

TITLE: Rental Fleet Management Services

September 30, 2021

Dear Prospective Offeror:

Request for Proposal No: 352175

Central Plateau Cleanup Company (CPCC) is interested in receiving proposals for Rental Fleet Management Services in support of the Central Plateau Cleanup Company (CPCCo) Project, Richland, Washington, under Prime Contract 89303320DEM000030 with the U.S. Department of Energy.

Please note that this procurement action will utilize the Supply Chain Management Center (SCMC) eSourcing Tool for receiving proposals. The process is further described in the attached Request for Proposal (RFP).

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).

The anticipated schedule for this RFP activity is as follows:

Notification of Intent to Propose:

Questions Due:

October 7, 2021

October 14, 2021

eSourcing Event/Proposals Due:

October 27, 2021

Anticipated Contract Award Date:

November 15, 2021

Sincerely,

Heidi Bucheli, Contract Specialist Procurement & Supply Chain Central Plateau Cleanup Company heidrun_f_bucheli@rl.gov



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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

CPCC Central Plateau Cleanup Company



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SECTION A – REQUEST FOR PROPOSAL

1.0 INTRODUCTION

Central Plateau Cleanup Company (CPCC) (herein referred to as the Buyer) 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 Rental Fleet Management Services. 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.

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 Buyer 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.

The eSourcing tool is being used to collect pricing data for this action. This event IS NOT a reverse auction. Offerors are to input their best proposed price at the time of submission. Offerors will not see their ranking and will not be afforded the opportunity to decrement their bids.

This solicitation and resultant award are considered a negotiated procurement which means that, submitting the lowest priced proposal does not guarantee award. Buyer must complete a full evaluation of the submitted proposals prior to making an award determination. Buyer 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



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information received and confirmed by Buyer 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 in electronic form (pdf) electronically within three hours of the completion of the eSource Event (see 3.0 Proposal Preparations Instructions below).

2.0 BASIS OF AWARD

Buyer intends to award one (1) contract as a result of this solicitation based upon the lowest evaluated price of an Offeror who is determined to be responsible and responsive to the RFP.

This acquisition is considered a commercial procurement as defined by the Federal Acquisition Regulations (FAR).

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 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

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.



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2.4 Award Notification

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

2.5 Vendor Requirements

- 1. Acquire DUNS number <u>Dun & Bradstreet website</u>
- 2. Must be registered in SAM System for Award Management (SAM) website
- 3. Vendor's NAICS code in SAM must match the NAICS code for the solicitation
- 4. Complete the Buyer Vendor Registration process Hanford Vendor Registration website
- 5. Verify employee eligibility using E-Verify website

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.



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3.2 Volume I – Technical Proposal

Volume I shall consist of the Offeror's discussion that addresses the qualification standards/technical criteria, the Offeror's capabilities, and what the Offeror will do to satisfy the requirements of the solicitation.

- ➤ Technical Approach The Offeror must discuss the proposed technical approach in sufficient detail to allow assessment of the Offeror's understanding of the requirements/objectives of the work and the soundness of their approach to completing the work. The Offeror shall provide a detailed discussion and demonstrate how its approach will ensure successful accomplishment of the requirements of the RFP. Include in this discussion the management objectives and techniques that demonstrate how the management, technical, and quality requirements will be met, and the relationship of the project to the Offeror's overall organization structure. It should also demonstrate the Offeror has sufficient resources to accomplish the requirements of the solicitation.
- ➤ Work Experience The Offeror shall describe the experience and company record in delivering services similar to those required in this solicitation. Specific emphasis shall be placed on previous projects that involved providing support to construction projects or on-going operations at Hanford. Provide a brief explanation of your entity's experience in working at Hanford or other DOE sites. Provide a brief overview of your organization's or key personnel's management experience that is relevant to the scope of work.
- ➤ <u>Local Office</u> The Offeror shall provide a detailed description of their local office capabilities including available resources both in labor and equipment and the office's location relative to Hanford.
- ➤ <u>Key Personnel</u> The offeror shall identify the names of Key Personnel including those employed by subcontractors, affiliates and all teaming or other contractor arrangements. Resumes for all key personnel shall be provided including. The resumes must clearly describe the individual's education (level, major, and year degree received), the experience (general and relevant work experience) and any professional credentials (including professional publications and memberships).
- Organization Chart The offeror shall provide a complete organizational chart of its proposed organization identifying the personnel and their functional assignments. In addition, the offeror shall provide a discussion of the established lines of authority, responsibility, and communication from lower levels to top level management.
- ➤ Past Performance The Offeror shall provide references for at least three contracts that are on-going or have been completed within the recent (within the last three years) past. Note: Information gained elsewhere by Buyer may also be used as part of the evaluation.



