

National Renewable Energy Laboratory
Managed and Operated by the Alliance for Sustainable Energy, LLC
Request for Proposals Number RES-2-22371

**“Provide Snow Plowing and Snow Removal Service for the National Wind
Technology Center Site (NWTC)”**

REQUEST FOR PROPOSALS

READ THIS DOCUMENT CAREFULLY

This solicitation is being conducted under the procedures for competitive subcontracts established by the National Renewable Energy Laboratory (NREL). NREL will award a subcontract based on the following.

All Statement of Work (SOW) requirements being met and with the Lowest evaluated price (or cost)

****100% Small Business Set-Aside****

Notice of Small Business Set-Aside:

A “**small business concern**,” as used in this solicitation, means a concern, including its affiliates that are independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts and NREL subcontracts, and is qualified as a small business under the size standards in this solicitation.

Issue Date: 08/14/12

Due Date: 09/5/12

Time Due: 4:00 pm Mountain Time

Technical questions must be received in writing no later than 08/30/12

- 1. Solicitation Type** Lowest Price (Cost), Technically Acceptable Selection
Fixed Unit Price

Submit offers to and request information from the NREL RFP Contact below:

- 2. NREL RFP Contact** Elaine Strasser, Subcontract Administrator
National Renewable Energy Laboratory
15013 Denver West Parkway, MS: RSF/A342-6
Golden, CO 80401-3393
Phone: (303) 384-7336
Fax: (303) 630-2110
Email: elaine.strasser@nrel.gov

Electronic (PDF) copies of forms and appendices can be found at:
http://www.nrel.gov/business_opportunities/related_docs.html

3. Project description

“Provide Snow Plowing and Snow Removal Service for the National Wind Technology Center (NWTC) Site” as specified in the Statement of Work, Appendix A (Attachment 1)

4. Proposed subcontract award and period of performance

The Alliance for Sustainable Energy, LLC has entered into Contract No. DE-AC36-08GO28308 with the Department of Energy (DOE), an agency of the U.S.

Government, for the management and operation of the National Renewable Energy Laboratory (hereinafter called “NREL”). All references to “NREL” in this solicitation shall mean the Alliance for Sustainable Energy, LLC.

It is the intent of NREL to award one (1) fixed unit price subcontract under this solicitation. The anticipated period of performance is five (5) years, a base year plus four (4) option years with funding availability of approximately **\$50,000.00** per year for all five (5) years.

5. Competitive negotiated subcontract using Lowest Price (Cost), Technically Acceptable Selection

This solicitation shall be conducted using Lowest Price (Cost), Technically Acceptable Selection that results in an award based on the lowest evaluated price (cost) of all technically acceptable offers.

Lowest Price (Cost), Technically Acceptable Selection is based on the premise that value is expected to result from award based on a technically acceptable offer with the lowest evaluated price (cost).

The Statement of Work (Attachment 1) in this Request for Proposals serves as NREL’s baseline requirements that must be met by each offer.

Selection will be made on the basis of the lowest evaluated price (cost) of offers meeting or exceeding the baseline requirements of the Statement of Work.

NREL will discuss price (cost) with offerors, especially when more than one technically acceptable approach is received that may satisfy NREL’s needs.

6. Evaluation process

NREL will evaluate offers in three general steps:

Step One—Initial Evaluation

An initial evaluation will be performed to determine if all required information has been provided and the offer is technically acceptable to meet the basic requirements as outlined in the Statement of Work. At NREL’s discretion, discussions with offerors will be held as necessary. Offerors shall be notified if their offer is determined to be technically

unacceptable and the reasons for rejection will be provided. Technically unacceptable offers will be excluded from further consideration.

Step Two—Price (Cost) Evaluation

After an offer is evaluated as technically acceptable to meet the baseline requirements, NREL will evaluate the price (cost).

Step Three—Selection

Based on the technical acceptability and price (cost) suitability of the offers, NREL will exercise one of the following options:

- (a) Select an offer and award the subcontract to the lowest price (cost), technically acceptable offer without discussion;
- (b) after discussion, select an offer, and award the subcontract;
- (c) make no award.

