

## 1.0 INTRODUCTION / BACKGROUND

The work is for the performance of *Rental Fleet Management Services* in support of Central Plateau Cleanup Company (Buyer/CPCCo). CPCCo is a prime contractor to the Department of Energy (DOE) and all work on this Statement of Work will be performed in support of the CPCCo contract with DOE.

From time to time, Buyer uses temporary non-permanent equipment owned by others (rental equipment) to support and assist existing Buyer operations and project activities. Buyer uses rental equipment to offset/augment Buyer's current inventory of Government-owned fleet equipment to increase fleet utilization, provide enhanced equipment selection and maintain or reduce overall costs. Currently the Buyer's rental equipment fleet includes approximately **114** pieces of equipment that can range from industrial power tools to heavy construction equipment. The rental equipment is provided by commercial rental equipment firms and historically coordinated through arrangements by another DOE prime contractor, Hanford Mission Integration Solutions (HMIS). In addition to industrial equipment, the services envisioned under this contract may include support for the management, field oversight, acquisition, and/or rental of modular facilities, and portable toilets.

The objective of this requirement is to obtain a professional services contractor to plan, manage, and coordinate Buyer's rental fleet requirements. Through the contractor's efforts, Buyer anticipates better equipment utilization (both temporary and Government-owned) that leads to more effective and efficient operations thereby increasing productivity while reducing overall costs to the DOE.

## 2.0 DESCRIPTION OF WORK – GENERAL

Contractor shall plan, manage, and coordinate Buyer's rental fleet equipment by applying knowledge and experience in project management, logistics, safety/technical oversight, and acquisitions/subcontract program management. The contractor services include:

- Identifying and sourcing appropriate equipment solutions to perform the job at hand;
- Performing/supporting Buyer's lease/rent versus purchase analysis for equipment;
- Supporting the requisition development and approval of rental scopes of work;
- Evaluating the technical aspects of rental equipment proposals;
- Coordinating the delivery, set-up, inspection, maintenance, and release of rental equipment as required;
- Maintaining, tracking, and reporting rental equipment inventory at regular intervals; and,
- Developing and processing special equipment request/requisitions for equipment purchases to be performed by others.

Contractor shall assign personnel at levels required to provide these services and be responsible for independently planning, and organizing these administrative/technical duties in support of the successful completion of the deliverables under this contract. The Contractor shall be skilled in the use of personal computers and networks and proficient in Microsoft Windows and the Microsoft Office (Word, Excel, PowerPoint, Access, etc.) suite programs. It is preferred that dedicated Contractor support be provided to ensure efficient and cost effective services are received and Contractor is familiar with the Buyer's requirements when developing rental requirements.

### **3.0 DESCRIPTION OF WORK – SPECIFIC**

Contractor, working closely with Buyer staff and leadership, shall be responsible for management and oversight of Buyer's rental fleet equipment. These professional services establish a single key interface between Buyer field and function organizations, equipment custodians, users, program owners and the responsibility for managing equipment inventories. This work requires close coordination with Buyer projects and functional organizations as well as HMIS to carry out the following responsibilities/work activities:

#### **3.1 Rental Equipment Support Services**

The Contractor shall provide a wide range of services relating to Buyer's fleet rental equipment. The services includes rental equipment management, oversight, analysis, and acquisition support. Contractor is expected to develop and implement the techniques and processes to maintain an inventory methodology that ensures Buyer fulfillment while reducing "warehousing/underutilization" cost of storage for rental equipment. This work includes local travel as may be required to perform oversight and management duties. Accordingly, anticipated local travel is to be included in the services rendered including any coordination activities with Buyer, HMIS, and equipment rental companies. Typical equipment delivery and pick-up locations are approximately 25 miles one way but may be up to 40 miles one-way from North Richland. Equipment rental services are provided through Buyer's rental equipment service providers. Permanent equipment (Government-owned) is provided and managed with a few exceptions by HMIS. Activities performed in support of this work shall be recorded and summarized in a weekly activities report for submission to Buyer.

