

## **1. STATEMENT OF WORK**

### **Terms and Conditions**

Sandia National Laboratories, New Mexico (SNL/NM) is a multi-program Research and Development Facility, owned by the Department of Energy (DOE) and operated by Sandia Corporation, a Lockheed Martin Company (LMC). Sandia waste management operations include radioactive and mixed waste and hazardous waste) (including classified and explosive).

Waste management activities include managing and characterizing the waste, completing waste disposal requests, and providing guidance on sorting, packaging, & storing wastes, preparing all necessary disposal request documents, and/or recycling, maintaining accurate records, help the line organizations in assuring the compliance of all waste management activities, and preparing compliance-related documentation. Additional contaminants may include polychlorinated biphenyls (PCBs), asbestos, and beryllium. Some radioactive and hazardous waste may also be managed as classified waste.

### **SCOPE**

#### **Waste Management Specialist**

The Waste Management Specialist shall fulfill a number of duties associated with waste management, including explosive and classified waste. Typical tasks include managing classified and unclassified matter, collecting, storing, sorting, labeling, and segregating radioactive and/or mixed waste, preparing radioactive and mixed waste, cyber media, and hazardous waste disposal requests for pickup by the appropriate SNL facility, writing Technical Work Documents (TWDs) and waste Management Plans, and providing guidance in managing satellite and less than 90 day Accumulation Areas. The Contractor shall provide part-time personnel for the work.

The Contractor shall provide labor necessary to complete job activities associated with waste management. All work shall be performed on-site at SNL/NM.

SNL shall furnish the following items/services to the Contractor: office space and all necessary utilities; telephone and computer network connections; office furniture and equipment, including desks, tables, chairs, file cabinets, bookshelves, computers, computer software, printers, copiers, fax machines; telephones, computers, and training to meet SNL-specific training requirements.

**Minimum Qualifications:**

1. Active Q-Clearance, SCI Clearance, and Sigma 15
2. Bachelor degree from an accredited post-secondary institution and ten (10) years of waste management experience OR Master degree from an accredited post-secondary institution and five (5) years of waste management experience
3. Minimum five (5)-years experience in DOE waste management
4. Minimum of 5 years experience with various classified weapon components and classified cyber media

**2. PERIOD OF PERFORMANCE WITH OPTIONS**

Period of Performance shall begin 01-JAN-2015 and shall end 01-JAN-2018.

Sandia may, at its sole discretion, extend the term of this contract for 2 separate 1 Year option periods by providing written notice to the Contractor not less than sixty (60) days before the contract expiration date.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

**3. CEILING PRICE**

Ceiling Price: \$350,000.00

Sandia shall not be obligated to make any additional payments and the Contractor shall not be obligated to furnish further services, when cumulative billings under this contract total the above amount or a lesser amount as indicated in the Limitation of Obligation Clause, if such a clause appears in this contract.

Contractor shall give written notification to Sandia's Contracting Representative when billings total 75% of the amount stated in this clause.

**4. TECHNICAL PROPOSAL: EVALUATION CRITERIA**

- A. CONTRACTOR PAST PERFORMANCE AND RELATED EXPERIENCE,
- B. PROJECT PERSONNEL AND RESOURCES,
- C. SCHEDULE, and
- D. ES&H COMPLIANCE AND SAFETY PROGRAM.

These criteria are weighted in descending order of importance. Best overall value will be determined by comparing differences based on Offeror's relative capabilities and price/cost in relation to all other offers received. Sandia may acquire Offeror information regarding the above criteria from any variety of sources.

#### A. CONTRACTOR PAST PERFORMANCE AND RELATED EXPERIENCE

Past performance is a measure of the degree to which an Offeror satisfied its customers in the past and complied with Federal, state, and local laws and regulations. Sandia may contact Offeror's customers/ references to ask whether or not the:

1. Offeror was capable, efficient, and effective;
2. Offeror's performance conformed to the terms and conditions of its contract;
3. Offeror was reasonable and cooperative during performance;
4. Offeror was committed to customer satisfaction; and
5. Offerors ability and dedication to manage subcontractors, with emphasis on past performance, resources and safety. In evaluating Past Performance, SNL may utilize any sources of factual information including sources not included in the Offeror's proposal.

Related experience is a measure of the degree to which the projects referenced are similar in scope, size and complexity to the proposed project. Sandia wants to ensure that the Offeror is capable of and has completed jobs similar to the proposed one. The Offeror must demonstrate prior experience and knowledge of projects similar to this one in regards to project complexity, coordination with other projects, and scope of work.

In order for Sandia to review Offeror's Past Performance and Related Experience, the Offeror must provide the following information on the three most recent projects that demonstrate the above requirements, highlighting the elements that comply with the criteria:

1. Contract or Project Number:
2. Date of Award:

3. Full Project Title:

4. Project Description:

5. Project Customer:

6. Project Contact:

7. Project Contact Phone and Address:

8. Initial Contract Schedule:

9. Final Contract Duration:

(a) Was the project completed on time per the contract end date?

10. Initial Contract Award Amount:

11. Final Contract Amount:

12. Number of Project Related Safety Incidences:

## B. PROJECT PERSONNEL AND RESOURCES

Sandia will evaluate each Offeror's proposed project personnel's experience on the basis of its breadth, its depth, and its relevance to the work that will be required under the prospective contract. In order for Sandia to review Offeror Project Personnel and Resources, the Offeror must provide the following information:

1. Provide resumes of proposed key personnel and identify roles and responsibilities of each. At a minimum, key personnel shall include the project manager, superintendent, and safety officer. The names of these individuals may be included in a Key Personnel Clause.
2. Percentage of this project anticipated to be subcontracted, with breakout by subcontractor name with work effort they will perform and applicable effort percentage. Describe your rationale and basis for selection of subcontractors.
3. Describe the staffing levels you propose to dedicate to this effort over the entire project period.

## C. SCHEDULE

Sandia will evaluate each Offeror's proposed schedule. Offeror shall demonstrate their ability to schedule a job of this magnitude, and shall demonstrate their ability to control costs with the assistance of a scheduling software.

In order for Sandia to review Offeror Project Schedule, the Offeror must provide the following information:

Provide a preliminary schedule for the effort. Propose a completion period for the entire project as well as each sub-phase, which will be taken into account in the award decision.

#### D. ES&H COMPLIANCE AND SAFETY PROGRAM

Sandia will evaluate each Offeror's Safety Program and Safety Records on the basis of its depth, the importance the Offeror places on safety, and the Offeror's proven safety record. In order for Sandia to review the Offeror's ES&H Compliance and Safety Program, the Offeror must provide the following information:

1. Does your company have an established Safety Program? If so, how long has it been in existence?
2. Provide a description of your Safety Program.
3. Name the specific person that will be assigned (to this project) to monitor ES&H requirements, indicating their training, education, and demonstrated experience.
4. Provide your company's OSHA incidence rate over the past three years. (Please specify either the number of incidences per man hours or total days worked). Also, provide this information for any subcontractors who will be performing 10% or more of the work.
5. Describe your firm's Employee Safety Incentive Program, i.e. possible rewards employees may receive, reason for receipt, time intervals between rewards, etc.
6. Provide copies of any internal safety inspections or self-audits for the last 3 years.
7. Provide copies of any Job Hazard Analysis's (JHA's) from similar projects.
8. Provide copies of any Pre Task Planning (PTP) forms from similar projects.

