

Purchase Order

Brookhaven National Laboratory

Brookhaven National Laboratory
Upton, NY 11973-5000

Purchase Order BNL-0000423401	Date TBD	Revision	Page 1
Payment Terms Net 30	Freight Terms N/A	Ship Via N/A	
Contracts Specialist SMITH, CASSANDRA L	Phone (907) 888-3142	Currency USD	

DRAFT

Vendor:
SAM UEI:
ANY VENDOR
ANY STREET
ANYTOWN, NY 11973

Bill To: Brookhaven National Lab
Fiscal Division Building 400-D
PO Box 5000
Upton, NY 11973-5000
APinvoices@bnl.gov

Ship To: Brookhaven National Lab
Ref PO#: 0000423401
Receiving: Bldg 98 Rochester St
Upton, NY 11973

Brookhaven Science Associates (BSA), LLC is placing this Purchase Order under its Prime Contract with the U.S. Department of Energy and is pursuant to the General and/or Supplemental terms and conditions which can be viewed via the internet at: <https://www.bnl.gov/ppm/terms-and-conditions.php>. Should Contractor have any questions and/or not have access to these terms and conditions, contact the Contracts Specialist immediately.

Tax Exempt? Y **Tax Exempt** NYS216880 **Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
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1- 1	One Time Set Up Fee		1.000EAC	TBD	TBD	TBD
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Schedule Total	<u>TBD</u>
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QA Paragraph(S): 3.1.4, 4.39, 4.19, 4.10.1

ESH&Q Risk Level: A4 - Negligible

Item Total	<u>TBD</u>
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2- 1	Initial Assessment Set Up		70.000EAC	TBD	TBD	TBD
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Schedule Total	<u>TBD</u>
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QA Paragraph(S): 3.1.4, 4.39, 4.19, 4.10.1

Item Total	<u>TBD</u>
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3- 1	Driver Qualification File Maintenance		70.000EAC	TBD	TBD	TBD
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Schedule Total	<u>TBD</u>
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QA Paragraph(S): 3.1.4, 4.39, 4.19, 4.10.1

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Tax Exempt? Y Tax Exempt NYS216880 Replenishment Option: Standard

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Item Total TBD

4- 1	Terminated Driver Fee		20.000	EAC	TBD	TBD	TBD
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Schedule Total TBD

QA Paragraph(S): 3.1.4, 4.39, 4.19, 4.10.1

Item Total 0TBD00

5- 1	Motor Vehicle Record		120.000	EAC	TBD	TBD	TBD
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Schedule Total TBD

QA Paragraph(S): 3.1.4, 4.39, 4.19, 4.10.1

Item Total TBD

Purchase Order Total Amount of \$TBD shall not be exceeded. The said sum shall constitute full compensation for services outlined in Attachment 1_Statement of Work "Driver Qualification File Management" dated January 12, 2023.

The Period of Performance is TBD through TBD.

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*There are four (4) additional Option Years that are exercisable in one (1) year increments at the unilateral discretion of BSA. The Options, if exercised, will be executed by written Change Order at the prices agreed to at time of Award.

BSA Contracts Specialist: Any questions of a contractual nature should be addressed to Cassandra Smith via telephone no. (907) 888-3142, or email to csmith2@bnl.gov. The BSA Contracts Specialist is the only person authorized to make changes and/or modifications to the requirements of this Purchase Order.

BSA Technical Project Officer: Any questions of a technical nature should be addressed to TBD via telephone no. TBD, or email to TBD. The BSA Technical Representative is not authorized to make changes to this Purchase Order.

The provisions of Brookhaven Science Associates, LLC General Terms and Conditions for Commercial Items and Services, Rev 22.0 (Sept 2022) are incorporated herein and made a part hereof.

Reference is made to the Brookhaven National laboratory Supplier Quality Assurance requirements, BNL-QA-101, which is incorporated herein and made a part of the Purchase Order. In addition to all the General Provisions, the Contractor agrees all services rendered against this Purchase Order will conform to the Quality Assurance paragraphs indicated in the line description(s).

