



Oregon State
University

**REQUEST FOR PROPOSAL
No. 93557568**

**INSPECTOR SERVICES FOR CONSTRUCTION
OF THE
REGIONAL CLASS RESEARCH VESSEL(S) (RCRVs)**

PROPOSAL DUE DATE AND TIME
November 16, 2017 (3:00 PM, PT)

SUBMITTAL LOCATION

Oregon State University
Procurement, Contracts and Materials Management
644 SW 13th Avenue
Corvallis, Oregon 97333

OSU Procurement, Contracts and Materials Management Offices are open Monday through Friday 8:00 am-12:00 noon and 1:00 pm-5:00 pm.
Offices are closed during the 12:00 noon-1:00 pm lunch hour.

ELECTRONIC SUBMITTAL ADDRESS

bids@oregonstate.edu

1.0 GENERAL

1.01 SCHEDULE OF EVENTS

▪ Issue Date	October 16, 2017
▪ Pre-Proposal Conference	October 27, 2017 (11:00 am, PT)
▪ Deadline for Requests for Clarification or Change	November 2, 2017 (3:00 pm, PT)
▪ Proposal Due Date and Time	November 16, 2017 (3:00 pm, PT)

This Schedule of Events is subject to change. Any changes will be made through the issuance of Written Addenda.

1.02 PRE-PROPOSAL CONFERENCE

A voluntary Pre-Proposal Conference will be held on October 27, 2017 via WebEx, see Section 7.26 for instructions. Please contact the Administrative Contact listed below for if you have questions regarding the teleconference.

OSU may post the names of the firms participating in the Pre-Proposal Conference on OSU websites. Before posting firm names, OSU will confirm, in writing, participant approval to post their firm's name.

1.03 ISSUING OFFICE

The Procurement, Contracts and Materials Management (PCMM) department of Oregon State University ("OSU") is the issuing office and is the sole point of contact for this Request for Proposal. Address all concerns or questions regarding this Request for Proposal to the Administrative Contact identified below.

1.04 ADMINISTRATIVE CONTACT

Name: Deanne Lahaie-Noll
Title: Procurement Contract Officer
Telephone: 541-737-1150
Fax: 541-737-2170
E-Mail: deanne.lahaie-noll@oregonstate.edu
Physical Address: Oregon State University
Procurement, Contracts and Materials Management
644 SW 13th Avenue
Corvallis, Oregon 97333

1.05 DEFINITIONS

As used in this Request for Proposal, the terms set forth below are defined as follows:

- a. "Addenda" means an addition to, deletion from, a material change in, or general interest explanation of the Request for Proposal.
- b. "Exhibits" means those documents which are attached to and incorporated as part of the Request for Proposal.
- c. "Proposal" means an offer, binding on the Proposer and submitted in response to a Request for Proposal.
- d. "Proposer" means an entity that submits a Proposal in response to a Request for Proposal.
- e. "Proposal Due Date and Time" means the date and time specified in the Request for Proposal as the deadline for submitting Proposals.
- f. "Request for Proposal" (RFP) means a Solicitation Document to obtain Written, competitive Proposals to be used as a basis for making an acquisition or entering into a Contract when price will not necessarily be the predominant award criteria.
- g. "Responsible" means an entity that demonstrates their ability to perform satisfactorily under a Contract by meeting the applicable standards of responsibility outlined in OSU Standard 580-061-0130.
- h. "Responsive" means a Proposal that has substantially complied in all material respects with the criteria outlined in the Request for Proposal.
- i. "Written or Writing" means letters, characters, and symbols that are intended to represent or convey particular ideas or meanings and are made in electronic form or inscribed on paper by hand, print, type, or other method of impression.

2.0 INTRODUCTION AND BACKGROUND

2.01 INTRODUCTION

Procurement, Contracts and Materials Management is seeking Responsive Responsible Proposers to submit Proposals to provide onsite ship Construction Inspectors and Electrical and Electronics Inspectors to support the OSU Project Field Office Team during the Regional Class Research Vessel(s) (RCRVs) construction project at Gulf Island Shipyards, LLC in Houma, LA. It is OSU's intent that the successful Proposer provide dedicated Inspectors to perform the Inspector services, rather than rotating Inspector service personnel. OSU envisions receiving Proposals from firms, sole proprietors, or other entity specializing in providing the Inspector services required.

OSU is using a Request for Proposals (RFP) formal competitive process to select a Proposer(s). OSU will employ a best value procurement process which allows OSU to consider qualitative factors in addition to price or cost. OSU, at its sole discretion, may choose to award the Construction, and Electrical and Electronics Inspector services by line item to different Proposers. **It is not mandatory to submit a Proposal for both the Construction, and Electrical and Electronics Inspector services.**

2.02 BACKGROUND

OSU has entered into a fixed price Contract with Gulf Island Shipyards, LLC to construct a 193ft. Regional Class Research Vessel (RCRV), Vessel 1, with Contract options for Vessel 2, and Vessel 3. The Vessel(s) are Federally funded via a Cooperative Agreement between OSU and the National Science Foundation (NSF), through NSF's Major Research Equipment Facility and Construction (MREFC) program. Awarding the options for additional Vessel(s) is funding dependent. OSU's expectation is that the Vessel options would be exercised soon after sufficient funds are made available by NSF.

The RCRV construction program used the Design-Bid-Build method of project delivery and, therefore, OSU developed a design specification package, selected a shipyard via a competitive process and is now administering a firm fixed price RCRV shipyard construction contract. Upon completion of construction and delivery, the RCRVs will be owned by NSF and will function as part of the University-National Oceanographic Laboratory System (UNOLS) fleet for academic research.

The RCRV Project Field Office, located at the building shipyard in Houma, LA provides OSU onsite contract administration of the Shipyard Contract. OSU requires the onsite services of Construction Inspectors and Electrical and Electronics Inspectors to support the RCRV Project Field Office in administering the RCRV Shipyard Contract by providing technical expertise in the construction, commissioning and operation of ocean-going vessel systems. OSU intends to Contract for Inspectors for Vessel 1, and OSU will reserve the right, at its sole discretion, to exercise options to Contract for Inspectors for Vessel 2, and Vessel 3, should funding be awarded for Vessels 2, and 3.

