



**TRANSMITTAL LETTER
SOLICITATION FOR COMMERCIAL ITEMS OR COMMERCIAL SERVICES (≥SAT)**

DATE: 3/18/2023
TO: ALL OFFERORS
SUBJECT: Request for Proposal (RFP) No. A23-1128 X-Ray System

Sent via email from
AMES NATIONAL LABORATORY
PROCUREMENT OFFICE
231 TASF, 2408 PAMMEL DR
AMES, IA 50011-1015
www.ameslab.gov

Dear Sir or Madame:

Ames Laboratory (referred to as “AmesLab” or the “Laboratory”), operated by Iowa State University (ISU) under Prime Contract DE-AC02-07CH11358, as amended, with the U.S. Department of Energy (DOE), is seeking to acquire the goods or services described in this RFP. Your firm is invited to participate in this solicitation by submitting a written proposal pursuant to the instructions outlined herein.

Below are procurement milestone dates pertaining to subject solicitation:

| Procurement Event | Due date & time (ALL TIME LISTED ARE CENTRAL TIME ZONE) |
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| <u>Cut-off Date for Questions.</u> Questions regarding the solicitation shall be submitted via email to the Procurement Agent no later than: | 3/27/2023 by 4:00 PM |
| <u>Proposal Submission Due Date.</u> Proposals shall be submitted via email to the Procurement Agent no later than: | 4/3/2023 by 4:00 PM |
| Anticipated award date of Purchase Order is: | TBD |

Please review all attachments to this solicitation and follow the proposal instructions before you submit your offer.

UNDER NO CIRCUMSTANCES SHOULD OFFERORS DIRECTLY CONTACT ANYONE OTHER THAN THE PROCUREMENT AGENT OR HIS/HER DESIGNEE REGARDING THIS SOLICITATION.

Sincerely,

Andrew Saxton
Contract Manager

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| 1. SOLICITATION NO. A23-1128 | 2. SOL. ISSUE DATE 3/18/2023 | 3. PROCUREMENT AGENT Andrew Saxton | 3.a. EMAIL ADDRESS saxton@ameslab.gov | 3.b. PHONE NO. 515-294-4191 |
| 4. PROJECT TITLE X-Ray System | | | | 5. OFFER DUE DATE / LOCAL TIME 3/31/2023 / 4:00 p.m. CST |
| 6. DELIVER TO FOR LTL/CONTAINER FREIGHT Ames Laboratory Warehouse 2437 Kooser Dr Ames, IA 50011-3608 | | 6.a. DELIVERY TO FOR SMALL PACKAGES Ames Laboratory Spedding Hall Dock 2416 Pammel Dr Ames, IA 50011-2416 | | 7. THIS ACQUISITION IS UNRESTRICTED Open Competition |
| 7.a. UNRESTRICTED (APPLIES IF CHECKED IN BLOCK 7.) This solicitation is conducted using full and open competition. Offerors are expected to use small businesses and all classifications of small minority businesses including ANCs and Indian Tribes (SB), veteran-owned small business (VOB), service-disabled veteran-owned small business (SDVOB), HUBZone small business (HUB), small disadvantaged business including ANCs and Indian Tribes (SDB), women-owned small business (WOSB), as sub-subcontractors to the maximum extent consistent with effective contract performance. | | 7.b. NAICS CODE AND SMALL BUSINESS SIZE STANDARD NAICS Code: 334516 SB Size Standard: 1000 The small business size standard for a concern that submits an offer, other than on a construction or service acquisition, but proposes to furnish an end item that it did not itself manufacture, process, or produce is 500 employees or less if the acquisition— (1) Is set aside for small business and has a value above the simplified acquisition threshold; (2) Uses the HUBZone price evaluation preference regardless of dollar value, unless the offeror waives the price evaluation preference; or (3) Is an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value. | | |
| 8. EDUCATIONAL DISCOUNTS ISU manages and operates AmesLab for the DOE as a prime contractor under DOE Contract# DE-AC02-07CH11358 (Prime Contract). AmesLab is not a separate legal entity from ISU. ISU manages and operates AmesLab as a single, integrated, autonomous entity. The relationship between ISU and the Laboratory is not a contractor – affiliated source relationship. Therefore, offerors are advised that AmesLab is eligible to receive educational discounted pricing. | | | | |
| 9. AUTHORIZATION TO UTILIZE GOVERNMENT SOURCES Offerors are advised that the Laboratory is also authorized by the Government (Department of Energy) to purchase from GSA Federal Supply Schedules (FSS), NASA SEWP contract holders. Therefore, offerors may propose discounted pricing off their contracts held with these agencies. Additionally, the Laboratory may place orders against DOE Integrated Contractor Purchasing Team (ICPT) agreements and agreements awarded by the Supply Chain Management Center (SCMC). If your firm has an active ICPT Basic Ordering Agreement (BOA) or SCMS BOA for the supplies or services under this solicitation, please provide the Agreement No., and pricing information in your submission of offer. | | | | |
| 10. NUMBER OF AWARDS PLANNED The Laboratory intends to award one Purchase Order(s) resulting from this solicitation to that offeror whose offer conforming to the solicitation will be most advantageous to the Laboratory, the best value, price and other factors as specified, considered. | | | | |
| 11. OFFER ACCEPTANCE PERIOD "Acceptance period," as used in this provision, means the number of calendar days available to the Laboratory for awarding a Purchase Order from the date specified in this solicitation for receipt of offers. The Laboratory requires a minimum acceptance period of 60 calendar days. An offer allowing less than the Laboratory's minimum acceptance period may be rejected. | | | | |

