SECTION III

Instructions for Bid Preparation

INSTRUCTIONS FOR BID PREPARATION

REPLACE D-SITE COOLING TOWER PUMP HOUSE ROOF AND LEC BUILDING CANOPY ROOF

1. TYPE OF AGREEMENT / GOVERNMENT PRIME CONTRACT

Any procurement made as a result of this Princeton University Plasma Physics Laboratory (PPPL) Solicitation will be by the award of a Fixed-Price Subcontract issued under Prime Contract No. DE-AC02-09CH11466 between the US Department of Energy (DOE) and the Trustees of Princeton University.

2. NOTICE OF TOTAL SMALL BUSINESS SET ASIDE

General. **Bids under this procurement are solicited only from small business concerns** under the Small Business Act. Any Subcontract awarded, in response to this Solicitation, will be to such concern. *Bids received that are not from small business concerns shall be considered to be non-responsive and will be rejected.*

Definitions. The term "small business concern" means a concern including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is proposing to work under a Government funded contract, and can further qualify under the criteria set forth in the regulations of the Small Business Administration (13 CFR 121.3-8).

3. SMALL BUSINESS SIZE STANDARDS

Concerns that perform "roof replacement work*, such as required by this RFB 12-053F are considered to be small business if their average annual receipts for its preceding three fiscal years do not exceed $15.0 million.

* North American Industry Classification System (NAICS) Code 238160 – Roofing Contractors

4. BID COSTS

This Request for Bids (RFB) is not intended, and shall not be construed, to commit PPPL or the US Government to pay any costs incurred in connection with the preparation of the Bid, or to procure or subcontract for any equipment or services.

5. PRINCETON'S SCHEDULE

Based upon a Subcontract award for the RFB 15-040F work by the week of 2 March 2015 Princeton desires on-site roofing replacement work begin by mid-March and be completed no later than 30 April 2015.

6. PRE-BID CONFERENCE

A Pre-Bid conference is tentatively scheduled for will be held at **9:30 A.M. TUESDAY 17 FEBRUARY, weather permitting.** Conference attendees will meet in the Lobby of the Lyman Spitzer Building (LSB) at 100 Stellarator Road, James Forrestal Campus, U.S. Route 1 north, Princeton, NJ.

The agenda includes an introduction, a briefing on the proposed procurement, a tour of the work site and surrounding area; and a question and answer period. Cameras will be permitted. *A federal or state Government issued picture ID card will be required for access to the PPPL site (State Picture Drivers License will suffice).* ***(NOTE: A PREREQUISITE TO SUBMITTING A BID, IN RESPONSE TO RFB 15-040F, IS THAT A REPRESENTATIVE OF THE BIDDER ATTENDED THE PRE-BID CONFERENCE.)***

7. BID SUBMITTAL

An original Bid, and one copy, must be received by the PPPL RFB Coordinator Larry L. Sutton by:

THE CLOSING TIME FOR RECEIPT OF BIDS

2:00 p.m. (local time) FRIDAY 27 February 2015

Address - US Postal Service

Princeton Plasma Physics Laboratory
James Forrestal Campus
PO Box 451
Princeton, NJ 08543
ATTN: Larry L. Sutton
RFB 15-040F Coordinator

Address - Express Mail/Hand Delivery

Princeton Plasma Physics Laboratory
Procurement Division
Room 140 EWA, Lyman Spitzer Bldg
100 Stellarator Road, James Forrestal Campus
US Route 1 north
Princeton, NJ 08543
ATTN: Larry L. Sutton
RFB 15-040F Coordinator

Bids must be signed by an authorized representative of the bidder and be enclosed in a sealed envelope with a return address, and clearly marked "RFB 15-040F."

8. BIDDER QUALIFICATIONS

Bidders:

Must be a Small Business.

Must have had a representative in attendance at the Pre-Bid Conference.

Must propose material and warranty that conforms to the Specification. PPPL reserves the sole right to determine, without discussion with the bidder, the acceptability of any "as-equal" product/warranty proposed.

Must include in the bid written proof of manufactures training and also experience with the materials, installation and construction of the particular roofing system components proposed.

Must have a Workman's Compensation Experience Modification number of 1.2 or less.