2.03 OREGON STATE UNIVERSITY

Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. Oregon State is one of only two American universities to hold the Land Grant, Sea Grant, Space Grant and Sun Grant designations. Oregon State is also the only Oregon institution to have earned both Carnegie Foundation classifications for Highest Research Activity and Community Engagement, a recognition of the depth and quality of its graduate education and research programs.

Through its centers, institutes, Extension offices and Experiment Stations, Oregon State has a presence in all of Oregon's 36 counties, including its main campus in Corvallis, the Hatfield Marine Sciences Center in Newport and OSU-Cascades Campus in Bend. Oregon State offers undergraduate, master's and doctoral degrees through 11 academic colleges, the Honors College, Graduate School and online Ecampus, enrolling more than 31,000 students from every county in Oregon, every state in the country and more than 110 nations.

3.0 STATEMENT OF WORK

3.01 SAMPLE CONTRACT

A Sample Contract containing a statement of work and contractual terms and conditions is included at **Exhibit A**.

The Sample Contract, including its Attachments are not to be filled-out or submitted in response to this RFP, reference RFP Section 5.02 Required Submittals.

4.0 PROPOSER QUALIFICATIONS

4.01 MINIMUM QUALIFICATIONS

In order to qualify as a Responsive Proposer, the Proposer needs to provide Inspector services that meet the minimum qualifications below for items a through d, and Proposer needs to also meet the minimum qualifications of either the Construction Inspector (item e), or Electrical and Electronics Inspector (item f), or may meet both items e and f.

a. Inspector Required Expertise General:

To perform the services successfully an Inspector must perform satisfactorily in each of these areas:

1. Problem solving: Incorporates thorough understanding of marine engineering to identify potential design considerations and recommend alternatives.
2. Oral/written communication: Listens carefully and speaks clearly and professionally. Edits work for accuracy and clarity. Is able to read and interpret complex written information such as contract specifications and engineering drawings.
3. Planning/organizing: Independently prioritizes and plans work activities, organizes and tracks construction and testing timelines and deadlines.
4. Dependability: Responds in a timely manner to requests for services and keeps project staff informed of progress with weekly reports.

b. Inspector Required Availability to Perform Services:

To perform the services Inspectors must be available on weekends and holidays and, during trials must be available to work on a 24-hour basis. Inspectors must also be available on a flexible schedule to accommodate the needs of the effort, occasional travel and working with others in different time zones. Normal level of effort is 40 hours per week. Inspectors may work during OSU observed holiday periods with the approval of the SR.

c. Inspector Shipyard Location, Office Work Space, and Equipment Requirements:

To perform the Services, Inspectors must be able to be located at the building shipyard. OSU will provide Inspectors office space, office supplies, and a computer at the building shipyard. OSU will provide Inspectors with safety gear (hardhat, glasses, hearing protection). OSU will not provide Inspectors with required steel toed safety shoes.

d. Inspector Working Environment Requirements:

To perform the services Inspectors must be capable of working in the environment described within this paragraph. Inspectors will frequently be in the industrial areas of yard and on board the vessel (required). Ship construction working conditions (required) include outdoor weather conditions; a nonstable environment (i.e., pitching, heaving, and rolling decks); a noisy environment; hot and confined spaces; exposure to toxic/caustic substances and fumes; climbing up and down vertical ladders and multiple story staircases; working in elevated areas (i.e., over six feet); move over and around structure and machinery, crawl in and out of small enclosed spaces, and pass through hatches and manholes as small as 18 inches in diameter. OSU complies with OSHA requirements.

e. Line Item 1 - Construction Inspectors:

1. Minimum 10 year's recent experience with ship building/ship repair, including 5 years of new construction.
2. Knowledge, skills, and abilities to inspect, test, and validate ship's structure, outfitting, safety, and joiner systems, as demonstrated by a combination of training and experience.
3. Demonstrated experience with tracking and correction of discrepancies resulting from inspections.
4. Demonstrated experience interfacing with shipyard craft supervisors and regulatory agencies as a Construction Inspector.
5. Familiarity with ABS Rules for steel vessels under 90 meters, as well as Safety of Life At Sea (SOLAS) and United States Coast Guard (USCG) requirements for research vessels.
6. Proficient in reading, interpreting and commenting on drawings and specifications.
7. Proficiency with Microsoft Office tools, and Adobe Acrobat Comment Editor.

f. Line Item 2 – Electrical and Electronics Inspectors:

1. Minimum 10 year's recent experience with marine electrical systems new construction/major refit.
2. Extensive experience with Bridge navigation, communication, and electronic outfitting equipment.
3. Knowledge, skills, and abilities to inspect, test, and validate ships electrical, control, instrumentation, and communication systems, as demonstrated by a combination of training and experience.
4. Demonstrated experience with tracking and correction of discrepancies resulting from inspections.
5. Demonstrated experience interfacing with shipyard craft supervisors and regulatory agencies as a Electrical and Electronics Inspector.
6. Familiarity with American Bureau of Shipping (ABS) Rules for steel vessels under 90 meters, as well as Safety of Life At Sea (SOLAS) and United States Coast Guard (USCG) requirements for research vessels, marine Institute of Electronics and Electrical Engineers (IEEE) and International Electrotechnical Commission (IEC) standards.
7. Proficiency in reading, interpreting, and commenting on electrical schematics, drawings and specifications for both AC and DC circuitry.
8. Familiarity with Electrical Bonding and ability to detect and assist with troubleshooting as required.
9. Familiarity with use of basic electrical testing equipment, which may include multi-meters, power analyzers, and multi-function installation testers.
10. Proficiency with Microsoft Office tools, and Adobe Acrobat Comment Editor.