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At minimum, Offerors shall provide the Client Name, a Client Point of Contract, Telephone Number, Contract Number, Contract Start/End Dates, and Contract Value.

3.3 Volume II – Cost/Price and Contractual Proposal

Volume II shall consist of the Offeror's proposed pricing and other documents as instructed below.

Firm Fixed Price – Offerors shall submit a firm fixed price proposal to complete the identified tasks in the Statement of Work. Pricing shall include all training costs necessary to commence with work and shall be submitted in a standard suitable format of the offeror's choosing.

Offerors are invited to propose performance-based milestone/installment payments that comply with the requirements and limitations of Federal Acquisition Regulation (FAR) 52.232-28, FAR 52.232-30, and/or FAR52.232-32. Unless proposed and agreed in advance performance-based milestone/installment payments made against this contract will be at the discretion of Buyer.

Representations and Certifications – Offerors are to include a signed Representations and Certifications (SP-16) with the proposal.

3.4 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.

3.5 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.



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3.6 Proposal Validity Period

A proposal shall remain firm for 90 days after the proposal due date.

4.0 QUALIFICATION STANDARDS

Buyer has established the following qualification standards that must be fully met in order for an Offeror to be considered for award. It is Buyer's policy to offer the opportunity to compete for its procurements as is reasonably and economically feasible. However, in view of the distinctive characteristics of Buyer's programs, those potential Offerors who do not already possess the capability to meet the qualifications standards are encouraged not to incur proposal and other expenses involved in competitive submissions.

A. Standard No. 1 – Company/Personnel Experience

The Offeror shall provide qualified and fully trained personnel to provide the services required. A minimum of three (3) years of demonstrated experience in fleet management, asset management, facility management/planning/operations, or construction management work is required. Contractor personnel must possess a working knowledge of the fleet management process and rental equipment services industry. Contractor personnel shall possess, at minimum, working computer knowledge and have the skills to utilize and navigate the Internet. Contractor shall be able to write memos, use email and develop and use spreadsheets. Contractor must be familiar with fax and copier capabilities.

This standard is met when the key personnel's resume and Buyer-confirmed work experience demonstrate that that the individual(s) proposed as has/have previous Hanford site or U.S. Department of Energy experience that as described above and that the work of the individual(s) met to the satisfaction of the customer at the time the work was performed.

B. Standard No. 2 – Local Office

The Offeror shall have and maintain an office within the local vicinity of the Hanford site. Local vicinity is defined as Benton, Franklin, Walla Walla and Yakima counties in the State of Washington. This qualification standard is met by providing a detailed description of the local office capabilities including available resources and the office's location relative to Hanford. It is expected that the Offeror will have a private office location suitable for ongoing business meetings. It is not acceptable for the office to be located in a home residence.

C. Standard No. 3 – Company Experience

The Offeror shall have at least 3 years of experience in fleet management, asset management, facility management/planning/operations, or construction management work. This qualification standard is met by the Offeror demonstrating in its proposal at least three years of experience in delivering services similar to those described in the Statement of Work



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D. Standard No. 4 – Past Performance

The Offeror must have an acceptable Past Performance. Buyer will not award a contract to an Offeror who receives a past performance rating of "poor" or lower. Performance ratings will be established based on survey results received for work performed for Buyer and/or other Offeror customers.