Must include in the bid a detailed experience/qualifications statement indicating:

At least three previous projects of a similar nature which have recently been successfully completed,
The location and address of the completed projects
The client for whom the bidder performed the work, the client's Project Manager's name and telephone number

Princeton reserves the right to contact other firms and or individuals, in addition to bidder submitted references, in order to make a PPPL determination of the qualifications of the bidder to properly carry out the obligations of any subcontract awarded for the work set forth in this RFB.

9. BID REQUIREMENTS

The following must be included in the Bid Package submitted to PPPL:

- ✓ A completed Bid form (from RFB Section IV).
  Name and title of signer must be typed or printed and the signature must be in ink

- ✓ A proposed firm-fixed price for the performance of the RFB requirements

- ✓ Unit costs for the following for use should additional material be required for Subcontract changes:

Asbestos removal	$/square foot
Replacement in kind of metal deck	$/square foot
Walkway pads	$/unit

- ✓ A Bid Security Bond, or certified check, in the amount of at least twenty percent of the total Bid Price.
- ✓ A clear statement of the acceptance of the proposed Subcontract, to include its Specification requirements. If exceptions are taken, clearly identify the sample Subcontract or Specification paragraph, and the revision proposed.
- ✓ Evidence that bidder meets all Qualification requirements (See paragraph 8. above).
- ✓ A Construction Equipment and Material Compliance Statement confirming that equipment and materials that will be used in the performance of work are in conformance with the RFB Specification and drawings.
- ✓ Proposed fully manpower loaded Construction Schedule (assume subcontract award made by Wednesday 4 March 2015)
- ✓ A projected schedule of values
- ✓ List all of bidder's OSHA Reportable Injuries and Illnesses since 1 January 2013 and Workman's Compensation Experience Modification for the most recent year.
- ✓ Completed and signed PPPL REPRESENTATIONS AND CERTIFICATIONS booklet (Booklet may be found at Section IV of this RFB)

10. EVALUATION OF BIDS

PPPL will make such investigations as it deems necessary to review bidder's proposed material/warranty, management and technical ability to perform the required work, financial stability and past performance work record to ensure the bid is responsive, that the bidder meets the specified qualifications and is a "responsible" prospective subcontractor, as the term is used in the Federal Acquisition Regulations (FAR) Subpart 9.1

11. BASIS OF AWARD

PPPL reserves the right to accept or reject any or all bids, in total or in part, with or without prior discussion with the bidders, if in doing so is deemed to be in the best interests of PPPL and the US Government.

Subcontract award, if any, will be made to the overall lowest fixed priced bid from a qualified and responsible bidder submitting a responsive bid.

12. EXPLANATION TO BIDDERS

Any explanation desired by a bidder regarding the meaning or interpretation of any part of the RFB must be requested in writing and with sufficient time remaining for a written reply to reach the bidder before the submission of his bid. Any changes made will be in the form of an amendment bulletin to the RFB, and will be furnished to all prospective bidders.

All RFB amendment bulletins so issued become a part of the RFB. Receipt of the bulletins must be acknowledged on the bid form. Princeton shall not be held liable for any bidder's failure to receive any such bulletins. Failure to acknowledge receipt of any bulletins may make the bidder non-responsive. Oral explanations or instructions given by PPPL will not be binding.

13. BID VALIDITY PERIOD

Prices proposed are to be firm for a period of 60 days from the closing date specified in the RFB.

14. SALES TAX EXEMPTION

Princeton University is exempt from New Jersey Sales Tax. The Exemption Number is E0-210-634-501. A Sales Tax Exemption certificate will be provided upon request.

15. BID SECURITY, PERFORMANCE AND PAYMENT BONDS

As a Bid Guarantee, each bid must be accompanied by a Bid Bond or a certified check duly executed by the bidder in the amount of at least twenty percent of the total Bid Price. The bid guarantee will be returned to unsuccessful bidders immediately upon a bidder being selected for Subcontract award.

The Company to whom a subcontract award is made shall furnish for PPPL acceptance, within ten calendar days **after Subcontract award,** a Performance Bond and a Payment Bond, each in an amount at least equal to one hundred percent of the subcontract price, as security for the faithful performance of this subcontract and for payment of all persons performing labor and furnishing materials in connection with this Subcontract.

Source of Bonds All bonds furnished by the bidder/Subcontractor must be secured from a company holding Certificates of Authority as acceptable sureties on Federal Bonds and as acceptable Reinsuring Financial Management Service. (A list of acceptable sureties is available through the Internet at http://www.Fiscal.Treasury.gov/fsreports/ref/suretybnd/C570_a-z.htm).