4.02 PREFERRED QUALIFICATIONS

OSU will award additional points for Proposers able to meet the preferred qualifications below.

a. Line Item 1 - Construction Inspectors:

1. Contractor experience beyond minimum 10 year's recent experience with ship building or ship repair,
2. 5 years of new construction experience as Customer or Owner's Representative.
3. NACE Coating Inspector Program (CIP) Level 1
4. American Welding Society (AWS) Certified Welding Inspector to ISO 9001
Certified Marine Inspector to ISO 9001
5. Naval Architecture or Marine Engineering (or similar) degree from accredited institution.
6. Machinery inspector experience for Vessel equipment installation.
7. Ideally, this Inspector will be multi-disciplinary and may provide assistance on inspections in other areas as work load dictates.

b. Line Item 2 – Electrical and Electronics Inspectors:

1. Contractor experience beyond minimum of 10 year's recent experience with marine electrical systems new construction/major refit.
2. 5 years of new construction experience as Customer or Owner's Representative.

3. Electrical Engineering Degree from accredited institution.
4. National Environment Management Authority (NEMA) registered inspector
5. Ideally, this Inspector will be a multi-disciplinary and may provide assistance on inspections in other areas as work load dictates.

5.0 REQUIRED SUBMITTALS

5.01 QUANTITY OF PROPOSALS

Submit one (1) electronic or hard copy via any of the methods detailed in the Section below titled SUBMISSION. If submitting via hard copy, include one (1) electronic copy (PDF format) of Proposal on CD/DVD/flash drive. Proposals should contain original signatures on any pages where a signature is required (in the case of electronic submissions, either electronic signatures or scans of hand-signed pages should be included). Proposals should contain the submittals listed in Section 5.02 below.

5.02 REQUIRED SUBMITTALS

It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of this Request for Proposal. If submittals are not substantially compliant in all material respects with the criteria outlined in the RFP, it will cause the Proposal to be deemed non-Responsive.

Proposers must submit the following required submittals a through i, and should include all information requested under each submittal:

- a. Set forth qualifications of the Proposer to perform the Contract, including providing a firm resume, as well as a description of the resources available to Proposer to perform the project. Proposers will verify their entity type and that the Proposer has any and all licenses necessary for the work contemplated under this RFP, as applicable. Include a detailed description of procedures and other aspects of the working relationship expected between Proposer and OSU.
- b. Description of how the Inspector services offered specifically satisfy the statement of work described in Section 3. Please provide your responses in the order the information is requested. In addition to addressing the statement of work items a, h, i and j, Proposers may address either the Construction Inspector services (items b, c, d), or the Electrical and Electronics Inspector services (items e, f, g), or may address both.
- c. Detailed information about how the Proposer meets the minimum qualifications described in Section 4. Please provide your responses in the order the information is requested. In addition to addressing items a through d, Proposers may address either the Construction Inspector (item e) or Electrical and Electronics Inspector (item f), or may address both items e and f. Proposer should also list names, titles, and qualifications of the Inspectors or key personnel who will be assigned to provide the Inspector services. Include concise business biographies or resumes of the key personnel who will be providing the Inspector services described in the Proposal. This information should include their areas of expertise, and their experience with projects of similar scope and nature.
- d. Detailed information about how the Proposer meets the preferred qualifications, if any, described in Section 4. Please provide your responses in the order the information is requested. Proposers may address either the Construction Inspector (item a), or the Electronics and Electrical Inspector (item b), or may address both items a and b.
- e. Complete and itemized pricing for the services as requested on **Exhibit D**, Pricing Form. Proposers may offer pricing for either the Construction Inspector, or Electrical and Electronics Inspector, or both.
Note: In addition to providing the pricing as requested on Exhibit D, Proposers may submit, for consideration as OSU's sole discretion, alternative methods for Inspector pricing.
- f. **Exhibit B:** Certifications, filled-out.
- g. **Exhibit C:** References, filled-out.
- h. **Exhibit E:** Submittal Checklist, filled-out.

6.0 EVALUATION

6.01 EVALUATION

The stages of review and evaluation are as follows:

a. Determination of Responsiveness:

OSU will first review all Proposals to determine Responsiveness. Proposals that do not comply with the instructions, that are materially incomplete, that do not meet the minimum requirements, or that are submitted by Proposers who do not meet minimum qualifications may be deemed non-Responsive. Written notice will be sent to Proposers whose Proposal is deemed non-Responsive identifying the reason. A Proposer has the right to appeal the decision pursuant to OSU Standard 580-061-130(5).

b. First Stage Evaluation:

Those Proposals determined to be Responsive will be evaluated using the required submittals. Proposals will be scored based on the evaluation criteria listed below. Scores will be used to determine Proposers within a competitive range. The competitive range will be made of Proposers whose individual scores, when viewed together, form a group of the highest ranked Proposers above a natural break in the scores.

OSU reserves the right to ask follow-up questions of Proposers during first stage evaluations. The questions will be for the purpose of clarification of information already contained in submittals and not be an opportunity to submit additional documentation or change existing documentation.

OSU may award after the first stage evaluation to the highest ranked Proposer without moving on to the second stage evaluation. If this option is selected, Written notice of intent to award the Contract to the highest ranked Proposer will be provided to all Responsive Proposers, or an award may be made directly without notice of intent in those instances of a single Responsive Proposer.

c. Second Stage Evaluation:

If award is not made after the first stage evaluation, OSU may choose any of the following methods in which to proceed:

- i. Issue a Written invitation to Proposers within the competitive range requesting an interview, presentation, site visit or any other evaluative method that is relevant to the goods or services solicited in the Request for Proposal. Written invitations will contain the evaluation criteria and scoring that will be used by the evaluation committee.
- ii. Engage in oral or Written discussions with and request best and final Proposals from all Proposers in the Competitive Range or all Proposers submitting Responsive Proposals. Discussions may be conducted for the following purposes:
 - Informing Proposers of deficiencies in their initial Proposals;
 - Notifying Proposers of parts of their Proposals for which OSU would like additional information; or
 - Otherwise allowing Proposers to develop revised Proposals that will allow OSU to obtain the best Proposal based on the requirements set forth in this Request for Proposal.

The conditions, terms, or price of the Proposal may be altered or otherwise changed during the course of the discussions provided the changes are within the scope of the Request for Proposal. Best and final Proposals will be scored based on the evaluation criteria listed below in Section 6.02.

Points awarded in the first stage evaluation will not be carried to the second stage evaluation. If a second stage evaluation of all Proposers does not produce an award that is in OSU's best interest, OSU may

return to the first stage evaluation to advance additional Proposers to a second stage evaluation.

d. Additional Stages of Evaluation:

If after completion of the second stage of evaluation, an award is not made, OSU may add another stage of evaluation using any of the methods outlined in the second stage evaluation above.