##### **3.1.1 Rental Equipment Management**

Contractor shall manage the Buyer's rental equipment inventory by performing the following activities:

- A. Develop, lead, and provide support for the assignment of rental equipment.
- B. Use communication and organizational skills to maintain day-to-day contact with the Buyer for planning and executing rental equipment needs. Contractor shall interact with Buyer and HMIS as required to expeditiously and efficiently service Buyer rental equipment needs.
- C. Respond to Buyer requests for services. Requests are normally communicated by email, telephone or in person services. Services include scheduling and providing on-the-spot response to on-site service calls as well as coordinating any requirements for Government-provided fuel for rental equipment. Contractor shall work with the Buyer to develop and maintain a secure platform for coordinating Buyer's service requests.

- D. Coordinate service calls while the equipment is on contract, to support emergency needs, or any other Buyer rental equipment needs. Contractor shall have personnel that Buyer can access during normal working hours (6AM – 5PM) seven (7) days a week.
- E. Manage, administer, schedule, and coordinate the assignment, delivery, relocation, maintenance, and changes to Buyer’s rental fleet inventory. Delivery of equipment is preferred prior to 1030 hours on the day of delivery.
- F. Perform preliminary field inspections of delivered rental equipment to ensure it meets Buyer requirements. Coordinate with Buyer’s equipment custodian to ensure arrangements are made for equipment to be properly reviewed/inspected/installed prior to placing into service.
- G. Ensure rental equipment is provided with all documents needed to safely operate the equipment to include (but not limited to) operator manuals, maintenance inspection check off lists, license, code or regulatory required inspection and test results, Safety Data Sheets (SDS)/Material Safety Data Sheet (MSDS) and any other pertinent applicable documents such as inspection records that would be needed for a pre-use inspection. Ensure records are maintained stored in the Buyer’s designated records location.
- H. Provide oversight of work performed by rental equipment service providers. Ensure all on-site work relating to the delivery, transportation, maintenance, and removal of rental equipment is conducted in compliance with all applicable Buyer occupational safety, health, environmental, transportation, and quality requirements.
- I. Confirm and coordinate all orders with Buyer and rental equipment provider to ensure timely delivery.
- J. Coordinate Buyer release of equipment and ensure timely pick-up of the equipment.
- K. Maintain rental inventory listing, contact equipment custodians, and perform periodic (not less than quarterly) inventory tracking and reviews to ensure Buyer inventory records are up-to-date. This includes gathering and entering data, making needed revisions as well as conducting and reporting out on periodic reviews as required. The Contractor shall submit monthly listing(s) on rental equipment inventory, process inventory adjustments as may be required and ensure rental equipment service providers records are updated accordingly.
- L. Review and analyze relevant historic, new, and emerging data and information including but not limited to new and proposed regulations, procedures, and executive orders to assess the impact on rental equipment services and to report such research and analysis to Buyer.
- M. Perform follow-up actions on any information (invoices, service calls, equipment performance) concerning Buyer's transaction from start to finish.
- N. Perform informal training for end-users/equipment custodian on the rental equipment processes.

### **3.1.2 Equipment Acquisition Support**

Contractor shall assist Buyer in identifying equipment solutions to satisfy project requirements. In most cases, rental equipment is used for short-term (less than one year) durations. The decision of whether a piece of equipment is rented or purchased is determined through the performance of a lease versus purchase analysis. However, prior to performing any temporary renting or purchasing of new equipment, a review of available Government-owned equipment

must be performed to determine if re-assignment and re-use is possible before an acquisition process is performed. The contractor is considered a key participant in the determination to re-assign Government-owned equipment, rent temporary equipment, or purchase new equipment.