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| 12. EXCEPTIONS TO TERMS AND CONDITIONS | |
| <p>Offerors MUST agree to the Laboratory's terms and conditions or state any exceptions to the terms and conditions within your proposal response. No further objections to the Laboratory's terms and conditions may be made after a proposal is submitted. Offerors understand and agree that by submitting a proposal, they are indicating acceptance of all Ames Laboratory Terms and Conditions, as identified as attachments to this solicitation, unless such a declaration is made in advance.</p> <p>The Laboratory cautions Offerors that taking exceptions to any term or condition of this solicitation (including submitting any alternate proposals that requires relaxation of a requirement) may make an offer unacceptable. The Laboratory reserves the sole discretion to consider exceptions to terms and conditions or to reject any exceptions. All exceptions must be submitted with the Offeror's proposal.</p> | |
| 13. DISCUSSIONS <p>The Laboratory may evaluate offers and award a Purchase Order without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. Discussions may be conducted if the Laboratory determines they are necessary. The Laboratory may reject any or all offers if such action is in the best interest of the Laboratory; accept other than the lowest offer, and waive informalities and minor irregularities in offers received.</p> | 14. FIRM'S AUTHORIZED OFFICIAL <p>The offeror's proposal must be signed by an official authorized to bind your organization and must stipulate that it is predicated upon all the terms and conditions of this RFP. Offeror shall appoint and list a single point of contact for negotiations and Purchase Order administration once the agreement is awarded.</p> |
| 15. SUBMISSION OF OFFERS | |
| <p>Submit signed and dated offers to the Procurement Agent's email address listed in Block 3., above, at or before the exact time specified in Block 5. Offers shall be submitted on your company's letterhead stationery and, as a minimum, must show—</p> <p><u>Technical Proposal Package (See details in Appendix F Part I Technical Proposal)</u></p> <ul style="list-style-type: none"> ✓ 1. The solicitation number. ✓ 2. The time specified in the solicitation for receipt of offers; ✓ 3. The name, address, and telephone number of the offeror; ✓ 4. A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary; ✓ 5. Terms of any express warranty. ✓ 7. Acknowledgement of Solicitation Amendments/Addendums (if any). ✓ 8. Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers/email addresses, and other relevant information). ✓ 9. A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration; <p><u>Price Proposal Package (See details in Appendix F Part II – Price Proposal)</u></p> <ul style="list-style-type: none"> ✓ 1. Price Schedule and any discount terms. ✓ 7. "Remit to" address, if different than mailing address; ✓ 8. A completed copy of the attached Representations and Certifications; ✓ 9. A copy of Offeror's W-9 or W-8 BEN; ✓ 14. ICPT BOA, SCMS BOA, GSA FSS, or NASA SEWP contract number and pricing information, if applicable; and ✓ 15. A statement specifying that <i>"Supplier Name [Offeror] agrees that Ames Laboratory may accept this offer up to the specified days in Block 11 (or specify longer) calendar days from the date of submission of this offer"</i>. | |