6.02 EVALUATION CRITERIA

Points will be given in each criteria and a total score will be determined for each Line Item. The maximum points available for each criterion are identified below.

Evaluation Criteria

Line Item 1 - Construction Inspectors:	<u>Points</u>
Proposer Qualifications and Work Relationship	5
Proposal relative to the Statement of Work	10
Proposer's Construction Inspector preferred qualifications relative to the preferred qualifications	10
Price of the Construction Inspector services	<u>25</u>
	50
Line Item 2 – Electrical and Electronics Inspectors:	<u>Points</u>
Proposer Qualifications and Work Relationship	5
Proposal relative to the Statement of Work	10
Proposer's Electrical and Electronics Inspectors preferred qualifications relative to the preferred qualifications	10
Price of the Electrical Inspector services	<u>25</u>
	50
Total Points Available	100

Pricing Calculation:

OSU will create a scenario of inspector hours usage (including overtime) for Vessel 1 and apply that scenario to all Responsive Proposals and the perform a comparative evaluation for prices as follows:

The Proposal that contains the lowest price to OSU will receive the maximum number of price points. A Proposal whose price is higher than the lowest submitted price will receive proportionately fewer price points, as demonstrated in the example below.

Proposer A's price is \$450 (the lowest)

Proposer A is awarded 25 price points (the maximum)

Proposer B's price is \$500

Proposer B is awarded 22.5 price points ($450/500 \times 25$)

In the event of a discrepancy between unit prices and extended (arithmetically calculated) prices, unit prices will prevail over extended prices.

6.03 NEGOTIATIONS

OSU may commence serial negotiations with the highest ranked Proposer or commence simultaneous negotiations with all Responsive Proposers within the competitive range. OSU may negotiate:

- a. The statement of Work;
- b. The Contract price as it is affected by negotiating the statement of Work; and
- c. Any other terms and conditions as determined by OSU.

6.04 INVESTIGATION OF REFERENCES

- a. OSU reserves the right to investigate and to consider the references and the past performance of any Proposer with respect to such things as its performance or provision of similar goods or services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors, and workers.
- b. OSU further reserves the right to consider past performance, historical information and facts from references or sources chosen by OSU, which may be different or in addition to references provided by a Proposer.
- c. OSU may postpone the award or execution of the Contract after the announcement of the notice of intent to award in order to complete its investigation.

6.05 CONTRACT AWARD

- a. Contract will be awarded to the Proposer who, in OSU's opinion, meets the requirements and qualifications of the RFP and whose Proposal is in the best interest of OSU. The Contract award will be pursuant to a separate contract which will include terms and conditions substantially as set forth in the Sample Contract attached to this RFP as **Exhibit A**.
- b. If you have questions, concerns, or proposed modifications regarding any of the terms and conditions contained in this RFP, including the attached form of Contract in **Exhibit A**, you should address those during the time prescribed for Requests for Clarification or Change, see RFP Section 1.01.
- c. If a Proposer conditions its Proposal on any additional terms and conditions, which have not been accepted by a Written addendum to the RFP, the Proposal may be deemed non-Responsive.
- d. If a successful Contract cannot be completed after award, OSU may conclude contract negotiations, rescind its award to that Proposer, and return to the most recent RFP evaluation stage to negotiate with another Proposer(s) for award.

7.0 INSTRUCTIONS TO PROPOSERS

7.01 APPLICABLE STATUTES AND RULES

This Request for Proposal is subject to the applicable provisions and requirements of the Oregon Revised Statutes, Oregon Administrative Rules, OSU Standards, Policies and Procedures, and the applicable terms and conditions of the National Science Foundation Cooperative Agreement OCE - 1333564, as amended.

7.02 FUNDING AGENCY

This solicitation and any Contract issued as a result thereof, is issued pursuant to the terms and conditions of a National Science Foundation Contract, Cooperative Agreement No. OCE-1333564, as amended.

7.03 COMMUNICATIONS DURING RFP PROCESS

In order to ensure a fair and competitive environment, direct communication between OSU employees other than the Administrative Contact or other PCMM representative and any party in a position to create an unfair advantage to Proposer or disadvantage to other Proposers with respect to the RFP process or the award of a Contract is strictly prohibited. This restricted period of communication begins on the issue date of the solicitation and for Proposer(s) not selected for award ends with the conclusion of the protest period identified in OSU Standard 580-061-0145(3) and for Proposers(s) selected for award ends with the contract execution. This restriction does not apply to communications to other OSU employees during a Pre-Proposal conference or other situation where the Administrative Contact has expressly authorized direct communications with other staff. A Proposer who intentionally violates this requirement of the RFP process or otherwise deliberately or unintentionally benefits from such a violation by another party may have its Proposal rejected due to failing to

comply with all prescribed solicitation procedures. The rules governing rejection of individual solicitation responses and potential appeals of such rejections are at OSU Standard 580-061-0130.

7.04 REQUESTS FOR CLARIFICATION OR CHANGE

Requests for clarification or change of the Request for Proposal must be in Writing and received by the Administrative Contact no later than the Deadline for Request for Clarification or Change as specified in the Schedule of Events. Such requests for clarification or change must include the reason for the Proposer's request. OSU will consider all timely requests and, if acceptable to OSU, amend the Request for Proposal by issuing an Addendum. Envelopes, e-mails or faxes containing requests must be clearly marked as a Request for Clarification or Change and include the RFP Number and Title.

7.05 ADDENDA

Only documents issued as Written Addenda by PCMM serve to change the Request for Proposal in any way. No other direction received by the Proposer, written or verbal, serves to change the Request for Proposal. Addenda will be publicized on the OSU procurement website. Proposers are advised to consult the OSU procurement website prior to submitting a Proposal in order to ensure that all relevant Addenda have been incorporated into the Proposal. Proposers are not required to submit Addenda with their Proposal. However, Proposers are responsible for obtaining and incorporating any changes made by Addenda into their Proposal. Failure to do so may make the Proposal non-Responsive, which in turn may cause the Proposal to be rejected.