7. Proposal preparation information

- a. The proposal must include a title page, including the RFP title and number, name of your organization and principal investigator (with postal address, telephone and fax numbers, and email address). The title should be succinct and capture the essence of your offer.
- b. Formatting instructions
 - A page is defined as one side of an 8 ½" x 11" sheet of paper.
 - Use a 12-point font.
 - Maintain at least 1-inch margins on all sides.
 - Copies may be either single or double sided.
- c. A **technical proposal** in an original and three (3) copies directed toward meeting the requirements of NREL's Statement of Work (Attachment 1). The technical proposal shall be organized in the following sections:
 1. **Safety:** NREL expects subcontractors to conduct work in a safe manner and provide safety training to personnel.
 - Describe injuries to employees that required workers to seek medical attention.
 - What personal protective equipment do you require employees to wear while:
 - i. Operating snow blowers?
 - ii. Operating UTV's/ATV's?
 - iii. Snow shoveling?
 - iv. Plowing?
 - Does your company have a Safety Plan? If so, describe how you ensure that your employees are familiar with the plan.

- Does your company conduct safety training with personnel? If so, list the safety topics discussed. Is the training conducted “in-house” or is it outsourced?
2. **Technical Expertise:** Subcontractor’s capability to provide service for snow plowing and snow removal.
- Describe your company’s experience in general terms.
 - Provide a list of clients that you have provided services to for a minimum of three consecutive years. Provide complete address, contact name and phone number of clients.
 - Describe your company’s experience in snow plowing and snow removal.
 - Describe the various types of snow plowing and snow removal equipment you are familiar working with.
 - What other types of skills does your firm have?
 - Does your company have experience working with government contracts? If so, who?
 - Does your company outsource snow plowing and snow removing services?
3. **Key Personnel:** Subcontractor’s project team qualifications and availability.
- What are the specific duties and tasks of key personnel?
 - What types of safety training have your key personnel completed?
 - What is your key personnel experience with snow plowing and snow removal?
 - What is the anticipated availability of key personnel during NREL’s proposed subcontract duration?
 - What is the anticipated availability of non- key personnel during NREL’s proposed subcontract duration?
 - What kind of emergency backup plan does your firm have in place when key personnel are not available?
4. **Shop, Equipment and other items:** NREL expects personnel to be equipped and ready to work.
- Where is your office/shop located (must be within 60 miles of NREL)? Are your key personnel normally based at this location?

- Does your company have properly equipped trucks and equipment for snow plowing and snow removal? Please list what type of equipment and how many?
 - Does your company have properly equipped UTV's/ATV's for snow plowing and snow removal? How Many?
 - Does your company have or have access to heavy equipment like skid steers, tractors, or front end loaders? How Many?
 - Does your company have snow blowers? How Many? Provide your company's process on determining when snow blowers versus hand shoveling.
- d. A completed "**Price/Cost Proposal**" form in an original and 3 copies submitted with the offer (Attachment No. 2). An individual offeror's price/cost proposal standard format can be used if the data included is substantially the same as the NREL form. The offeror's price/cost and delivery terms must be valid for 90 days from the date of the offer. The price/cost proposal should include support documentation for all categories of the proposed price/cost. The price/cost proposal should separate price/cost for lower-tier subcontract(s) and include support documentation for all categories of the proposed lower-tier subcontract(s) price/cost. (see Price/Cost Proposal (Attachment No. 2).
- e. A completed "**Representations and Certifications**" form in an original and 1 copy. (see NREL website – information located in Section 10, Page 8 and at the end of this RFP).
- f. EITHER the "**Organizational Conflicts of Interest Representation Statement**" OR the "**Organizational Conflicts of Interest Disclosure Statement**" (see NREL website).
- g. Proof of insurance in accordance with the "Standard Terms and Conditions for Fixed Price or Fixed Unit Price Subcontracts", Appendix B-3, Section II, Clause 56. (see NREL website).
- h. A completed "Environmental, Health, and Safety Offeror Risk Evaluation Worksheet" form in an original and one (1) copy. (Attachment No. 3)
- i. A cover letter including a **summary statement** indicating acceptance of the proposed Statement of Work or any change with the reason(s). (see NREL website).
- j. A cover letter including either acceptance or change/exception with reason to the subcontract schedule and the standard terms and conditions and/or the intellectual property terms and conditions in the appendices. The offeror will explain any proposed change/exception with respect to the subcontract schedule and terms and conditions. Any proposed change/exception must contain sufficient amplification and justification to permit evaluation. Such proposed changes/exceptions will not, of themselves, automatically cause an offer to be termed unacceptable. However, a large number of proposed changes/exception or one or more significant exceptions