Electronic invoice submittal is preferred by BSA. Invoices shall be submitted in PDF format to include Purchase Order Number, price, and description via e-mail to APINVOICES@BNL.GOV. The Contractor shall indicate the final invoice by clearly marking such invoices as "FINAL".

Total PO Amount 60,000.00

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SPECIAL INSTRUCTIONS:

- This Purchase Order does not bind or purport to bind the U.S. Government or the DOE.
- Prices are firm unless otherwise indicated.
- The total Purchase Order dollar amount listed herein shall not be exceeded without a signed change order known as a modification to the Purchase Order. This modification must be issued by a Brookhaven National Lab Procurement Individual.
- Purchase Order Number must appear on all correspondence, invoices, shipping papers and packages.
- Invoices sent anywhere other than to the Fiscal Division, Bldg. 400-D, or to the email APinvoices@bnl.gov, are not deemed to be officially received for payment term purposes.
- Address all correspondence concerning this Purchase Order to the above named person.
- Brookhaven National Laboratory FAX No. (631) 344-5499.

DELIVERY LOCATION AND HOURS:

Deliveries to Brookhaven National Laboratory (BNL) are accepted between the hours of 8:00 am–12:00 pm or 1:00-4:00 pm EST, Monday through Friday. Unless otherwise noted on the Purchase Order, all deliveries to Brookhaven National Laboratory (BNL) shall be made to building 98 or to the satellite stockrooms in buildings 452, 510, 729, 740 or 918.

ADVANCE NOTIFICATION OF DELIVERY:

Each shipping container (transport package) with a gross weight equal to or greater than 400 pounds (180 kilograms) or having an offset center of gravity requires special material handling/rigging by BNL personnel. The shipper shall provide a minimum of 3 days advance notice of delivery by contacting BNL Warehouse Operations at (631) 344-2300 or WarehouseOperations@BNL.gov. The shipper must obtain acknowledgement from BNL Warehouse Operations that delivery notification was received. This applies to any item shipped (originally packaged or repackaged) to BNL or other locations cited in the Purchase Order. Failure to contact BNL will result in delays during delivery and any resulting demurrage will be at the shipper's expense. Each shipping container (transport package) having an offset center of gravity shall also have its center of gravity location marked on the packaging for safe material handling purposes.

UNACCEPTABLE PACKING MATERIAL:

Do not use vermiculite as a packaging material inside any shipments to BNL unless required by shipping regulation. All shipments containing vermiculite must be accompanied by document stating that the vermiculite used is certified asbestos free. This documentation must be affixed to the outside of the package.

A. Vermiculite used as a packaging material in shipments must be determined to be free of asbestos (<1% chrysolite, amosite, crocidolite, tremolite, anthophyllite, and actinolite).

B. Vermiculite in this specification means the hydrous, silicate mineral classified as a Phyllosilicate that has been expanded by heating.

For further shipping instructions, please go to the following link: <https://www.bnl.gov/shipping/>

Authorized by:

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**BROOKHAVEN NATIONAL LABORATORY
SUPPLIER QUALITY ASSURANCE REQUIREMENTS
BNL-QA-101**