7.06 PREPARATION AND SIGNATURE

All Required Submittals must be Written and signed (in the case of electronic submissions, either a digital signature or a scan of the ink signature is acceptable) by an authorized representative with authority to bind the Proposer. Signature certifies that the Proposer has read, fully understands, and agrees to be bound by the Request for Proposal and all Exhibits and Addenda to the Request for Proposal.

7.07 PUBLIC RECORD

Upon completion of the Request for Proposal process, information in all Proposals will become subject records under the Oregon Public Records Law. Only those items considered a "trade secret" under ORS 192.501(2), may be exempt from disclosure. If a Proposal contains what the Proposer considers a "trade secret" the Proposer must mark each sheet of information as such. Only bona fide trade secrets may be exempt and only if public interest does not require disclosure.

7.08 SUBMISSION

Proposals must be received in the PCMM office no later than the Proposal Due Date and Time; it is the Proposer's responsibility to ensure that the Proposal is received no later than to the Proposal Due Date and Time indicated in this RFP, regardless of the method used to submit the Proposal. Proposals may be submitted via the following method(s):

- 1) Electronic copy in PDF format included as attachment(s) in an e-mail sent to bids@oregonstate.edu. The e-mail subject line should contain the RFP No. and RFP title. Only those Proposals received at this e-mail address by the Due Date and Time will be considered Responsive; do not e-mail a copy of the Proposal to any other e-mail address. Proposals submitted directly to the Administrative Contact e-mail address will NOT be considered Responsive. It is highly recommended that the Proposer confirms receipt of the email with the Administrative Contact noted above or by calling 541-737-4261. The Administrative Contact may open the e-mail to confirm receipt but will NOT verify the integrity of the attachment(s), answer questions related to the content of the Proposal, or address the overall Responsiveness of the Proposal.
- 2) Hard copy in a sealed package or envelope dropped off in person or delivered to the submittal location listed on the Request for Proposal cover sheet. The package or envelope should be addressed to the Administrative Contact and should include the Request for Proposal number and the Proposer's name on the face of the sealed package or envelope. It is highly recommended that the Proposer confirms

receipt of the Proposal with the Administrative Contact prior to the Proposal Due Date and Time.

All Proposals, including those submitted through electronic methods (if allowed), must contain Written signatures indicating intent to be bound by the offer. If the Proposer submits multiple versions of the Proposal via different methods and does not explicitly direct OSU as to which version to use, OSU will determine which version of the Proposal will be used for evaluation.

7.9 MODIFICATION

Prior to submittal, Proposers should initial modifications or erasures in ink (in the case of electronic submissions, either a digital signature or a scan of the ink initials is acceptable) by the person signing the Proposal. After submittal but prior to the Proposal Due Date and Time, Proposals may be modified by submitting a Written notice indicating the modifications and a statement that the modification amends and supersedes the prior Proposal. After the Proposal Due Date and Time, Proposers may not modify their Proposal.

7.10 WITHDRAWALS

A Proposer may withdraw their Proposal by submitting a Written notice to the Administrative Contact identified in this Request for Proposal prior to the Proposal Due Date and Time. The Written notice must be on the Proposer's letterhead and signed by an authorized representative of the Proposer. The Proposer, or authorized representative of the Proposer, may also withdraw their Proposal in person prior to the Proposal Due Date and Time, upon presentation of appropriate identification and evidence of authority to withdraw the Proposal satisfactory to OSU.

7.11 LATE SUBMITTALS

Proposals and Written notices of modification or withdrawal must be received at the submittal location no later than the Proposal Due Date and Time (in the case of electronic submissions, the time/date stamp of the email received at the PCMM office must be no later than the Proposal Due Date and Time). OSU may not accept or consider late Proposals, modifications, or withdrawals except as permitted in OSU Standard 580-061-0120. Sole responsibility rests with the Proposer to ensure OSU's receipt of its Proposal no later than the Proposal Due Date and Time. OSU shall not be responsible for any delays or misdeliveries caused by common carriers or by transmission errors, malfunctions, or electronic delays. Any risks associated with physical delivery or electronic transmission of the Proposal are borne by the Proposer.

7.12 PROPOSAL OPENING

Proposals will be opened immediately following the Proposal Due Date and Time at the Submittal Location. Proposer may attend the Proposal opening. Only the names of the Proposers submitting Proposals will be announced. No other information regarding the content of the Proposals will be available.

7.13 PROPOSALS ARE OFFERS

The Proposal is the Proposer's offer to enter into a Contract pursuant to the terms and conditions specified in the Request for Proposal, its Exhibits, and Addenda, including but not limited to the Sample Contract. The offer is binding on the Proposer for one hundred twenty (120) days. OSU's award of the Contract constitutes acceptance of the offer and binds the Proposer. The Proposal must be a complete offer and fully Responsive to the Request for Proposal.

7.14 CONTINGENT PROPOSALS

Proposer shall not make its Proposal contingent upon OSU's acceptance of specifications or contract terms that conflict with or are in addition to those in the Request for Proposal, its Exhibits, or Addenda.

7.15 RIGHT TO REJECT

OSU may reject, in whole or in part, any Proposal not in compliance with the Request for Proposal, Exhibits, or Addenda, if upon OSU's Written finding that it is in the public interest to do so. OSU may reject all Proposals for good cause, if upon OSU's Written finding that it is in the public interest to do so. Notification of rejection of all Proposals, along with the good cause justification and finding of public interest, will be sent to all who submitted a Proposal. OSU reserves the right, at OSU's sole discretion, to waive minor informalities and to correct clerical

errors in Proposals as allowed by OSU Standard 580-061-0120.

7.16 AWARDS

OSU reserves the right to make award(s) by individual item, group of items, all or none, or any combination thereof. OSU reserves the right to delete any item from the award when deemed to be in the best interest of OSU.

7.17 LEGAL REVIEW

Prior to execution of any Contract resulting from this Request for Proposal, the Contract may be reviewed by a qualified attorney for OSU pursuant to the applicable Oregon State University Standards and Policies, and practices, Oregon Revised Statutes and Oregon Administrative Rules. Legal review may result in changes to the terms and conditions specified in the Request for Proposal, Exhibits, and Addenda.