not providing any obvious benefit to the NREL or the Department of Energy may result in rejection of such offer as unacceptable.

- k. **This solicitation does not allow the submittal of facsimile or electronic proposals.**
- l. This solicitation does not commit NREL to pay costs incurred in the preparation and submission of a proposal in response to this RFP.

8. A site visit to view the property will be held as follows:

Place: National Wind Technology (NWTTC) Site Entrance Building
18299 W 120TH AVE.
Louisville, CO

Date: August 22, 2012

Time: 9:00 AM until 11:00 AM Local Time

Anyone attending the site visit must be a U.S. citizen and have a picture ID. Also, please notify the undersigned by August 21, 2012 as to who will be attending the site visit and if you already have a badge or not.

Contact: Mike McGrady – 303-384-6850 or Mike.McGrady@nrel.gov

9. Solicitation Provisions—full text provided

a. Late submissions, modifications, and withdrawals of offers

Offers, or modifications to them, received from qualified organizations after the latest date specified for receipt may be considered if received prior to award, and NREL determines that there is a potential price (cost), technical, or other advantage, as compared to the other offers received. However, depending on the circumstances surrounding the late submission or modification, NREL may consider a late offer to be an indication of the offeror's performance capabilities, resulting in downgrading of the offer in the technical evaluation process. Offers may be withdrawn by written notice received at any time before award. Offers may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the offer before award.

b. Restrictions on disclosure and use of data

Offerors who include in their proposals data that they do not want disclosed to the public for any purpose or used by the government or NREL, except for evaluation purposes shall—

- 1. Mark the title page with the following legend:
"This offer includes data that shall not be disclosed outside the government or NREL and shall not be used or disclosed—in whole or in part—for any purpose other than to evaluate this offer. If, however, a subcontract is

awarded to this offeror as a result of—or in connection with—the submission of this data, the government or NREL shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting subcontract. This restriction does not limit the government or NREL's right to use information contained in this data if obtained from another source without restriction. The data subject to this restriction are contained on pages [insert page and line numbers or other identification of pages] of this offer"; and

2. Mark each page of data it wishes to restrict with the following legend: "Use or disclosure of data contained on this page is subject to the restriction on the title page of this offer."

c. Notice of right to receive patent waiver (derived from DEAR 952.227-84) and technical data requirements.

Offerors (and their prospective lower-tier subcontractors) in accordance with applicable statutes and Department of Energy Acquisition Regulations, (derived from DEAR 952.227-84) have the right to request a waiver of all or any part of the rights of the United States in inventions conceived or first actually reduced to practice in performance of the subcontract that may be awarded as a result of this solicitation, in advance of or within thirty (30) days after the effective date of subcontracting. Even where such advance waiver is not requested or the request is denied, the subcontractor will have a continuing right during the subcontract to request a waiver of the rights of the United States in identified, individual inventions.

Domestic small business firms, educational institutions, and domestic nonprofit organizations normally will receive the clause: Patent Rights - Retention by the Subcontractor, which permits the offeror to retain title to subject inventions, except in subcontracts involving exceptional circumstances or intelligence activities. Therefore, domestic small business firms, educational institutions, and domestic nonprofit organizations normally need not request a waiver.

If an offeror's proposal includes a lower-tier subcontract to another organization, that lower-tier organization's business type will determine the applicable intellectual property provisions that will apply to the lower-tier subcontract. Note that a lower-tier subcontractor may apply for a patent waiver under the same conditions as the offeror.