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16. PRODUCT SAMPLES

When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

17. ALTERNATIVE OFFERS

If checked, offerors are encouraged to submit multiple offers presenting alternative terms and conditions, including alternative line items, or alternative commercial products or commercial services for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

17.a. ALTERNATIVE LINE ITEM PROPOSAL (APPLIES IF BLOCK 17. IS CHECKED)

- (a) The Laboratory recognizes that the line items established in this solicitation may not conform to the Offeror's practices. Failure to correct these issues can result in difficulties in acceptance of deliverables and processing payments. Therefore, the Offeror is invited to propose alternative line items for which bids, proposals, or quotes are requested in this solicitation to ensure that the resulting Purchase Order is economically and administratively advantageous to the Laboratory and the Offeror.
- (b) The Offeror may submit one or more additional proposals with alternative line items. However, acceptance of an alternative proposal is a unilateral decision made solely at the discretion of the Laboratory. Offers that do not comply with the line items specified in this solicitation may be determined to be nonresponsive or unacceptable.

18. LATE SUBMISSIONS, MODIFICATIONS, REVISIONS, AND WITHDRAWALS OF OFFERS

- (a) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Laboratory's Procurement Agent designated in the solicitation by the time specified in the solicitation.
- (b) Late Offers.
 - i. Any offer, modification, revision, or withdrawal of an offer received by the Procurement Agent designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made; the Procurement Agent determines that accepting the late offer would not unduly delay the acquisition; and-
 - 1. If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Procurement Agent not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or
 - 2. There is acceptable evidence to establish that it was received by the Procurement Agent designated for receipt of offers and was under the Laboratory's control prior to the time set for receipt of offers; or
 - 3. If this solicitation is a request for proposals, it was the only proposal received.
 - ii. However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Laboratory, will be considered at any time it is received and may be accepted.
- (c) Acceptable evidence to establish the time of receipt at the Laboratory includes documentary evidence of receipt maintained by the Laboratory, or oral testimony or statements of Laboratory personnel.
- (d) If an emergency or unanticipated event interrupts normal Laboratory processes so that offers cannot be received by the Procurement Agent designated for receipt of offers by the exact time specified in the solicitation, and urgent Laboratory requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Laboratory processes resume.
- (e) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the withdrawal of the offer.