- 3.0 GENERAL REQUIREMENTS** Unless otherwise specified in the procurement documentation, the following General Requirements apply:
- 3.1 Supplier's Quality System and Requirements: The Supplier shall have and maintain an effective quality system that will, as a minimum, comply with all of the requirements of the specification designated by the following:
 - 3.1.4 Other: Refer to procurement documentation (PO, Statement of Work [SOW], specifications, drawings) for quality requirements.
 - 3.2 Assessment by Buyer: The Supplier's Quality system is subject to assessments by the Buyer's Representative(s) for conformance with the requirements of the PO. Supplier or Distributor shall allow BSA representatives, BSA customers, and regulatory agencies right of entry into Supplier's facilities to determine and verify product, processes, records, personnel, material, procedures, and systems.
 - 3.3 Change Approval: No change(s) shall be made to any Buyer requirements (e.g. part number, model number, etc.) without the prior written approval of Buyer.
 - 3.4 Responsibility for Subcontractors: It is the responsibility of the Supplier to impose applicable requirements from this document upon their subcontractors. Additionally, the Buyer reserves the right to disapprove, in writing, any subcontractor.
 - 3.5 Responsibility for Conformance: The Supplier is responsible to provide items that conform to the requirements of the PO regardless of any assessments, surveillances, inspections and/or tests by the Buyer or its representatives at either the Supplier's or the Buyer's facility. The Buyer reserves the right to request failure analysis and corrective action for non-conforming articles or items submitted or supplied to the Buyer. The Supplier is responsible for notifying the Buyer of any recalls or alerts associated with this PO.
 - 3.6 Protection of Material and Equipment: The Supplier shall employ procedures that assure adequate protection of material and equipment during shipment and while in storage. Such protection shall include special environmental packaging, as necessary. All items shipped (originally packaged or repackaged) to BNL or other locations cited in the PO or contract, shall comply with the requirements for preservation, packaging and marking as stated in the latest revision of ASTM Standard D 3951 Standard Practice for Commercial Packaging.
 - 3.7 Measuring and Test Equipment (M&TE) Calibration: The Supplier shall calibrate any M&TE used in the fulfillment of the PO requirements against certified standards that are traceable to the National Institute of Standards and Technology (NIST), or some other recognized national or international standard, or physical constant. The Supplier shall notify the Buyer of any condition found during the calibration, servicing or repair of measuring and test equipment that can affect the end item requirements.

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3.8	Suspect Counterfeit Parts: The supplier shall verify the procurement source and associated certifying paperwork. Appropriate incoming inspection test methods shall be used to detect potential counterfeit parts and materials. The supplier shall flow this requirement down to all sub-tier suppliers to prevent the inadvertent use of counterfeit parts and materials. Distributors shall not modify, rework or repair material shipped on this order. For more information refer to the following Department of Energy website: https://www.energy.gov/ehss/corporate-reporting-analysis/databases/suspectcounterfeit-and-defective-items .						
3.9	Electrostatic Discharge Control: Items that are susceptible/ sensitive to electrostatic discharge (ESDS) shall be handled and packaged to protect them from damage. Items and/or packages shall be labeled to indicate the susceptibility to electrostatic discharge.						
3.10	Electrical, Fire Protection, or Scaffolding Equipment, Material, and Systems: All electrical, fire protection or scaffolding equipment, material, and systems delivered to BNL shall be certified, listed, or labeled by a Nationally Recognized Testing Laboratory (NRTL). The CE mark is NOT a recognized NRTL certification mark. (For a listing of OSHA-recognized NRTLs, refer to http://www.osha.gov/) For electrical, fire protection, or scaffolding equipment, material, and systems which no NRTL accepts, certifies, lists, labels, or otherwise determined to be safe, the Supplier shall determine the equipment to be safe for its intended use. The determination must be made on the basis of test data. The determination and test data documents shall be made available to BSA prior to or upon delivery for review and acceptance by the applicable BSA Authority Having Jurisdiction (AHJ). In accordance with 29 CFR 1910.147(c)(2)(iii) whenever new machines or equipment are provided with energy isolating devices, those devices shall be designed to accept a lockout device.						
3.11	Hoisting and Rigging Equipment: All hoisting and rigging equipment used at BNL shall meet the requirements of the latest applicable OSHA Regulations and ASME B30 Series standards for design, construction, markings, and proof load testing.						
3.12	Deleted						
3.13	Powered Machine Shop Equipment: All Powered Machine Shop equipment (e.g., Lathe) delivered to BNL shall meet the requirements of the latest applicable OSHA 1910 Regulations (e.g., Part Subpart O). Equipment purchased must include an integrated NFPA 79 compliant emergency stop and anti-restart device.						
3.14	Vehicle-Mounted Elevating and Rotating Aerial Devices All vehicle-mounted and rotating aerial devices equipment used at BNL shall meet the requirements of ANSI A92.2.						