The Contractor shall coordinate with the Buyer's equipment custodian and perform the following functions:

- A. Identify equipment requirements and potential sources of supply for appropriate equipment solutions to perform required work.
- B. Coordinated with Buyer and/or HMIS on the determination of whether Government-owned equipment is available for use or re-assignment.
- C. When appropriate, collect information, support, and assist in the performance of a lease versus purchase analysis to determine proper acquisition path forward. Lease versus purchase analysis applies to new proposed procurement actions and any term extensions of existing rented equipment. The methods of acquisition to be considered include purchase, short-term rental, long-term rental or lease, and transfer of available Government-owned equipment including the transfer of equipment between DOE sites/prime contractors or other government agencies. The decision to acquire equipment by rental, lease, or purchase is made on a case-by-case basis and considers the comparative costs and other factors included in Federal Acquisition Regulation 7.401.
- D. Develop, process and approve scopes of work and/or procurement requisitions for rental equipment or new equipment purchases using Buyer's established templates and Asset Suite System. The processing of requests for new equipment may include the producing a Special Equipment Request for DOE approval.
- E. Coordinate with Buyer's procurement organization to source equipment through the Buyer's network of rental equipment providers. Evaluate the technical aspects of rental equipment proposals.
- F. If a piece of rented equipment is lost, damaged, destroyed, or otherwise contaminated while in the possession of Buyer, support the Buyer in placing the same equipment in good repair, condition, and working order, or; replace the same equipment with similar property in good repair, condition, and working order, or; purchase the relevant equipment based on a mutually agreed-to fair market value using industry standard pricing (i.e. Blue Book).
- G. Although it is preferred the Buyer's equipment custodian perform this role, the Contractor may serve as the Buyer's Technical Representative on rental equipment contracts/task orders.
- H. Coordinate, track, expedite (if required), and report on rental equipment procurement actions for project and equipment custodian information. Reports shall be provided not more often than weekly or as required by equipment custodians.
- I. Coordinate with property or facility management personnel to ensure proper tagging and/or identification requirements are met.

### 3.1.3 Reports

The following minimum requirements for reporting and record-keeping will be in effect for the term of the contract.

**3.1.3.1 Weekly Report**

The Contractor shall generate a weekly report for delivery to the Buyer before 10AM each Monday. A single activity report may be submitted to cover work for all activities listed in Section 3 above. Submission of Weekly Activities Reports is required until the contract work is completed. On weeks where no work has been done, the Contractor's Weekly Activity Report shall contain a statement to such effect. The weekly report shall be in a memo format and shall include from the previous week's activity:

- A. Detailed work activities performed for the week/day: by name/day worked and company and, if applicable,
- B. Summary of progress in all work performance areas,
- C. Any detailed problems or issues in completing assigned work,
- D. A status report on any equipment or assigned facility that is out of service for more than seven (7) days.

**3.1.3.2 Monthly Reports**

The Contractor shall provide a consolidated monthly management report to be delivered to the Buyer on or before the 10<sup>th</sup> calendar day of the month following the reporting period. This report shall include the follow:

- A. Monthly listing of all rental equipment, leased modular facilities, and temporary portable toilets by location and custodian name.
- B. Monthly expenses for all rental equipment/facilities utilized by Buyer. The report shall be listed by equipment number and may be combined with the monthly inventory report. Report may be providing and table format using Excel.

**3.1.3.3 Annual Equipment Analysis**

Within 60 calendar days after contract award and annually thereafter but no later than November 30<sup>th</sup> each year, the Contractor shall conduct a comprehensive analysis and assessment of rental equipment inventory for control and validation. The Contractor shall verify the recorded rental equipment on hand, confirm or determine current locations and custodial responsibility for equipment, identify unrecorded equipment that qualifies for control, locate or identify missing equipment, and identify equipment obviously in need of repair or rehabilitation. As required, Contractor shall work with existing property management, procurement, internal auditing, and other Buyer's organizations for equipment disposition. If opportunities for improvements are determined, support the development and implementation of Buyer corrective actions.

The analysis shall contain a Contractor recommendation for each piece of equipment. Such recommendations may contain, continue to rent, re-compete rental, purchase new, return, replace with Government-owned equipment, or other determinations. Recommendations for continued rental beyond the current term shall contain a cost/benefit review, preliminary vendor quotes, or other analysis to justify continued use.

### 3.1.3.4 Cost Savings Reporting

It is expected that that the Contractor services will assist the Buyer in achieving economies of scale, increase productivity, and realize cost savings.

