



**REQUEST FOR PROPOSAL NO: 358717
TITLE PURCHASE OF DOUBLE-WIDE MOBILE OFFICE FOR T-PLANT**

June 20, 2022

Dear Prospective Offeror:

REQUEST FOR PROPOSAL NO: 358717 DOUBLE WIDE MOBILE OFFICE FOR T-PLANT

Central Plateau Cleanup Company (CPCCo) is interested in receiving proposals for the purchase of a double-wide mobile office for the T-Plant Project in the 200W Area of the Hanford site, 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 RFP.

- Intention to Bid: June 27, 2022, by 3:00 PM PDT
- Questions Due: June 27, 2022, by 3:00 PM PDT
- Step One – Technical Proposals Due: July 7, 2022, by 3:00 PM PDT
- Step Two – Business and Price Proposal Due: July 21, 2022, 1:00 PM PDT
- Anticipated Contract Award: July 28, 2022, by 3:00 PM PDT

Sincerely,

Belinda Records, Contract Specialist
Procurement



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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
SCMC	Supply Chain Management Center
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 (CPCCo) acting under its contract with the U. S. Department of Energy (DOE), requests Offerors to submit a proposal for a firm fixed price type of contract to provide one double-wide mobile office. 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

CPCCo 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 Offerors submitting technically acceptable proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool to input pricing. CPCCo will provide technically acceptable Offerors an email notification with a link to the SCMC eSourcing event including access instructions. Offeror will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and continue until its expiration. Events typically last 15-30 minutes.

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

The tool will not disclose Offeror's proposed price to another Offeror's, nor will it disclose the lowest proposed price.



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2.0 BASIS OF AWARD

Award shall be made in accordance with the process defined in Section 3.0, Proposal Preparation Instructions, to the Offeror submitting the lowest, technically acceptable price among the offers that meet all requirements of the RFP.

This solicitation provides the basis for CPCCo's evaluation and is keyed to the selection process. Offerors are also advised that CPCCo reserves the right to award a subcontract based upon initial offers and without further discussions with Offerors.

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

2.1 Acceptance or Rejection of Proposals

CPCCo reserves the right to accept or reject any proposal with or without prior discussion with Offeror. CPCCo 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

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

2.3 Proposal Costs

CPCCo is under no obligation to pay proposal preparation costs.



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2.4 Award Notification

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

3.0 PROPOSAL PREPARATION INSTRUCTIONS

Proposals shall be submitted in accordance with the instructions contained in this RFP. CPCCo intends to use a Two-Step Bidding process as outlined herein. The total number of sections to be submitted for each step is indicated in the Proposal Content section (Section 3.3) of this RFP.

Proposal must clearly and convincingly demonstrate that 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 Step One – Technical Proposal

- 1) Step One consists of the request for submission, evaluation and (if necessary) discussion of technical proposals. **No pricing is involved.** CPCCo's objective is to determine the acceptability of the product/services offered. Technical proposals should be prepared simply and economically, and provide a straightforward, concise delineation of the information required to be furnished. Emphasis should be on completeness and clarity.
 - a. CPCCo will evaluate technical proposals for adherence to the technical requirements outlined herein.
 - i. Technical proposals are subject to meeting the specifications in Attachment 4, Statement of Work checklist and completion/submission of Attachment 5 - Past Performance documentation, below identified in Section 3.4
 - ii. For those technical proposals found unacceptable, CPCCo will forward to the Offeror a notice of unacceptability upon completion of the technical proposal evaluation.
 - iii. Offerors may make multiple technical proposals presenting different basic approaches. Each technical proposal will be separately evaluated.
 - iv. Offerors should submit proposals that are acceptable without additional explanation or information. CPCCo may make a final determination



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regarding a proposal's acceptability solely on the basis of the proposal as submitted and may proceed to Step Two without discussions.

- v. CPCCo reserves the right to limit the number of acceptable Offerors (at least two) to compete in Step Two.

- b. If necessary, technical discussions and clarifications will take place shortly after receipt of technical proposals. During this phase, CPCCo may require Offerors to submit additional clarifying or supplemental information to support the Offeror's technical proposal.

- c. Each technical proposal submitted should include a statement of acceptance of the enclosed Statement of Work. The Offeror must identify and describe all exceptions to this solicitation in their technical proposal in accordance with Section 3.7.

- d. Step One Technical Proposals must be marked appropriately and be received by the proposal due date as indicated in Section 4.3.

See Section 3.4 for further instructions on the content the technical proposal.

