

October 11, 2012

**CLOSING DATE: November 12, 2012, 12:00 Noon**

ALL POTENTIAL OFFERORS

**Solicitation No. 6400011723**  
**Title SNS Scientific Tool Installation**

UT-Battelle, LLC (Company) operates the Oak Ridge National Laboratory (ORNL) for the Department of Energy (DOE) under Prime Contract Number DE-AC05-00OR22725. The Company invites you to submit an offer for the solicitation listed above. For more detailed information see Section C - Specifications/Statement of Work of the attached Solicitation and Offer.

Your offer must be prepared in accordance with Section J – “Representations and Instructions” of the attached Solicitation and Offer and “General Solicitation Instructions” which can be found at the ORNL Contracts Division website at [http://www.ornl.gov/adm/contracts/art\\_forms.shtml](http://www.ornl.gov/adm/contracts/art_forms.shtml). These detailed instructions provide the information needed to prepare your offer. Failure to follow these instructions and complete the designated parts of the Solicitation and Offer listed below may result in your offer being non-responsive.

Address your offer and all questions concerning this request to the Subcontract Administrator listed in block 7 of the Solicitation and Offer form. For personal or overnight mail delivery, the address is:

UT-Battelle, LLC  
Bethel Valley Road  
1060 Commerce Park MS-6293  
Oak Ridge, TN 37830

Include the Solicitation Number on any envelopes, correspondence, or emails.

You must complete all of the following:

Solicitation and Offer - Section A  
Blocks 12, 13, 14 (if solicitation is amended), 15, 16, and sign at 17.

Solicitation and Offer - Section B  
Supplies or services and prices/costs

Solicitation and Offer - Section F  
Performance period and payment

Subcontract

Blocks 7, 11, and sign at 12.

Be sure to include all of the requested representations, forms, and documents required in Section J – Representations and Instructions. If you do not intend to make an offer, a negative response would be appreciated stating the reason(s) for your decision.

The submission of an offer in response to this solicitation constitutes acceptance of all the provisions of each section of the subcontract unless the Offeror identifies the specific exception in Section H – “Special Provisions” section of the solicitation. Be advised that taking exceptions to the subcontract provisions will be taken into account in evaluating your proposal and may result in your offer being considered non-responsive.

## **SCHEDULE**

The Company anticipates the following:

Solicitation Issued	October 11, 2012
Pre-proposal Conference	October 25, 2012
Site Visit	October 25, 2012
Offers Due	November 12, 2012
Subcontract Award	November 26, 2012
Performance Start	December 1, 2012
Completion	September 30, 2014

Sincerely,

Brad Dunsmore  
Subcontract Administrator  
ORNL Contracts Division