7.18 PROPOSAL RESULTS

A Written notice of intent to award will be issued to all Proposers. The Proposal file will be available for Proposer's review during the protest period at the PCMM Department. Proposers must make an appointment with the Administrative Contact to view the Proposal file. After the protest period, the file will be available by making a Public Records Request to OSU Office of General Counsel.

7.19 PROPOSAL PREPARATION COST

OSU is not liable for costs incurred by the Proposer during the Request for Proposal process.

7.20 PROPOSAL CANCELLATION

If a Request for Proposal is cancelled prior to the Proposal Due Date and Time, all Proposals that may have already been received will be returned to the Proposers. If a Request for Proposal is cancelled after the Proposal Due Date and Time or all Proposals are rejected, the Proposals received will be retained and become part of OSU's permanent Proposal file.

7.21 JURISDICTION AND VENUE

Any dispute arising out of this RFP shall be resolved under the laws of the State of Oregon. These laws will control as to procedure and provide the substantive rule of decision. Any appeal of an administrative order or ruling and any other action to enforce any provision of this RFP or to obtain any relief from or remedy in connection with this RFP may be brought only in the Circuit Court of Oregon for Benton County.

7.22 PROTEST OF CONTRACTOR SELECTION, CONTRACT AWARD

Any Proposer who feels adversely affected or aggrieved may submit a protest within three (3) business days after OSU issues a notice of intent to award a Contract. The protest must be clearly identified as a protest, identify the type and nature of the protest, and include the Request for Proposal number and title. The rules governing protests are at OSU Standard 580-061-0145.

7.23 PROPOSAL DEBRIEFING

Responsive Proposers not selected for Contract award may request an individual telephone debriefing concerning their Proposal with the Contract Officer. Debriefs will be provided by the Contract Officer subsequent to completion of the Contract award protest period.

7.24 ENERGY EFFICIENT PRODUCTS AND SERVICES

Proposer will use products and services that conserve natural resources, protect the environment, and are energy efficient to the extent practicable and economically feasible in the performance of a Contract awarded pursuant to this RFP.

7.25 ECONOMIC OPPORTUNITIES

In performing obligations under a Contract awarded pursuant to this RFP, Proposer will, when applicable, have made good faith efforts to subcontract or establish joint ventures with, or obtain materials from minority, women, or emerging small business enterprises.

7.26 PRE-PROPOSAL CONFERENCE- INSTRUCTIONS FOR PHONE OR VIDEO CONFERENCE ACCESS

- a. For those that wish to use their phones only:

Dial: 1-415-655-0002

Access Code: 928-178-888

Please dial the number, enter the access code when prompted, and then press pound.

- b. For those that wish to access the screen sharing and video conference capabilities or call in using their computer set-up:

1. Open your Internet browser of choice.
2. Type in "oregonstate.webex.com", hit enter. You should be taken to a screen with a text box where you can enter the meeting number/access code.
3. The access Code you will enter: 928-178-888 (the same as above). Click "Join".
4. You will be asked for your name and email address. Once you provide those you will be able to hit the next "join" button.
5. A smaller screen will appear, it may take a few moments to load the "meeting space".
6. Once the screen is fully loaded, the title of the event should be clearly visible in blue, and it should say "OSU Inspector RFP Pre-Proposal Conference". To the right, your name should appear under the "Participants" list.
7. A smaller window within the meeting space will open to prompt you to choose an audio option (outlined below). If the window does not appear you can select an audio option by looking just below the meeting space title: on the far left there should be an "Audio" option, with a phone symbol. If you click on it, you will be given your two options:
 1. Call in using your computer (this is a VoIP system, and is best if you have a headset and are a lone caller, not a group. Without a headset ambient noise can be a major issue.)
 2. "I Will Call In"- if you select this option the phone number and access codes listed above, along with an attendee ID will be provided in a small window. Simply dial the number and follow the instructions provided to call in and begin participating. Please note, that though recommended, the attendee ID is only provided to those logging into the online portal, and is a courtesy rather than a necessity when dialing in. An attendee ID allows WebEx to match your phone to your name on the participant's list.

EXHIBIT A
TERMS AND CONDITIONS / SAMPLE CONTRACT

Exhibit A Sample Contract.

**EXHIBIT B
CERTIFICATIONS**

1. PROPOSER REPRESENTATIONS AND CERTIFICATIONS

The Proposer certifies that (i) all Representations and Certifications contained in the solicitation and Proposal are complete, current, and accurate as required, (ii) by accepting an award, the Proposer will comply with the applicable National Policy Requirements (available at http://www.nsf.gov/bfa/dias/policy/gc1/policymatrix_dec14.pdf), and (iii) the Proposer is aware that any award issued as a result of this RFP shall be considered to have incorporated the applicable Representations and Certifications by reference.

2. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(a) Debarment and Suspension Executive Orders 12549 and 12689. A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR Part 180, as adopted and supplemented by 2 CFR Part 2520, that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Before a contract award in excess of \$25,000 is made, verification is required that the intended awarded party is not on the government-wide exclusions in the SAM. Required verification must be made by checking the SAM Exclusions. Compliance with Subpart C of 2 CFR Part 180, as supplemented by Subpart C of 2 CFR Part 2520, by checking that the intended awarded party is not listed on the SAM Exclusions, before making a contract award, will flow down from tier to tier for contract awards in excess of \$25,000. The inclusion of a term or condition similar to this term, 3.a., is required for any subsequent lower tier contract awards in excess of \$25,000.

(b) Proposer hereby certifies they are not listed on the government-wide exclusions in the SAM.

(c) Proposer agrees they will require the inclusion of a similar term or condition to 3.a. in any subsequent lower tier contract awards in excess of \$25,000.

(d) The Proposer hereby certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a covered transaction by any Federal department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (d)(2) of this certification; and
4. Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(e) Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall include an explanation with this Proposal.