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3.15	Self-propelled Elevating Work Platform Equipment All self-propelled elevating work platform equipment (e.g., scissor lift) used at BNL shall meet the requirements of ANSI A92.6.						
3.16	Manually Propelled Elevating Aerial Platform Equipment All manually propelled elevating aerial platform equipment used at BNL shall meet the requirements of ANSI 92.3.						
3.17	Boom Supported Elevating Work Platform Equipment All boom supported elevating work platform equipment used at BNL shall meet the requirements of ANSI						
3.18	Powered Industrial Trucks and Attachments: Powered industrial trucks (e.g. forklifts, hi-lows) shall meet the requirements of the ANSI/ITSDF B56 series for design, construction, markings, and test loading. Industrial truck attachments shall be approved by the truck manufacturer and supplied with an attachment data plate indicating the new truck capacities.						
3.19	Used Industrial Equipment: For used industrial equipment (e.g. scissor lifts, fork lifts, etc.), A Certificate of conformance as defined in clause 4.16, must be provided as objective evidence and must additionally state that all maintenance and manufacturing alerts have been screened and all required repairs and improvements have been completed. The supplier shall provide records of the last year of maintenance.						
3.20	Global Harmonized System Compliance: The supplier of chemicals shall deliver the chemical in full compliance with the Department of Labor, Occupational Safety & Health Administration (OSHA)'s Globally Harmonized System (GHS) Hazard Communication Standard (29CFR1910.1200), available at: https://www.osha.gov/dsg/hazcom/HCSFinalRegTxt.html . All hazardous chemicals delivered to BNL shall be accompanied by an GHS Safety Data Sheets (SDS) with the format and content specified in 29CFR1910.1200. For information on the GHS SDS see OSHA Brief- Hazard Communication Standard: Safety Data Sheets Publication 3514 available at: https://www.osha.gov/Publications/OSHA3514.pdf . All hazardous chemicals delivered to BNL after 12/01/2015 shall have a label with the elements specified in 29CFR1910.1200 [product identifier; pictograms; signal words; hazard statement(s); precautionary statement(s); and manufacturer, importer, or distributor's name, address, and telephone number]. For information on the GHS label, see OSHA Brief- Hazard Communication Standard: Labels and Pictograms Publication 3636 available at: https://www.osha.gov/Publications/OSHA3636.pdf						
3.21	Age/Shelf Life and Storage Control: The Supplier shall have an effective storage and age control system for items where acceptability is limited by the age or manner of storage of the item. The system must include a method of identifying the expiration date on the containers in which material is delivered to the Buyer. Special handling conditions shall be recorded on certifications and shipping documents covering the material delivered to the Buyer. At the time of receipt, the material shall not have less than three-quarters of its shelf life remaining, without prior written approval from the Buyer for each shipment.						
3.22	Product Recalls/Product Bulletins/Safety Alerts: Any and all product recall alerts, product bulletins, or safety alerts should be communicated by email directly to ProductRecallAlert@BNL.gov. Provide the Purchase Order Number(s) and names of purchasers with notification to assist BNL in locating and identifying the subject material.						