Under a research, development, and demonstration project, the Department of Energy and NREL are unable to ascertain, prior to receipt of offers or performance of the project, their actual needs for technical data. It is believed that the requirements contained herein are the basic needs of the Department of Energy and NREL. However, if the offeror indicates in its proposal that proprietary data will be used or withheld under its proposed effort, the Department of Energy and NREL reserve the right to negotiate appropriate rights to the proprietary data. The appropriate rights may include "Limited Rights in Proprietary Data" and/or "Subcontractor Licensing."

d. Disclaimer

NEITHER THE UNITED STATES; NOR THE DEPARTMENT OF ENERGY; NOR ALLIANCE FOR SUSTAINABLE ENERGY, LLC; NOR ANY OF THEIR CONTRACTORS, SUBCONTRACTORS, OR THEIR EMPLOYEES MAKE ANY WARRANTY, EXPRESS OR IMPLIED, OR ASSUME ANY LEGAL LIABILITY OR RESPONSIBILITY FOR THE ACCURACY, COMPLETENESS, OR USEFULNESS FOR ANY PURPOSE OF ANY OF THE TECHNICAL INFORMATION OR DATA ATTACHED OR OTHERWISE PROVIDED HEREIN AS REFERENCE MATERIAL.

e. Solicitation disputes

The General Accountability Office and the Department of Energy do not accept or rule on disputes for solicitations for Requests for Proposals issued by Management and Operating Contractors for the Department of Energy (operators of Department of Energy National Laboratories). Should an offeror have any concerns regarding the NREL solicitation process or selection determination, the offeror may contact Mark Barela, Advocate for Commercial Practices, at (303) 384-7559. NREL will address each concern received from an offeror on an individual basis.

10. Solicitation provisions—incorporated by reference—limited

This solicitation incorporates one or more solicitation provisions by reference with the same force and effect as if they were given in full text. The following documents can be downloaded from the NREL **limited access** website at <http://www.nrel.gov/rfps/> or the **NREL RFP** Contact (see item 2) or at the website indicated, will make full text available upon request.

- Attachment 1 - Statement of Work, Attachment 1 dated July 17, 2012 & Attachment A
- Attachment 2 - Price/Cost Proposal Form
- Attachment 3 - Risk Evaluation Worksheet
- Attachment 3 – Sample Subcontract
- Attachment 5 – Guidelines for Preparation of Non-Construction Safety Plan
- Attachment 6 – Service Contract Act Wage Determination No. 2005-2081, Revision 12, Dated 6/13/12 – this can be found at: www.wdol.gov/index.aspx

11. Solicitation provisions—incorporated by reference—general access

This solicitation incorporates one or more solicitation provisions by reference with the same force and effect as if they were given in full text. The following documents can be downloaded from the NREL **general access** website at http://www.nrel.gov/business_opportunities/related_docs.html or the NREL RFP Contact (see item 2) will make full text available upon request.

- NREL Standard Terms and Conditions:
 - Appendix B-3 (8/1/12)

- NREL Representations and Certifications for Subcontracts (6/15/12)
- NREL Conflicts of Interest Forms (9/2005)
- National Environmental Policy Act (NEPA) Questionnaire

12. NAICS Code and Small Business Size Standard

- a. The North American Industry Classification System (NAICS) for this solicitation is/are 561990.
- b. The small business size standard is \$7,000,000.00 in annual receipts. (Annual receipts of a concern means the annual average gross revenue for the last three fiscal years.)

ATTACHMENTS:

- No. 1 – Appendix A, Statement of Work
- No. 2 – Price/Cost Proposal Form
- No. 3 – Risk Evaluation Worksheet
- No. 4 – Sample Subcontract
- No. 5 – Guidelines for Preparation of Non-Construction Safety Plan

WEBSITES

www.wdol.gov/index.aspx

<http://www.nrel.gov/rfps>

NREL general access website at http://www.nrel.gov/businessopportunities/related_docs.html