The cost of all bonds shall be incurred by the bidder/Subcontractor and such costs are considered to be in the bid price.

A copy of bid, performance and payment bond forms is at RFB Section IV.

16. FORM OF SUBCONTRACT AGREEMENTS

The Subcontract Agreement awarded will be substantially in the same form as the Sample Subcontract set forth in Section II, of this RFB.

"Laborers and Mechanics" working on-site at PPPL under any subcontract resulting from this Solicitation must receive wages *and benefits* not less than the minimum rates in U.S. Department of Labor NJ General Wage Decision No. NJ150036, Modification No. 1, dated 1/30/2015 for their craft (RFB Section V).

> Laborers or mechanics means— Workers, used by a contractor or subcontractor at any tier, whose duties are manual or physical in nature (including those workers who use tools or who are performing the work of a trade), and working foremen who devote more than 20 percent of their time during a workweek performing duties of a laborer or mechanic. Does not include workers whose duties are primarily executive, supervisory, administrative, or clerical, rather than manual.

17. INSURANCE

Insurance Certificates, evidencing compliance with General Provisions Clause T4 must be submitted to PPPL for review and approval within ten consecutive calendar days after subcontract award.

18. COST SUMMARIES

Subsequent to the submittal of bids, and prior to the execution of a subcontract, the Company submitting the successful bid will be required to revise the projected detailed construction cost summary (schedule of values) submitted as a part of their bid. The sum of the individual construction costs contained in the summary will equal the Subcontract price agreed to by the parties. The cost summary will be used as a basis for determining progress payments for completed work.

19. SAFETY, HEALTH, ENVIRONMENTAL AND FIRE PROTECTION REQUIREMENTS

Bidders are alerted that the selected subcontractor will be required to develop an Integrated Safety Management Plan that after approval by PPPL will be incorporated into the Subcontract awarded based on this RFB.

The bidder to whom a subcontract is awarded will be responsible during the performance of the Subcontract, for adherence to that plan and any other safety, health, environmental and fire protection requirements incorporated in the subcontract.

20. NOTICE TO PROCEED

The work included in any Subcontract resulting from this RFB shall commence at the time and date stated in the Notice to Proceed issued by Princeton. The issuance of that Notice shall be upon the execution of the subcontract and the following:

a. Receipt by PPPL of acceptable Performance and Payment bonds
b. Receipt by PPPL of an insurance certificate(s), for an acceptable level of insurance
c. Construction Schedule
d. Schedule of Values
e. PPPL approval of Subcontractor's:
   - Integrated Safety Management (ISM) Plan (General Provisions Clause A13. Integration of Environment, Safety, and Heath into Work Planning and Execution) and Job Hazard Analysis form
   - Demolition Removal Plan
   - List of Hazardous Chemicals proposed to be brought on site.
   - Lift Plan
   - Fall Protection Plan

In the event conditions warrant the development of a work commencement date, which differs from the requirements established by General Provisions Clause GC 9, said date contained in the Notice to Proceed will be determined by mutual agreement between Princeton and the subcontractor prior to the issuance of the Notice.

21. PRE-AWARD CONFERENCE

PPPL will require the apparent successful responsive bidder to attend a Pre-Award Conference to show evidence of its ability to perform under the terms of the proposed subcontract.

22. NOTICE REGARDING LATE BIDS

Any bid received at the office designated in the solicitation after the exact time specified for receipt will be considered a late bid, and will be excluded from further consideration, unless, in Princeton's sole discretion, consideration is deemed to be in the best interest of the Laboratory.

23. RESTRICTIONS ON DISCLOSURE OF DATA IN BIDS

Bidders who include data in their bids that they do not want disclosed to the public for any purpose, or used by the Government or Princeton except for evaluation purposes, shall:

a. Mark their bid title page with the following legend:

This proposal or quotation includes data that shall not be disclosed outside the Government and Princeton and shall not be duplicated, used, or disclosed -- in whole or in part -- for any purpose other than to evaluate this PROPOSAL or quotation. If, however, a contract is awarded to this offeror or quoter as a result of -- or in connection with -- the submission of this data, the Government and Princeton shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's and Princeton's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this are contained in sheets (insert numbers or other identification or affected sheets).

b. Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Offer or quotation; and

c. Furnish details, if their offer is based upon or includes any amount for patent license or royalty fees to be paid to others.

Nothing follows