This shall be achieved either through better equipment utilization, reduced rental charges, or increased efficiencies. The Contractor shall assist Buyer in making a smooth transition to an enterprise-wide strategic sourcing solution that applies an integrated, cross-functional/cross-business unit strategic sourcing approach to the use of rental equipment. Rental equipment requests are expected to be competitively bid on a task-by-task basis. Contractor shall assist Buyer in calculating the estimated cost savings of each procurement. The Contractor shall report the savings to the Buyer point-of-contact for reporting to the DOE. There are two different savings methods used:

- Primary Method – Price over Price - method requires a comparison of the proposed price with the previous price paid. Cost savings are represented by the difference between the proposed purchase price and a base price. Base price represents the previous price paid. This base may be the weighted average of the prior year's receipts, or the prior year's billings. Contractor will establish a base price for comparison. This method should be used if the product or service has been purchased previously.
- Secondary Method - a comparison of the proposed price with a documented independent cost estimate. Cost savings are represented by the difference between the independent cost estimate and the proposed purchase price. This method may take many forms as long as it meets the minimum requirement of an estimate that was performed by someone other than the Buyer.

Cost savings shall be reported at the time any new award for rental equipment is made. Contractor may develop their own form for reporting such information. Buyer has developed a simple form for Contractor use and consideration.

### 3.2 Acceptance Criteria

Deliverables including all submittals shall be accurate, legible, and reproducible. Before delivery, the Contractor shall review its work products, as applicable, for technical adequacy, completeness, and appropriate content. Acceptance shall be based on validation by CPCCo that Contractor has accurately completed all work and resolved and/or incorporated all CPCCo comments. It is anticipated that up to two draft review cycles will be necessary to complete the primary deliverable for 3.1.3.

### 3.3 Organizational Interfaces

The Contractor primary technical interface shall be the Buyer Technical Representative.

- Buyer's Technical Representative (BTR) – Nikki Danakos  
(509) 376-5919  
[nicole\\_j\\_danakos@rl.gov](mailto:nicole_j_danakos@rl.gov)

**3.4 Work Not Included**

Contractor will not be managing or directing Buyer personnel, provide rental equipment, purchase or provide permanent equipment, nor will the work performed under this contract include storage/warehouse of equipment. The work does not include any repair/maintenance of equipment or the performing of engineering evaluations.

**3.5 Buyer Furnished Materials and Equipment**

CPCCo personnel will be made available to provide technical input, answer questions, review completed draft deliverables, provide feedback, and provide shipping directions for deliverable products. CPCCo will provide office space as described in Section 4.5 below.

CPCCo will furnish the necessary information/reference material required to perform the work including:

- Current CPCCo listing of rental equipment and modular facilities with equipment custodian name.
- Current rental equipment SOW form/template.
- CPCCo rental equipment procedure and guidance document
- Access to Asset Suite system for developing requisitions
- Cost Savings Report Form

**3.6 Site Coordination Requirements**

Contractor site coordination and interface requirements include communicating/coordinating all field work with the applicable CAM/PM/BTR or designee, ensuring adequate training and work document release is obtained prior to starting work.

The site conditions and/or known hazards that are common to project/construction areas are listed in the below table. Contractor shall stay aware of changing site conditions and locations that may impact their work including performing oversight duties for delivery, pickup, maintenance, and movement of equipment.

Falls	Overhead Lines	Bio-hazards and vermin
Uneven walking surfaces	Portable hand tools	Ergonomic hazards
Lifting	Falling objects	Noise sources
Elevated work surfaces	Sharp objects	Heavy Equipment
Radiological		

#### **4.0 TECHNICAL REQUIREMENTS**

Contractor will perform in accordance with the terms and conditions of this contract including, confidentiality of information and intellectual property safeguards.

##### **4.1 Organizational Conflicts of Interest – Prohibition of Follow-on Contracts**

As the contractor is preparing or assisting in preparing a statement of work and other documents to be used in competitively acquiring services as well as participating in proposal evaluations, the contractor is prohibited from furnishing any services either as a prime or as a subcontractor that may result from award of any subcontract from a statement of work that was developed as a deliverable under this subcontract (reference Federal Acquisition Regulations 9.505-2)

##### **4.2 Information Protection – Controlled-Use Information**

Contractor information generated as part of this work may include information that is classified as Controlled-Use Information that has specific requirements relating to identification, marking, protection, and non-disclosure. When performing work under this contract, the Contractor shall ensure compliance with the General Provision Clause “Confidential and Controlled-Use Information” and the process and requirements established in CPCC-PRO-IRM-184 ‘Information Protection and Clearance.’”

