

January 24, 2011

Dear Offeror,

REQUEST FOR Proposal (RFP) NO: 163369

Battelle Memorial Institute, Pacific Northwest Division operating the Pacific Northwest National Laboratory (PNNL) for the U.S. Department of Energy (DOE) is interested in receiving proposals for vendors to participate in a program to generate a market for high performance windows and low-e storm windows. The specification outlines detailed services and is contained within Attachment No. 1.

Attached is a copy of Battelle's Request for Proposal. It consists of one set of enclosures:

Enclosure set No. 1 Request for Proposal. This attachment contains the Phase II Specifications Document, Draft Agreement, Phase II Bid Templates, and Sales Reporting Document

Battelle plans to list all qualified vendors on the PNNL Windows Volume Purchase Program website to stimulate a market for high performance and low-e storm windows. Prices will be posted on the PNNL Windows Volume Purchase Program website and will be locked in until September 18, 2011.

There is no restriction in the program which prohibits windows dealers and distributors from entering the program with their own bid price structure. However, if any dealer would like to bid products which will also be bid in to the program from the manufacturer or another dealer, a previous arrangement must be made from all involved vendors which allows only one vendor to sell the product in each state. There can be no overlap in any state for any product from more than one vendor in the program.

Proposals should be prepared simply and economically, providing a straight-forward, concise delineation of the specific information required to be furnished relative to the specifications. Emphasis in the RFP should be on completeness and clarity of content. Elaborate brochures or other representations are neither required nor desired.

All proposals submitted shall consist of a statement of acceptance of the requirements in the specifications in Enclosure Set No. 1 and a completed Phase II Bid Template. Any qualified vendor participating in Phase I must resubmit a bid to participate in Phase II. The listing of all current qualified vendors will be terminated at the time the products for Phase II are displayed on the PNNL Windows Volume Purchase Program website.

Battelle must receive one original proposal marked in response to RFP No.163369 electronically no later than 4 p.m. Pacific Time, March 18, 2011 to be in the first round of proposals.

Proposals will be accepted after March 18, 2011 but will be processed in the order they are received once the proposals received on or before March 18, 2011 are processed. All proposals should be signed by a representative of the Offeror authorized to enter into legally binding commitments. The proposal delivery shall be by email to [christine.kelly@pnl.gov](mailto:christine.kelly@pnl.gov) or fax number 509-372-6266.

Battelle reserves the right to allow participation in the program based on technically responsive proposals received without discussions; accept the proposal as offered; reject the proposal received; negotiate with the Offeror; issue an invitation for new proposals; or cancel the requirement without award. This RFP does not obligate Battelle to pay costs incurred in the preparation and submission of proposals nor to enter into a contract or other arrangement with the Offeror. Additionally, this RFP will not result in any direct contracts with Battelle or DOE. All vendors meeting the requirements of the specification will be listed on the PNNL Windows Volume Purchase Program website (<http://www.windowsvolumepurchase.org>) as an approved vendor and considered as such.

If vendors have questions regarding this RFP, please contact me via email at [christine.kelly@pnl.gov](mailto:christine.kelly@pnl.gov). You can also reach me via phone at (509) 375-2622.

Sincerely,



Christine Kelly  
Contracts Specialist

Enclosures:

Phase II Specifications

Draft Agreement

Phase II Bid Templates, including the following:

Instructions

Shipping

Performance Data

Pricing for Primary and Storm

Pricing for Patio Door

Performance Example

Pricing Example

Sales Reporting Document