3. DRUG-FREE WORKPLACE CERTIFICATION

The Proposer certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace;
2. The Contractor's policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation and employee assistance programs, and
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the Contract, the employee will:

1. Abide by the terms of the statement; and
2. Notify the employer in Writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace, no later than five calendar days after such conviction;

(e) Notifying OSU in Writing within ten calendar days after receiving notice under subparagraph (d)2. from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)2. with respect to any employee who is so convicted;

1. Taking appropriate personnel action against such an employee, up to and including termination; consistent with the requirements of the Rehabilitation ACT of 1973, as amended; or,
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

4. CERTIFICATON REGARDING LOBBYING

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or propose for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of

Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subcontractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

5. CLEAN AIR AND WATER CERTIFICATION

This provision is applicable only if the award exceeds \$150,000, or a facility to be used has been the subject of a conviction under the Clean Air Act [42 U.S.C. § 7413(c)(1)] or the Clean Water Act [33 U.S.C. § 1319(c)] and is listed by the Environmental Protection Agency (EPA), or the award is not otherwise exempt.

The Proposer agrees as follows:

(a) To comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).

(b) To report violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(c) To comply with all the requirements of Section 114 of the Clean Air Act [42 U.S.C. § 7414] and Section 308 of the Clean Water Act [33 U.S.C. § 1318], respectively, relating to inspection, monitoring, entry, reports and information, as well as other requirements specified

in Section 114 and Section 308 of the Clean Air Act and the Clean Water Act, respectively, and all regulations and guidelines issued thereunder before the award of a contract.

(d) That no portion of the work required by the award will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date that the award was awarded unless and until EPA eliminates the name of such facility or facilities from such listing.

(e) To use its best efforts to comply with clean air standards and clean water standards at the facility in which the award is being performed.

(f) To insert the substance of the provisions of this Section 5 into any nonexempt subcontract.

6. ANTI-KICKBACK PROVISIONS

Proposer certifies compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”).

The Act provides that each contractor or subcontractor must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

7. EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION CERTIFICATION

(a) Equal Employment Opportunity

Proposer must comply with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(b) Instructions for Nondiscrimination Certification

1. In accordance with NSF policy, by submitting the Proposal, the Proposer is providing the requisite Certification of Compliance with National Science Foundation Nondiscrimination Regulations and Policies. This Certification sets forth the nondiscrimination obligations with which all contractors must comply. These obligations also apply to subcontractors under the award. The Proposer therefore, shall obtain the NSF Nondiscrimination Certification from each organization that applies to be, or serves as a subcontractor under the award (for other than the provision of commercially available supplies, materials, equipment or general support services) prior to entering into the subcontractor arrangement.

2. The Proposer shall provide immediate notice to the Foundation and OSU if at any time the Proposer learns that its certification was erroneous when submitted, or has become erroneous by reason of changed circumstances.

(c) Certification of Compliance with National Science Foundation Nondiscrimination Regulations and Policies

By submitting the Proposal, the Proposer hereby certifies that the Proposer's organization will comply with Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 USC §§ 1681 et seq.), the Rehabilitation Act of 1973 (29 USC § 794), the Age Discrimination Act of 1975 (42 USC §§ 6101 et seq.) Equal Employment Opportunity (E.O. 11246), Limited English Proficiency (LEP) [E.O. 13166] and all regulations and policies issued by NSF pursuant to these statutes.

To that end, in accordance with the above-referenced nondiscrimination statutes, NSF's implementing regulations and policies and OSU's policies on non-discrimination, no person in the United States shall, on the ground of race, color, national origin, sex, disability, age, gender identity or expression, genetic information, marital status, religion, sexual orientation, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Proposer receives Federal financial assistance from the Foundation; and HEREBY CERTIFIES THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Proposer by the Foundation, this Certification shall obligate the Proposer, or in the case of any transfer of such property, the transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this Certification shall obligate the Proposer for the period during which it retains ownership or possession of the property. In all other cases, this Certification shall obligate the Proposer for the period during which the Federal financial assistance is extended to it by the Foundation.

THIS CERTIFICATION is given in consideration of and for the purpose of obtaining any and all Federal grants, cooperative agreements, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Proposer by the Foundation, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Proposer recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Certification, and that the United States shall have the right to seek judicial enforcement of this Certification. This Certification is binding on the Proposer, its successors, transferees, and assignees.

8. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

(a) Pursuant to OSU Standard 580-061-0030 (3), the undersigned hereby certifies that they have not discriminated against Historically Underrepresented Businesses (which means Minority, Women or Emerging Small Business Enterprises) in obtaining any required subcontracts.

(b) The Proposer agrees, in the letting of subcontracts, to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

9. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

Proposer agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

10. ENERGY POLICY AND CONSERVATION ACT

Proposer agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

11. AUTHORIZED NEGOTIATORS

The Proposer represents that the following persons are authorized to negotiate on its behalf with OSU in connection with this solicitation:

(List names, titles, and telephone numbers of the authorized negotiators).

12. OREGON TAX LAWS

The undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Proposer and that Proposer is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws described in 305.380(4).

13. COMPLIANCE WITH SOLICITATION

The undersigned agrees and certifies that they:

1. Have read, fully understand and agree to be bound by the Request for Proposal and all Exhibits and Addenda to the Request for Proposal; and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or Contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the Request for Proposal and the Contract; and
4. Have provided a correct Federal Employer Identification Number or Social Security Number with the Proposal.

14. PROPOSERS CERTIFICATION AND REPRESENTATION SIGNATURE

By signing below, the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury the undersigned represents that all of the statements, certifications, and representations, and other information supplied for items 1 through 15 are true and correct as of the date of submittal of this Proposal/offer.

AUTHORIZED SIGNATURE: _____ **Date:** _____

Name (Type or Print): _____ Telephone:(_____)_____

Title: _____ Fax:(_____)_____

FEIN ID# (required): _____ Email: _____

Company: _____

Address, City, State, Zip: _____

Construction Contractors Board (CCB) License Number (if applicable): _____

Dun & Bradstreet Number (if applicable): _____

Business Designation (check one):

- Corporation Partnership LLC Sole Proprietorship Non-Profit

15. CERTIFICATION REGARDING ORGANIZATONAL CONFLICT OF INTEREST

The purpose of this provision is to grant Proposers an opportunity to disclose any actual or potential organizational conflicts of interest. A disclosed Conflict of Interest will not automatically result in the Proposer being removed from consideration. Mark the appropriate boxes that pertain to you and your organization for this RFP as well as providing any needed explanations.