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| <p>19. TYPE OF CONTRACT</p> <p>The Laboratory plans to award a Firm Fixed Price Purchase Order under this solicitation, and all proposals must be submitted on this basis.</p> | <p>19.a. ALTERNATE CONTRACT TYPE</p> <p>Alternate proposals based on other contract types will <input type="checkbox"/> will not <input checked="" type="checkbox"/> be considered.</p> |
| <p>20. BRAND NAME OR EQUAL</p> <p><input checked="" type="checkbox"/> If checked —</p> <p>(a) One or more items called for by this solicitation have been identified by a brand-name-or-equal product description. Proposals offering equal products will be considered for award if these products are clearly identified and are determined by the Laboratory to contain all of the essential characteristics of the brand-name products referenced in the solicitation.</p> <p>(b) Unless the offeror clearly indicates in the proposal that the proposal is for an equal product, the proposal will be considered as offering a brand-name product referenced in the solicitation.</p> <p>(c) If the offeror proposes to furnish an equal product, the brand name and model or catalog number, if any, of the product to be furnished must be inserted in the space provided in the solicitation. The evaluation of proposals and the determination as to equality of the product offered will be based on information furnished by the offeror or identified in the proposal, as well as other information reasonably available to the Laboratory. The Laboratory is not responsible for locating or obtaining any information not identified in the proposal and reasonably available to the Laboratory. Accordingly, to ensure that sufficient information is available, the offeror must furnish as a part of the proposal:</p> <ul style="list-style-type: none"> (1) All descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the Laboratory to establish exactly what the offeror proposes to furnish and to determine whether the product offered meets the requirements of the solicitation; or (2) Specific references to information previously furnished or to information otherwise available to the Laboratory to permit a determination as to equality of the product offered. <p>(d) If the offeror proposes to modify a product so as to make it conform to the requirements of the solicitation, the offeror must:</p> <ul style="list-style-type: none"> (1) Include in the proposal a clear description of the proposed modifications; and (2) Clearly mark any descriptive material to show the proposed modifications. | |
| <p>21. MULTIPLE LINE ITEM AWARDS</p> <p>The Laboratory may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Pricing Schedule, offers may not be submitted for quantities less than those specified. The Laboratory reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.</p> | <p>22. WARRANTY INFORMATION</p> <p>Offerors are encouraged to submit information on any standard commercial warranties provided for offered products. The Laboratory will consider these warranties in determining the most advantageous proposal, to the extent provided in the evaluation factors.</p> |
| <p>23. CREDIT CARD ORDER ACCEPTANCE REQUIREMENTS</p> <p><input type="checkbox"/> If checked, The Laboratory intends to place credit card orders, using an authorized Ames Laboratory credit card, under the ordering agreement or purchase order resulting from this solicitation. Any supplier entering into an ordering agreement or awarded a purchase order as a result of this solicitation must have the capability to accept orders made with such a credit card.</p> | |
| <p>24. AVAILABILITY OF FUNDS</p> <p>Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.</p> | |
| <p>25. BASIS FOR AWARD/EVALUATION</p> <p><input checked="" type="checkbox"/> Best Value. Please refer to Appendix F for information on award/evaluation.</p> | |

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26. NOTICE OF AWARD

Notice of Award. The Laboratory may accept an offer (or part of an offer), whether or not there are discussions after its receipt, before an offer’s specified expiration time, unless a written notice of withdrawal is received before award. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, will result in a binding Purchase Order without further action by either party.

27. PROPOSAL PREPARATION COST

This solicitation does not commit the Laboratory to pay any cost for the preparation and submission of a response to this RFP.

28. SOLICITATION ATTACHMENTS

1. Appendix A – Commercial Terms and Conditions (Form 48300.054) dated 7/28/2021
2. Appendix A-1 – Special Clause – FAR 52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors (Oct 2021)(Deviation)
3. Appendix B – Work By Contractors at Ames Laboratory – Supplemental Conditions dated 6/2019 (if applicable)
4. Appendix C – Specifications dated 03/13/2023
5. Appendix D-9 – Intellectual Property Provisions, Commercial Supplies and Services Requiring Delivery of Data, Rev 0, Dated 06/24/2021 (FORM 48300.059) (If applicable)
6. Appendix E – Representations and Certifications
7. Appendix F – RFP A23-1128 Proposal Instructions and Evaluation Criteria, Dated 03/15/2023

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| SHIP VIA: | Best Way, PP&A or Shipping included in price |
| FOB DESTINATION or, | Or DAP for International shipments |
| PAYMENT TERMS: | Net 30 Days Upon Installation and Acceptance |
| WARRANTY: | <input checked="" type="checkbox"/> The supplier’s standard commercial warranty, as disclosed in the offeror’s proposal, will be incorporated as a part of Purchase Order. |

[Click here to enter text.](#)

Company Name

[Click here to enter text.](#)

Authorized Company Official Signature

Typed Name and Title

[Click or tap to enter a date.](#)

Date of Offer