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4.0	SPECIAL REQUIREMENTS: The following Special Requirements are applicable to this Purchase Order:						
4.10	End-Item Documentation Package: The Supplier shall provide a documentation package for each shipment of the item(s) supplied, which consists of objective evidence of compliance with purchase order requirements. This documentation package shall be complete, legible, indexed, and traceable to the item supplied. Additionally, the following requirements apply as selected:						
4.10.1	Copies of reports of all required or necessary inspections, examinations and tests, properly validated by the Supplier's authorized personnel.						
4.19	Notification of Change to Design, Methods, or Processes: The Supplier shall immediately notify the Buyer of any significant changes (those that may affect form, fit, function, reliability, safety, or interchangeability) in product design, fabrication methods, material or processing from those used by the Supplier at time of Supplier's quotation or offer to the Buyer, which resulted in the purchase order.						
4.39	Records: The Supplier shall retain objective evidence, including records, of the inspections and tests performed in the course of manufacturing, testing, inspecting, preserving, packaging, and preparation for shipment of procured items. These records shall be made available to the Buyer's representative for review upon request. These records shall be maintained for a minimum of three (3) years, unless otherwise specified in the procurement documentation, after the completion of the Purchase Order / contract.						

STATEMENT OF WORK
Driver Qualification File Management
January 12, 2023

Background:

A driver with a Commercial Driver's License (CDL) A or B is subject to U.S. Department of Transportation (DOT) regulations when the vehicle operated weighs more than 10,001 lbs. gross vehicle weight (gvw), crosses state lines, or carries a placarded load subject to the requirements under the DOT Federal Motor Carrier Safety Administration (FMCSA).

Specifics:

- Vehicles hauling hazardous materials or hazardous wastes (i.e., placarded loads)
- Vehicles engaged in interstate commerce
- Vehicles weigh more than 10,001 lbs. gross vehicle weight (gvw)
- Vehicles over 26,000 lbs. that do not cross state line or haul hazardous wastes or materials

If any of these circumstances apply, Brookhaven Science Associates (BSA) is subject to DOT regulations (i.e., registering, licensing, insurance, hours of service, drug, and alcohol, etc.).

Statement of Work:

Provide BSA with the services required to be compliant with the DOT FMCSA regulations. Components of service to include assistance with the hiring screening process, post-hire procedures and on-going record keeping.

Requirements:

The Contractor shall:

1. Provide secure, on-line access for BSA to upload documents, review status of requests and to view final reports for background checks.
2. Provide documentation and certification of its handling, transmission, maintenance, and protection of sensitive data. Our need is to ensure that this is commensurate with our certification and accreditations with DOE for "moderate" data classification. In the event of loss or suspected loss of data, Contractor shall notify the BSA Technical Project Officer, or designee, within 30 minutes of the loss, or suspected loss, of BSA data.
4. Contractor shall maintain Driver Qualifications file according to Code of Federal Regulations (CFR) 49 Section 391.51 of the FMCSA regulation.
 - Application of employment
 - Motor Vehicle Record (MVR)
 - Road test and certificate, or license or certificate accepted in lieu of road test
 - Medical Exam certificate (original or a copy)
 - Annual list of violations
 - Any letter granting a letter of physical disqualification
 - National Registry Verification
 - Safety Performance History Records Request
 - Entry Level Driver Training Certification (if applicable)
4. Provide support, guidance, and reports for a DOT audit.
5. Alert BSA immediately when Hazmat endorsements are expiring.
6. Be accredited by the National Associate of Professional Background Screeners (NAPBS).
7. Electronically provide to BSA all data within 7 calendar days following Contract completion, termination, or upon request.
8. Notify BSA via email of any driver's file that Contractor has concluded does not meet minimum requirements of the FMCSR, Part 391.
9. Upon completion of an initial audit, begin notifying BSA, via email, of expiring items at least 30 days prior to the actual expiration date. Current expiring documents are:

- a) MVR
 - b) MEC
 - c) Driver's License
10. Audit renewable documents and notify BSA via email of any deficiencies identified.
 11. Applying additions/terminations/changes that are received from BSA.
 12. Retain electronic records for the period required by the FMCSR and the Fair Credit Reporting Act (FCRA).

A handwritten signature in black ink, appearing to be 'A. K. O.', located in the lower right quadrant of the page.

1/13/2023