##### **4.3 Nondisclosure Agreement**

Contractor personnel performing services under this contract shall be required to sign a nondisclosure agreement.

##### **4.4 Document Format**

Generally, documents shall be provided with an electronic file submitted in the current site standards. Clean originals of all figures, tables, or other graphics not contained in the text file shall also be provided and separate files submitted. Submittals shall be provided in electronic format unless available only as a hard copy. Electronic formats must be non-password protected in Microsoft® Word 2016 or Excel® format or other formats as otherwise agreed to by Buyer.

##### **4.5 Work Location / Access Requirements**

Work may be performed at Contractor’s and Buyer’s facilities. Site visits are required for performing field coordination and oversight activities. The Contractor must be prepared to make periodic visits to Hanford Site locations (e.g. 300 Area, 400 Area, 200 East/West Area, 100K etc.).

#### **5.0 PERSONNEL REQUIREMENTS**

##### **5.1 Training and Qualification**

- A. The Contractor is expected to provide appropriately trained and qualified staff to perform the type of work specified. This shall include necessary expertise and training including necessary continuing training programs to assure contractor personnel maintain current understanding of laws, requirements, and industry standards.
- B. Contractor individuals assigned to perform the technical services shall have knowledge and experience in the DOE complex work environment. Individual shall be able to



provide high-level functional analysis, technical management and direction for problem definition, analysis, and requirements development and implementation.

- C. Contractor employees shall be U.S. citizens, fluent in the English language, able to communicate orally and in writing, and have a basic familiarity with general office procedures. The contractor employees must be sufficiently trained and qualified to be able to assume duties at the worksite with only general orientation to internal office procedures.
- D. Buyer will schedule and furnish Hanford Site-specific training courses at no cost to the Contractor including task or facility specific training as required for site and facility access and safe performance of assigned tasks. The Contractor shall be responsible for all wages of their employees while attending any required training courses. Buyer will provide training developing/entering purchase requisitions into the Buyer's procurement system.

## **5.2 Security and Badging Requirements**

General site access badging is required. All Contractor staff that require routine access to the Hanford Site supporting this Work shall complete the requisite Hanford-site training and obtain a site badge in accordance with the Contract. Foreign Nationals shall not be considered for this work.

## **5.3 Site Access and Work Hours**

The CPCCo standard workday consists of ten (10) hours of work between 6:00 AM and 4:30 PM, with one-half hour designated for lunch. No work occurs on the non-working Fridays and the Contractor shall consider this schedule as they coordinate deliverables and work routines with CPCCo. If a schedule alternative is required to perform work, Contractor shall communicate and receive approval from the BTR. Contractor support may be required on an infrequent basis to support rental equipment matters.

## **5.4 Personal Protective Equipment**

Contractor shall provide contractor personnel with the appropriate Personal Protective Equipment (PPE) such as hard hats and non-prescription safety glasses/goggles that meet Buyer's standards. The Contractor shall also be responsible for providing any personal-wear items such as prescription safety glasses, inclement weather clothing, and footwear appropriate for work locations(s) (e.g. ankle top leather/steel-toed boots) required for adherence to Buyer safety requirements.

## **5.5 Cellular Telephones**

In order for Buyer to access Contractor personnel during regular business hours and as otherwise agreed to, all Contractor personnel performing work on the Hanford site under this contract shall have a cellular telephone. Any charges for cellular telephone service use shall be borne by the Contractor and not billed directly to Buyer under the Contract.

---

**6.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS**

The Contractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall comply with, and assist CPCCo in complying with Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations and directives.

Materials supplied or purchased for use in performance of this contract, to the maximum extent practical, shall be environmentally preferred as described in 40 CFR 247 and including Biobased products as designated by the USDA [www.biopreferred.gov](http://www.biopreferred.gov).