E. Standard No. 5 – Small Business Concern

Proposals made under this acquisition are solicited from Small Business Concerns only, including Small Disadvantaged, Women-Owned, Veteran-Owned, Service-Disabled Veteran-Owned, and HUBZone small businesses. Any resulting Subcontract shall be performed solely by Small Businesses.

5.0 PROPOSAL SUBMITTAL DIRECTIONS

5.1 Notification of Intent to Propose

Buyer requests that a prospective Offeror notify Buyer in writing by 1:00 p.m. PDT on October 7, 2021, 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.

5.2 eSourcing Event

The eSource event will take place at 10:00 a.m. PDT on October 27, 2021. This event is a One Time Price Submittal.

5.3 Deadline

Proposals are due by 1:00 p.m. PDT on October 27, 2021. Buyer reserves the right to reject any proposal received after the deadline.

5.4 Submittal Address

The preferred proposal submission method is via e-mail. Identify the e-mail containing the proposal as "Proposal in Response to RFP 352175".

The Contract Specialist's telephone number is 509.376.0511 and the e-mail address is heidrun_f_bucheli@rl.gov. The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.



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5.5 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 1:00 pm PDT on October 14, 2021. 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.

5.6 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.

6.0 NOTICES TO OFFERORS

6.1 Anticipated Award Date

The anticipated award date for this RFP is November 15, 2021.

6.2 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.

6.1 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). HUBZone businesses must be certified by the Small Business Administration.

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

Buyer has determined that North American Industry Classification System (NAICS) Code 541990 – All Other Professional, Scientific, and Technical Services applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$16.5 Million.



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6.3 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.

6.4 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).

6.5 Financial Capability Determination Information

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

6.6 Subcontracting

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

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

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

Buyer reserves the right to:

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



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

6.7 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.

6.8 Requirements for Supporting Price Information or Certified Cost or Pricing Data

The Offeror is required to submit certified cost or pricing data in support of the proposal, unless exempted by Buyer under FAR 15.403-1.

In lieu of submitting certified cost or pricing data, Offerors may submit a written request for exception by submitting the information described in the following paragraphs. Buyer may require additional supporting information to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

- 1. For items where pricing is controlled, by law or regulation, by periodic rulings, reviews, or similar actions of a governmental body; identify and submit the controlling document establishing the price offered.
- 2. Commercial item exception. For a commercial item exception, the Offeror shall submit, at minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price of this acquisition. Such information may include:
 - a. For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller;

Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;



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- b. For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;
- c. For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.
- 3. Additional supporting information, to the extent necessary to determine whether the price is fair and reasonable.

Requirements for certified cost or pricing data.

If the Offeror is not granted an exception from the requirement to submit cost or pricing data, the following applies:

- a. The Offeror shall prepare and submit cost or pricing data and supporting attachments in accordance with Table 15-2 of FAR 15.408.
- b. As soon as practicable after agreement on price but before contract award (except for unpriced actions such as letter contracts), the Offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.

Subcontract requirements for certified cost or pricing data. If the Offeror intends to issue a subcontract in performance of this requirement and it is expected to exceed the threshold for the submission of cost or pricing data at FAR 15.403-4, the subcontractor is subject to the above requirements.

The Offeror grants Buyer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the Offeror's determination of the prices to be offered in the catalog or marketplace.



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SECTION B – RFP ATTACHMENTS

- 1.0 ATTACHMENT 1 DRAFT 4-PART CONTRACT
 - I. STATEMENT OF WORK (SOW)
 - II. FINANCIAL TERMS
 - III. GENERAL TERMS AND CONDITIONS
 - IV. SPECIAL PROVISIONS (EXCLUDING REPS&CERTS)

2.0 ATTACHMENT 2 – 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 REPRESENTATIONS AND CERTIFICATIONS (REV. 0, DATED JANUARY 25, 2019)
REPS & CERTS (SP-16)

- 3.0 ATTACHMENT 3 LOWER TIER SUBCONTRACTOR FLOWDOWN CERTIFICATION
- 4.0 ATTACHMENT 4 EXECUTIVE COMPENSATION CERTIFICATION