3.2 Step Two – Request for Price Proposals

Step Two involves the submission of priced proposals by those who submitted acceptable technical proposals in Step One.

- a) The due date for Step Two proposals will be determined at the conclusion of technical proposal evaluations and/or discussions. CPCCo anticipates a two (2) week turnaround for Step Two price proposals.

- b) This Solicitation and resultant award is considered a negotiated procurement. CPCCo must complete a full technical evaluation prior to making an award determination.

- c) CPCCo reserves the right to conduct negotiations prior to award or to award a contract based upon initial offers and without further discussions.

3.3 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.



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

Proposals shall be organized in the manner listed in Sections 3.4 through 3.7 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 following documents make up a complete proposal package:

3.4 Volume I - Technical Proposal

The technical proposal shall include the following elements (at a minimum) and be organized in the manner listed below.

- Confirmation that specification requirements will be satisfied through completion and submission of RFP Attachment 4 – Statement of Work Checklist. Please note any exceptions/clarifications of the requirements.
- A description of the modular office proposed, including:
 - Size
 - Type (e.g., double-wide modular office)
 - Year Manufactured and Serial Number
 - Drawing/sketch of proposed modular facility/trailer
- A preliminary schedule that shall identify the critical path elements and the dates required to meet CPCCo's required delivery date. Offerors shall identify any qualifying conditions for meeting the schedule. Required date is as follows:
 - Delivery: 12/30/22 (would prefer sooner if feasible)
- Past performance information – Completion and submission of RFP Attachment 5 – Past Performance, to demonstrate successful past performance by furnishing three (3) project references for previous (dating back no more than 3 years) projects of scope similar to that within this RFP will satisfy this requirement. Each project reference shall include the following information:
 - Client Company Name and Address
 - Client Point of Contact Name, email, and phone number



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- Client's Contract Number
- Brief Description of Work Scope
- Photos of completed project (limit 5)
- Period of Performance
- Original Contract Value*
- Final Contract Value*

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

Note: Information gained elsewhere by CPCCo can also be used as part of the evaluation.

3.5 Volume II – Business and Price and Contractual Proposal (Step Two)

Upon notification by the Buyer that Offeror will advance to Step Two of the proposal process, in accordance with Section 3.2, each Offeror shall provide the following information for representative(s) which will be participating on behalf of the Offeror in the eSourcing event: Name, email address, phone number, and “yes” or “no” as to whether each representative is a previous participant in an eSourcing event.

At the conclusion of the eSourcing event, Offerors are to submit a complete Business and Price Proposal. Business and Price Proposals shall consist of Offeror's proposed pricing as instructed below. Offeror must complete the price sheet as formatted. All pricing assumptions shall be clearly stated to allow a reviewer to assess the potential cost risks associated with the proposed design.

Submit the following information:

Submit the following with this Volume:

1. Completed Price Proposal – Price Sheet in Part B, Attachment 6 of this RFP.
2. Indicate clearly whether proposal is based on open market pricing or General Services Administration (GSA) pricing.
 - a. If GSA pricing, provide the GSA contract number



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3. 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. However, any offered discount will form a part of the award and will be taken if payment is made within the discount period indicated in the offer by the Offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, Offerors awarded contracts may include discounts for prompt payment on individual invoices.
4. Complete and sign Representations and Certifications – RFP Section B Attachment 7. The Offeror shall complete sections 21 and 22 including the NAICS code and size standard identified in section 5.3 of this RFP and return Attachment 7, Representations and Certifications documentation.
5. Complete and sign the Executive Compensation Certification form in Part B, Attachment 8 of this RFP
6. Complete and sign the Lower Tier Subcontractor Flow down Certification form in Part B, Attachment 9 of this RFP
7. Insurance Certificate -- In accordance with the Draft Subcontract, Part III, Section 3.3, Special Provisions, SP-5 – On-Site Services (basic safety requirements) article 8.0, please submit with your proposal a copy of your applicable insurance certificate.

3.6 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 Offeror in its proposal, Offeror’s submission of a proposal signifies 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 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.

3.7 Exceptions to Technical Requirements and Other Terms and Conditions

Offeror shall describe any exceptions to the technical requirements and other terms and conditions of the sample contract on which Offeror’s proposal is based. Offerors are notified that CPCCo considers 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 CPCCo. If 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 Offeror’s proposal is based only on the proposed exceptions, CPCCo may determine that the proposal is non-responsive.



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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 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 by June 27, 2022, by 3 p.m. Offeror may transmit questions and comments via e-mail to belinda_d_records@rl.gov. CPCCo 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, CPCCo 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.