The following project-specific ESH&Q requirements are applicable to this scope of work in addition to the requirements identified in the contract:

- A. Contractor shall meet all applicable CPCCo OS&IH requirements including but not limited to PRC-MP-SH-32219, 10 CFR 851 CPCCo Worker Safety and Health Program Description, Appendix B.
- B. Contractor shall assist and support Buyer in the development and approval of Employee Job Task Analysis (EJTA) for Contractor employees. Working with BUYER, the Contractor shall perform a preliminary hazards assessment to identify anticipated chemical/physical hazardous exposure(s) likely to be encountered during performance of the contracted work. This assessment will be documented on a BUYER draft EJTA and submitted to the BTR. The BTR will enter the data into the CPCCo EJTA system for review and approval. The Hanford Site Occupational Medical Provider will schedule any needed medical exams and notify Contractor point of contact. Contractor shall be responsible for notifying Contractor employees of medical exam appointment dates, times, and locations.
- C. Prior to on-site work, Contractor shall submit for approval to CPCCo, a completed JHA covering the intended work scope. Unless specifically directed by the Contract Specialist, the Contractor may elect to use one of the following three methods: the CPCCo Web-based AJHA Tool, the CPCCo provided JHA/AHA for Subcontractors, described in Appendix I using Site Forms A-6004-784 and A-6005-785, or other documented safety analysis as chosen by the Contractor and approved by the BTR.
- D. Contractor and its subcontractors shall be responsible to comply with State, Federal, and DOE requirements or regulations. Where there is a difference in regulations or requirements, the most stringent shall apply.
- E. Contractor and its subcontractors shall be responsible to comply with all applicable sections of Special Provisions – On Site Services (SP-5).
- F. Contractor shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area.
- G. Contractor shall take appropriate action, up to and including stopping work, and immediately notify CPCCo if an unplanned risk or hazard is discovered that is not covered by directions provided by CPCCo. This action includes notifying CPCCo if the work exposes their workers to hazards that require medical monitoring.

**6.1 Quality Assurance Requirements**

Contractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to the requirements above. Quality workmanship is expected and shall follow standard commercial quality practices. The Contractor shall provide accurate data/reports and meet contract objectives, with emphasis on overall success and positive impact to the CPCCo acquisition program and organizational mission.

**7.0 MEETINGS AND SUBMITTALS**

**7.1 Meetings**

- A. Contractor shall participate in an initial contract kickoff meeting
- B. Regular/weekly status meetings via telephone/teleconference as required.

**7.2 Submittals**

Reports – Reports in 3.1.3.1 and 3.1.3.2 shall be submitted to the BTR via email. NOTE: the Weekly Reports will be submitted as an attachment to each monthly invoice.

**8.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND PERFORMANCE SCHEDULE REQUIREMENTS**

- A. The contractor shall follow the deliverable schedule as directed below. All days are indicated in calendar days. All documents shall be in compliance with Section 4.0 and be prepared in MS Word, using 12 point Times New Roman, Arial or similar font. For Task 3.1.3.3, the Contractor shall submit one electronic copy of each draft and final deliverable. Contractor shall send to the BTR, copying (cc:) the Contract Specialist on email submission of deliverables.

NOTE: Task 3.1.3.4 deliverable shall be to a Buyer-designated location all other deliverables will be as described above.

Task	Deliverable	Due Not Later Than
3.1.3.1	Weekly Activity Reports	Monday, by 10AM each week
3.1.3.2	Monthly Report	By the 10 <sup>th</sup> day each month
3.1.3.3	Annual Equipment Analysis	November 30 <sup>th</sup> of each year
3.1.3.4	Cost Saving Reports	7 days after award of any rental equipment task

- B. Schedule - Contractor shall be responsible for the management of its personnel work schedule(s) in accordance with Buyer needs. It is expected a majority of the work performed on the Hanford site will be completed in accordance with Section 4.5 (Work Location) and Section 5.3 (Site Access and Work Hours). The Contractor shall communicate any changes to the schedule to the BTR in advance of the schedule change.