer in the Contract.

3.0 CONTRACT PROVISIONS

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. Provisions are posted for downloading at <https://cpcco.hanford.gov/page.cfm/ContractProvisions>. A copy is also available from Buyer on request.

Note: Only one (1) of the below listed “General Provisions” will be included in a resulting contract, depending on the determination of whether the products/services being provided meet the definition of commercial items (Refer to RFP Section 3.3, Bullet 4, Commercial Item Determination).

3.1 General Provisions (for Non-Commercial items)

Revision 0 dated January 25, 2021

3.2 General Provisions for Commercial Items

Revision 0 dated January 25, 2021

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

3.3 Special Provisions, SP-13 - General Transportation Instructions

Revision 0 dated January 25, 2021

3.4 Special Provisions, SP-16 - Representations and Certifications

Revision 0 dated January 25, 2021

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 Buyer 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 III – GENERAL TERMS, CONTRACT PROVISIONS & ATTACHMENTS

PART IV – SPECIAL TERMS

1.0 ADMINISTRATION

1.1 Term of Contract

The term of this Contract shall commence on <<Enter Start Date>> and shall end on <<Enter End Date>> unless extended by the parties or unless terminated by other provisions of this Contract.

1.2 Contract Correspondence

Buyer's Mailing Address:

Attn: Carl Shaw
Central Plateau Cleanup Company
PO Box 1464 Mail Stop A4-02
Richland, WA 99352

Buyer's Street Address:

Attn: Carl Shaw
Central Plateau Cleanup Company
825 Jadwin Ave Room 428
Richland, WA 99352

1.3 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 or designated Buyer's Technical Representative (BTR). If the Contractor is unable to contact either the Contract Specialist or the BTR, the Contractor is to contact the Buyer 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 Buyer, 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 Buyer as set forth herein.

1.4 Authorized Personnel

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

Contract Specialist, Carl Shaw
Manager, Daryl Wuennecke

1.5 Contractor – Buyer Interface

Buyer and the Contractor will interface only through Buyer's Contract Specialist for clarifications and questions.

1.6 Other Interfaces

Additional Buyer contacts will be identified at the kickoff meeting.

1.7 Designation of Technical Representative

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

TBD

The BTR is responsible for monitoring and providing technical guidance for this Contract and shall 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 Buyer 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 shall 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 Buyer unless formalized by proper Contract documents executed by the Contract Specialist.

1.8 Material/Fabrication Items Requirements

The terms of this Contract require materials/fabricated items to be delivered per the Statement of Work by TBD unless terminated by other provisions of this Contract.

1.9 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)

1.10 Package Identification

All envelopes, boxes or packages shipped to Buyer in performance of this Contract shall be clearly marked with the Contract number.

1.11 Contractor Submittals

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 Buyer if additional Submittal Numbers are required.

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

1.12 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 contains the data, shall be boldly marked indicating that the data included in considered to be proprietary.

1.13 Document Transmittals

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 Buyer.

1.14 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 CPCC-STD-EN-40279, Engineering Drawing Standards.

1.15 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. 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 Buyer upon receipt. Buyer 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.

1.16 Contract Change Request

The Contractor shall submit formal requests for changes to the scope, schedule or cost of this contract using the Contract Change Identification Form. The appropriate portions of the Change Form shall be completed by the Contractor. A red-line mark up of the Statement 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 Buyer upon receipt. Buyer will complete an evaluation, provide a disposition and determine additional actions required, as appropriate. The purpose of the form is to facilitate formal communications.

1.17 Work Schedules and Holiday

NOTICE: Daily work schedules and facility operations are NOT consistent on the Hanford Site. Buyer 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 Buyer, BTR, Facility Manager, Delivery Warehouse Manager, Building Manager, etc.

Buyer 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.

1.18 Foreign National Notification and Approval

The Contractor, regardless of work location, shall obtain Buyer's approval prior to providing any Foreign National (non-U.S. citizen) access to any Department of Energy (DOE)/Buyer sites, programs, information and technologies under this Contract. Prior approval is also required for Contractor-hosted meetings where Foreign National(s) will be present (in person or virtually). Foreign National requests will be processed in accordance with [DOE Order 142.3A Chg 1 \(MinChg\)](#), *Unclassified Foreign Visits and Assignments Program*, and applicable Hanford Site procedures.

Furthermore, Contractor travel outside the United States for the purpose of performing work under this Contract shall be approved in advance by Buyer. Foreign travel will be reviewed and processed in accordance with [DOE Order 551.1D Chg 2 \(Minor Revision\)](#), *Official Foreign Travel*.

1.19 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.

1.20 Service Contract Act of 1965

This Contract is subject to the McNamara-O’Hara Service Contract Act of 1965 (SCA) as specified in FAR 22.10 . In accordance with the SCA, the contractor shall pay service employees, employed in the performance of this Contract, no less than the minimum wage and furnish fringe benefits specified by the SCA or applicable Wage Determination.

The Service Contract Act Wage Determination specifically for this Contract are posted here.

A Directory of Occupations and more information about the Service Contract Act can be found on the Department of Labor website.

2.0 DEFINITIONS

There are no special definitions applicable to this Contract.

3.0 ASSUMPTIONS

There are no special assumptions applicable to this Contract.

END OF PART IV – SPECIAL TERMS

END OF CONTRACT