4.2 Notification of Intent to Propose

CPCCo requests that a prospective Offeror notify CPCCo in writing by June 27, 2022, by 3 p.m., indicating that Offeror intends to submit a proposal in response to this RFP. Offeror may transmit the notification to the Contract Specialist via e-mail to belinda_d_records@rl.gov.

4.3 Deadline

Technical proposals are due by July 7, 2022, by 3 p.m. Priced proposals are due at the conclusion of Step One as determined by the Buyer. CPCCo reserves the right to reject any proposal received after the deadline.

4.4 eSourcing Event

The eSource event will take place July 21, 2022, 1 p.m. This event is a Reverse Auction.

4.5 Submittal Address

Identify the email containing the proposal as "Proposal in Response to RFP 358717".

The Contract Specialist's telephone number is 509-376-3945 and the e-mail address is belinda_d_records@rl.gov. Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.

4.6 Withdrawal

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



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4.7 RFP Amendments

If this RFP is amended, unless otherwise stated, all terms and conditions that are not modified will remain unchanged. Offeror shall acknowledge receipt of all amendments by stating in the proposal that 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 July 28, 2022.

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

CPCCo has determined that North American Industry Classification System (NAICS) Code 321991 applies to this acquisition. Therefore, the size standard for determining whether an offeror is a small business in regard to this acquisition is 1,250 employees or less.

5.4 Identification of Proprietary Data

If Offeror submits any data as part of their Proposal, which is considered by 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 CPCCo from distributing the documents for evaluation or use, the marking may render the proposal non-responsive.

5.5 Certified Cost or Pricing Data

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

5.6 Financial Capability Determination Information

CPCCo reserves the right, prior to award, to require Offeror to submit information that CPCCo will use to make a determination whether Offeror has the financial capability to successfully perform the contemplated contract in accordance with the contract terms. Such information may



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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 CPCCo.

5.7 Subcontracting

Contractor may **not** subcontract any significant portion of this contract without first obtaining concurrence of CPCCo 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 CPCCo 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 List and instructions located on this [webpage](#).

CPCCo 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
- 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.

5.8 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 the resultant contract. Contractor shall submit and utilize a subcontracting plan in accordance with FAR 52.219-9.

The following are exceptions to the subcontracting plan requirement:

1. Contractor is a Small Business as defined in accordance with 13 Code of Federal Regulations (CFR), part 121 and FAR Part 19, 19.001.
2. Subcontracting opportunities are not offered with respect to the proposed contract.
3. The proposed contract is not expected to exceed \$700,000 or \$1,500,000 (if for construction of a public facility).
4. The proposed contract will be performed entirely outside of the U.S., its territories and possessions, the District of Columbia and the Commonwealth of Puerto Rico.



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5.9 Identification of Service Animals

If Offeror or a planned lower-tier subcontractor requires the use of a service support animal to perform its work under the contract, 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 [HMIS-PRO-SEC-417](#), Appendix A-5, p.16.

5.10 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.

5.11 Ship to Address

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

U.S. Department of Energy
c/o Central Plateau Cleanup Company
2355 Stevens Drive
Richland, WA, 99352

5.12 Price Support Information

Offeror may be 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.

For Commercial items; submit, at a 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:



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- 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;

- 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;
- For items included on an active Federal Supply Service Multiple Award Schedule contract; a copy of the appropriate pages for the offered items, Schedule cover page, terms and conditions, unless already on file with the contracting office.

Additional supporting information, to the extent necessary to determine whether the price is fair and reasonable.

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

5.13 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 CPCCo 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](#)



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SECTION B – RFP ATTACHMENTS

ATTACHMENT 1 – STATEMENT OF WORK

ATTACHMENT 2 – STATEMENT OF WORK EXHIBIT A – T-PLANT FLOOR PLAN

ATTACHMENT 3 – DRAFT 4-PART CONTRACT

ATTACHMENT 4 – STATEMENT OF WORK CHECKLIST

ATTACHMENT 5 – PAST PERFORMANCE

ATTACHMENT 6 – PRICING SHEET

**ATTACHMENT 7 – SPECIAL PROVISIONS - 16, REPRESENTATIONS AND
CERTIFICATION**

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 Offeror's registered small business size standard.

SP-16 Revision 1, Dated May 4, 2022

ATTACHMENT 8 – EXECUTIVE COMPENSATION CERTIFICATION

ATTACHMENT 9 – SUBCONTRACTING LIST