(a) Conflicts of Interest: A conflict of interest occurs when someone in a position of trust has competing professional or personal interests and these competing interests make it difficult to fulfill their professional duties impartially. A conflict of interest exists even if no unethical or improper act results from it. Conflicts of interest may be actual or perceived. An actual conflict of interest occurs when a decision or action would be compromised without taking immediate appropriate action to eliminate the conflict. A perceived conflict of interest is any situation in which a reasonable person would conclude that conflicting duties or loyalties exist.

(b) Organizational Conflicts Of Interest: An organizational conflict of interest occurs when: a Contractor is unable or potentially unable to provide impartial Contract performance due to competing duties or loyalties; a Contractor's objectivity in carrying out the Contract is or might be otherwise impaired due to competing duties or loyalties; or a Contractor has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors/Proposers.

All Proposers must provide a list of all relationships with OSUs that create, or may appear to create, a conflict of interest with the work that is contemplated in this RFP. The list shall indicate the relationship and a description of the conflict.

I certify that I have read and understand the description of organizational conflict of interest above and (check one of the following two boxes):

- Based on the criteria and description above, I do not have any conflicts of interest.
- Based on the criteria and description above, I have an actual or potential conflict of interest, or the appearance of a conflict of interest, which I am listing immediately below.

Name/Relationship and/or Description of the Conflict of Interest (attach additional pages if needed):

(c) Certification: The Proposer warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances, which could give rise to organizational conflicts of interest. The Proposer agrees that if after award a conflict of interest is discovered, an immediate and full disclosure in Writing shall be made to the Contract Officer. The disclosure shall include a description of the action, which the Contractor has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist the award may be canceled at the discretion of the Contract Officer. In the event the Proposer was aware of an organizational conflict of interest prior to the award and did not disclose the conflict, the Contract Officer may terminate the award for default.

Printed Name

Proposer's Authorized Representative Title

Signature

Date

**EXHIBIT C
REFERENCES**

REFERENCE 1

COMPANY: _____ CONTACT NAME: _____
ADDRESS: _____ PHONE NUMBER: _____
CITY, STATE ZIP: _____ FAX NUMBER: _____
WEBSITE: _____ E-MAIL: _____
GOODS OR SERVICES PROVIDED: _____

REFERENCE 2

COMPANY: _____ CONTACT NAME: _____
ADDRESS: _____ PHONE NUMBER: _____
CITY, STATE ZIP: _____ FAX NUMBER: _____
WEBSITE: _____ E-MAIL: _____
GOODS OR SERVICES PROVIDED: _____

REFERENCE 3

COMPANY: _____ CONTACT NAME: _____
ADDRESS: _____ PHONE NUMBER: _____
CITY, STATE ZIP: _____ FAX NUMBER: _____
WEBSITE: _____ E-MAIL: _____
GOODS OR SERVICES PROVIDED: _____

**EXHIBIT D
PRICING FORM**

Construction Inspector Pricing Period	Hourly Rate	Overtime Hourly Rate
April 1, 2018 to May 15, 2019		
May 16, 2019 to May 15, 2020		
May 16, 2020 to May 15, 2021		
May 16, 2021 to May 15, 2022		
May 16, 2022 to May 15, 2023		

Electrical & Electronics Inspector Pricing Period	Hourly Rate	Overtime Hourly Rate
January 1, 2018 to May 15, 2018		
May 16, 2018 to May 15, 2019		
May 16, 2019 to May 15, 2020		
May 16, 2020 to May 15, 2021		
May 16, 2021 to May 15, 2022		
May 16, 2022 to May 15, 2023		

The hourly rates provided above are full compensation for the Inspector services requested and the hour rates will be effective for the listed pricing periods. The hourly rates will be applied to work performed for Vessel 1. The hourly rates will also apply to work performed for Vessel 2, and Vessel 3 should OSU exercise the options for Vessel 2 or Vessel 3 services.

**EXHIBIT E
SUBMITTAL CHECKLIST**

Submittal Required	RFP Document Reference	Included? Y/N
<p>a. Set forth qualifications of the Proposer to perform the Contract, including providing a firm resume, as well as a description of the resources available to Proposer to perform the project. Proposers will verify their entity type and that the Proposer has any and all licenses necessary for the work contemplated under this RFP, as applicable. Include a detailed description of procedures and other aspects of the working relationship expected between Proposer and OSU.</p>	5.02 Required Submittals	
<p>b. Description of how the Inspector services offered specifically satisfy the statement of work described in Section 3. In addition to addressing the statement of work items a, h, i and j, Proposers may address either the Construction Inspector services (items b, c, d), or the Electrical and Electronics Inspector services (items e, f, g), or may address both.</p>	5.02 Required Submittals	
<p>c. Detailed information about how the Proposer meets the minimum qualifications described in Section 4. In addition to addressing items a through d, Proposers may address either the Construction Inspector (item e) or Electrical and Electronics Inspector (item f), or may address both items e and f. Proposer should also list names, titles, and qualifications of the Inspectors or key personnel who will be assigned to provide the Inspector services. Include concise business biographies or resumes of the key personnel who will be providing the Inspector services described in the Proposal. This information should include their areas</p>	5.02 Required Submittals	

of expertise, and their experience with projects of similar scope and nature.		
d. Detailed information about how the Proposer meets the preferred qualifications, if any, described in Section 4. Proposers may address either the Construction Inspector (item a), or the Electronics and Electrical Inspector (item b), or may address both items a and b.	5.02	Required Submittals
e. Complete and itemized pricing for the services as requested on Exhibit D, Pricing Form. Proposers may offer pricing for either the Construction Inspector, or Electrical and Electronics Inspector, or both. Note: In addition to the pricing requested on Exhibit D , Proposers may submit, for consideration as OSU's sole discretion, alternative methods for Inspector pricing.	5.02	Required Submittals
f. Exhibit B- Certification Form	5.02	Required Submittals
g. Exhibit C- References	5.02	Required Submittals
h. Exhibit E- Submittal Checklist	5.02	Required Submittals