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)

Issue Date: 03/19/15  Due Date: 4/8/15  Time Due: 4:00 PM Mountain Time

Technical questions must be received in writing no later than 03/25/15

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

2. **NREL RFP Contact**  George Nolte, Subcontract Administrator  National Renewable Energy Laboratory  15013 Denver West Parkway, MS: RSF030  Golden, CO 80401  Phone:(303) -384-7328

   Email:  George.nolte@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 trash disposal and reporting as described the Statement of Work (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 SIXTY (60) months with funding availability of approximately $350,000

5. **The Service Contract Act**

Federal Acquisition Regulation Clause 52.222-41, Service Contract Act (SCA) of 1965 Amended (NOV 2007) is applicable to this action and will be incorporated by reference in the resulting subcontract. The Department of Labor Register of Wage Determinations No. 2005-2081, Revision 14, dated 7/25/2014 is applicable to this procurement. SCA Wage Determinations can be found at http://www.wdol.gov.

6. **Pre-proposal site review:**

A site review will be conducted for all interested parties on Tuesday, March 31, 2015. Attendance at the site review is not a mandatory prerequisite for submission of a proposal however it may offer helpful information to assist in preparation of your proposal. Those who wish to attend the site review will meet in the lobby of the Research Support Facility and a guided riding tour will be provided for attendees. All who wish to attend must notify the Subcontract Administrator via email at the address in Item 2 above, providing their name and citizenship status. If you are a U.S. citizen notification must be made not later than noon on Monday, March 30th. Non-U.S. citizens must make notification not later than noon on March 25, 2015.

The following information applies:

Staging Location: Meet in the lobby (east entrance of the building) of NREL Research Support Facility (RSF) 15301 Denver West Parkway, Golden, CO located at NREL’s site at South Table Mountain.

Parking: Visitor’s lot before the East Gate Entrance to the Campus

Time: 10:00 AM- 11:30 AM, March 31, 2015

7. **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.
8. **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;

OR

(c) make no award.

9. **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. An electronic copy of both technical and pricing proposal shall be provided to the Subcontract Administrator’s email address. Or, the electronic copy may be included as an electronic storage device with the hard copy of the proposal. Submission of the electronic copy alone does not satisfy timeliness requirements. The electronic version of the pricing proposal should be submitted in Microsoft Excel or other editable format.

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 must be double sided.

b. 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) **Technical Expertise**: Subcontractor’s capability to provide service for refuse collection services from the South Table Mountain (STM) and National Wind Technology Center (NWTC), National Renewable Energy Laboratory (NREL). Performance is included as a factor in evaluations.

- Describe your firm’s experience for providing refuse collection services.
- Provide a list of clients to which your firm has provided service for three consecutive years or more with complete address, contact name and phone number.
- Describe any other services your firm provides.
- Describe your firm’s experience working under government contracts.
- Provide a list of acceptable and unacceptable trash items.
- Provide a copy of the permits for all disposal facilities used before sending material there.
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2) **Key Personnel**: Subcontractor’s project team qualifications and availability.

- Describe your key personnel’s experience.

3. **Shop, Equipment and Other Items**: NREL expects personnel to be equipped and ready to work.

- Provide the location(s) of your office and/or shop.
- Describe your firm’s approach to meeting NREL’s requirement to provide pickup service within 48 hours of being called by NREL.

4. **Safety**: NREL expects subcontractors to conduct work in a safe manner and provide safety training to personnel.

- Does your company have a Safety Plan? If so, describe how you ensure that your employees are familiar with the plan. See Attachment (4) for Safety Plan submission requirement. If your company is selected for potential award, a safety plan will be required for NREL’s review and acceptance prior to starting work.
- 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?
- Provide your Worker’s Compensation Insurance Interstate Experience Modification Rate (EMR) (Attachment 5).
- List the types of safety training your key personnel have completed and the
safety training required for the personnel proposed in your offer.

Each section shall be a maximum of 5 pages.

d. A completed “Fixed Unit Price Proposal” (Attachment 2) form in an original and two (2) copies as well as an electronic copy as noted above will be submitted with the offer. Offeror’s may submit their price (cost) proposal using their standard format 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).

e. A completed “Representations and Certifications” form (NREL website)

f. EITHER the “Organizational Conflicts of Interest Representation Statement” OR the “Organizational Conflicts of Interest Disclosure Statement”, as applicable.

g. Company’s corporate safety plan.

h. A cover letter including a summary statement indicating acceptance of the proposed statement of work (Attachment 1) or any change with the reason(s).

i. 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.

i. This solicitation does not allow the submittal of facsimile proposals.

j. This solicitation does not commit NREL to pay costs incurred in the preparation and submission of a proposal in response to this RFP.

10. 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.

f. **Reserved**

11. **Solicitation provisions—incorporated by reference—general access** [Use and Edit as needed]

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 dated 7/11/14

- NREL Intellectual Property Provisions:
  - Appendix C-3 dated 3/26/12

- NREL Representations and Certifications for Subcontracts
12. **NAICS Code and Small Business Size Standard**

   a. The North American Industry Classification System (NAICS) for this solicitation is 562111.

   b. The small business size standard for this classification is $38.5 million in annual receipts. (Annual receipts of a concern means the annual average gross revenue for the last three fiscal years.)

13. **Notice Regarding NREL Payments to Subcontractors**

   It is NREL’s standard practice to make all payments to domestic subcontractors via electronic (ACH) payments or to international subcontractors via wire transfers. Any Offeror receiving notification of an award under this solicitation must complete and submit a “Request for ACH/Wire Banking Information” form to the applicable NREL Subcontract Administrator. Payments to subcontractors will be deposited directly into the subcontractor’s designated bank account in accordance with the banking account/wire transfer information provided on the form by an authorized company representative. An electronic (PDF) copy of the form can be found at: [http://www.nrel.gov/business_opportunities/related_docs.html](http://www.nrel.gov/business_opportunities/related_docs.html).

Attachments:

Attachment 1 – Statement of Work dated 8/21/14
Attachment 2 – Fixed Unit Price Proposal Form
Attachment 3 – Sample Subcontract
Attachment 4 – NREL Guidelines for Preparing a Subcontractor’s Health & Safety Plan – Non-Construction
Attachment 5 – Environmental, Safety and Health Subcontract Risk Evaluation Worksheet dated November 2012