1) Representations and Certifications (Enclosed)

The North American Industry Classification System (NAICS) Codes for this type of work is 238220, Plumbing, Heating and Air-Conditioning Contractors. The corresponding small business size standard for this acquisition is an annual receipts size standard of **$16,500,000 or less for each NAICS Code listed**. Annual receipts are to be based on the average annual gross revenue for the past three fiscal years.

The Offeror shall base its Small Business Program Representations on this small business size standard when completing the Representations & Certifications. Refer to Subpart 19.1 - *Size Standards* of the Federal Acquisition Regulation (FAR) for information on calculating your annual average gross revenue.

2) Experience

LLNS desires a Subcontractor capable of providing all architectural and engineering services as well as procurement of construction and construction management support for the repair, modification or replacement of aging HVAC infrastructure at various DOE/NNSA sites throughout the complex. Therefore, please provide the following:

* + Description of relevant projects completed in the past three years
	+ Value of the work performed by the contractor's own forces on all projects listed above.
	+ Name and phone number of the owner’s representative for each project listed above.

3) Financial Data

Provide a copy of Income Statements, Cash Flow Statements and Balance Sheets (audited or un-audited) for the last two years.

4) Surety

Provide name of present surety with a certification from the surety confirming:

* + - * The number of times it has completed contractor's work in the past five years.
			* Total bonding capacity of the contractor in dollars.
			* Available bonding capacity of the contractor at time of response in dollars.

 Note: Surety must be listed on the Department of the Treasury's Listing of Approved Sureties).

5) Insurance

* Name of insurance carrier and local broker.
* A certificate of insurance showing that the Contractor can meet the insurance requirements listed below.

The following levels of insurance are required for this type of work.

a. Commercial General Liability Insurance Minimum Limit

* Per Occurrence and General Aggregate $ 10,000,000
* Products/Completed Operations Aggregate $ 10,000,000
* Personal and Advertising Injury $ 1,000,000

b. Business Automobile Liability Insurance Minimum Limit

* Combined Single Limit $ 1,000,000

c. Workers' Compensation (As required under California state law or other applicable state law for any work not performed in California). The workers’ compensation insurance shall include the following minimum coverage:

 Minimum Limit

* Employer's Liability, Per Accident $ 1,000,000
* Employer’s Liability Disease, Each Employee $ 1,000,000
* Employer’s Liability Disease, Policy Limit $ 1,000,000

d. Professional Liability Insurance Minimum Limit

* Per Claim and General Aggregate $ 5,000,000

e. Contractors Pollution Liability (applicable if any work or activities involve asbestos, lead, or hazardous waste)

 Minimum Limit

* Contractors Pollution Liability, Per Occurrence $ 5,000,000
* Contractors Pollution Liability, Aggregate $ 5,000,000

f. BUILDERS RISK PROPERTY INSURANCE

(Applicable for new construction and alterations to existing buildings which involve the structure of the building (e.g., new roof, new exterior walls, etc.).

1. The Subcontractor shall, at its own expense, provide and maintain insurance under a “Standard Risk Course of Construction” policy, to include transit insurance coverage, insuring all work done and materials supplied in connection with work done in performance of this Subcontract against loss or damage resulting from all risks of physical loss or damage, including, but not limited to, fire and associated perils, vandalism and malicious mischief, earthquake, and flood if the location of the work has been delineated in a flood hazard boundary map issued by the Department of Housing and Urban Development, or other causes. Such insurance shall be issued with limits on a completed value basis and valuation to be on a replacement cost basis.
2. The word “flood,” as used in this clause, shall have the same definition as used in the National Flood Insurance Act, which is “a general and temporary condition of partial or complete inundation of normally dry land areas from (1) the overflow of streams, rivers or other inland water, or (2) abnormally high tidal water or rising coastal waters resulting from severe storms, hurricanes or tsunamis (destructive sea wave caused by an underwater earthquake)”.
3. Should the work involve solely alteration work, then earthquake and flood insurance is not required for the existing structure value, but is required for the alteration work if such work exceeds $500,000. Should the work involve both alteration work and new construction, then earthquake and flood insurance is required on the new construction and for the alteration work if such work exceeds $500,000, but is not required for the existing structure.

6) Safety Records

* + Completed “Subcontractor Safety Prequalification Questionnaire”. (Enclosed).
	+ Provide a signed statement from the contractor's workers compensation carrier listing the contractor's home state Experience Modification Rates (EMR) and or , Interstate EMR for the last three years. If your EMR rates are above 1.0 in the last three years, please provide a written explanation of the incident(s) and of the safety measures implemented to reduce the rate.
	+ Provide a written explanation of the corrective measures that are being implemented by your company to improve its safety if any of the following occurs:
		1. Occurrence of any fatalities the last three years,
		2. Receipt of any OSHA citations within the past five years,
		3. Days Away or OSHA Recordable Incident Rates for the past three years are above the national average found on Table 1 of the Bureau of Labor Statistics website (<http://www.bls.gov/iif/oshsum.htm>).
	+ Provide the contractor's NAICS code for OSHA reporting purposes.
	+ Provide OSHA 300/ 300A logs for the past six years.

7) Contractor License

 Provide a copy of your Contractor Licenses and dates of expiration.

8) Staffing

 Provide a statement identifying the number of US Citizens employed, or the ability to staff projects adequately with US Citizens.

7) Teaming Arrangements

 The RFP will allow Teaming arrangements as defined in FAR Part 9.6 “Teaming Arrangements” that are either a Joint Venture or based upon a Teaming Agreement. If your offer will be based upon either, provide information regarding the following:

1) Explain if Teaming Arrangement is a Joint Venture or based upon a Teaming Agreement. Provide copy of the governing document.

2) A detailed statement outlining the following in terms of percentages, where appropriate.

1. The relationship of the parties in terms of business ownership, capital contribution, and profit distribution or loss sharing.
2. The management approach of the Teaming Arrangement in terms of who will conduct, direct, supervise and control the project and have custody and control of the assets of the Teaming Arrangement and perform the duties necessary to complete the work.
3. The structure of the Teaming Arrangement and decision-making responsibilities of the parties in terms of who will control the manner and method of performance of the work.
4. The bonding responsibilities of the parties.
5. Identification of the key personnel having authority to legally bind and negotiate subcontracts and state who will provide or contract for the labor and materials for the Teaming Arrangement.
6. Identification of party maintaining the Teaming Arrangement bank accounts for the payment of all expenses and the deposits of all receipts, keep the books and records, and pay applicable taxes for the parties.