

# OAK RIDGE NATIONAL LABORATORY

MANAGED BY UT-BATTELLE FOR THE DEPARTMENT OF ENERGY

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August 26, 2010

ALL POTENTIAL OFFERORS

**Subject: Expression of Interest**

**Re: Operation of the Guest House at the Oak Ridge National Laboratory**

UT-Battelle, L.L.C. (the "Company"), acting under its Prime Contract No. DE-AC05-00OR22725 with the Department of Energy (DOE), is requesting an Expression of Interest (EOI) from potential industry participants interested in operating a new, modern Guest House facility under construction at the Oak Ridge National Laboratory (ORNL) located in Oak Ridge, Tennessee.

ORNL is DOE's largest science and energy laboratory, with a staff of approximately 4,500 and annually hosting more than 3,000 guest researchers. Many of these scientists are involved in 24 hours per day experiments lasting from 3 days to 2 weeks, presenting the need for them to remain on-site around the clock. The ORNL Guest House will provide on-site lodging to User Facility researchers and other ORNL visiting scientists.

The ORNL Guest House will be a three story, 20,000 square foot facility with 47 guest rooms and associated support space (see attached floor plans). It will be a 24-hour a day, 7-days a week, 365 – days a year operation.

The general scope of work for the anticipated subcontract is for the Seller to provide all personnel, equipment, materials, and supplies necessary to fully operate the ORNL Guest House including (but not limited to) Management/Front Desk Service, Housekeeping Services, and General Upkeep/Maintenance. A detailed statement of work will be provided in the anticipated Request for Proposals.

Should the procurement proceed, award of one (1) cost plus management fee plus incentive fee subcontract is anticipated, subject to the quality of proposals received and availability of funds. Source selection will be based on a best-value evaluation. Initial qualification criteria presently being considered include:

- Minimum 3 years experience owning or operating an equivalent or larger lodging business
- Ability to provide on-line reservation and payment systems independent of ORNL systems
- Ability to submit monthly electronic invoices with a detailed accounting of operating income and operating expenses.

This EOI infers no commitment to issue a solicitation or to make an award. This EOI is issued solely for the purpose of determining the breadth and level of industry interest and identifying

potentially qualified firms. Responses received will be used for planning purposes and determining potential candidates for subsequent procurement actions, if any.

Address your response and any questions concerning this request to the Subcontract Administrator listed below. For personal or overnight mail delivery, the address is:

UT- Battelle, LLC  
c/o Oak Ridge National Laboratory  
1 Bethel Valley Road  
Room 210, MS 6293  
Oak Ridge, TN 37831-6293

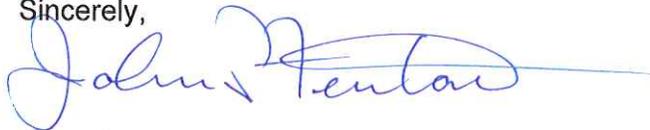
In summary, an interested firm shall submit the following (preferably via e-mail) to be considered to receive the solicitations:

- Response indicating your interest
- Capabilities statement
- Ability to meet the initial qualifications being considered
- Whether you are qualified small business under NAICS code 721110

All interested parties must respond by September 10, 2010

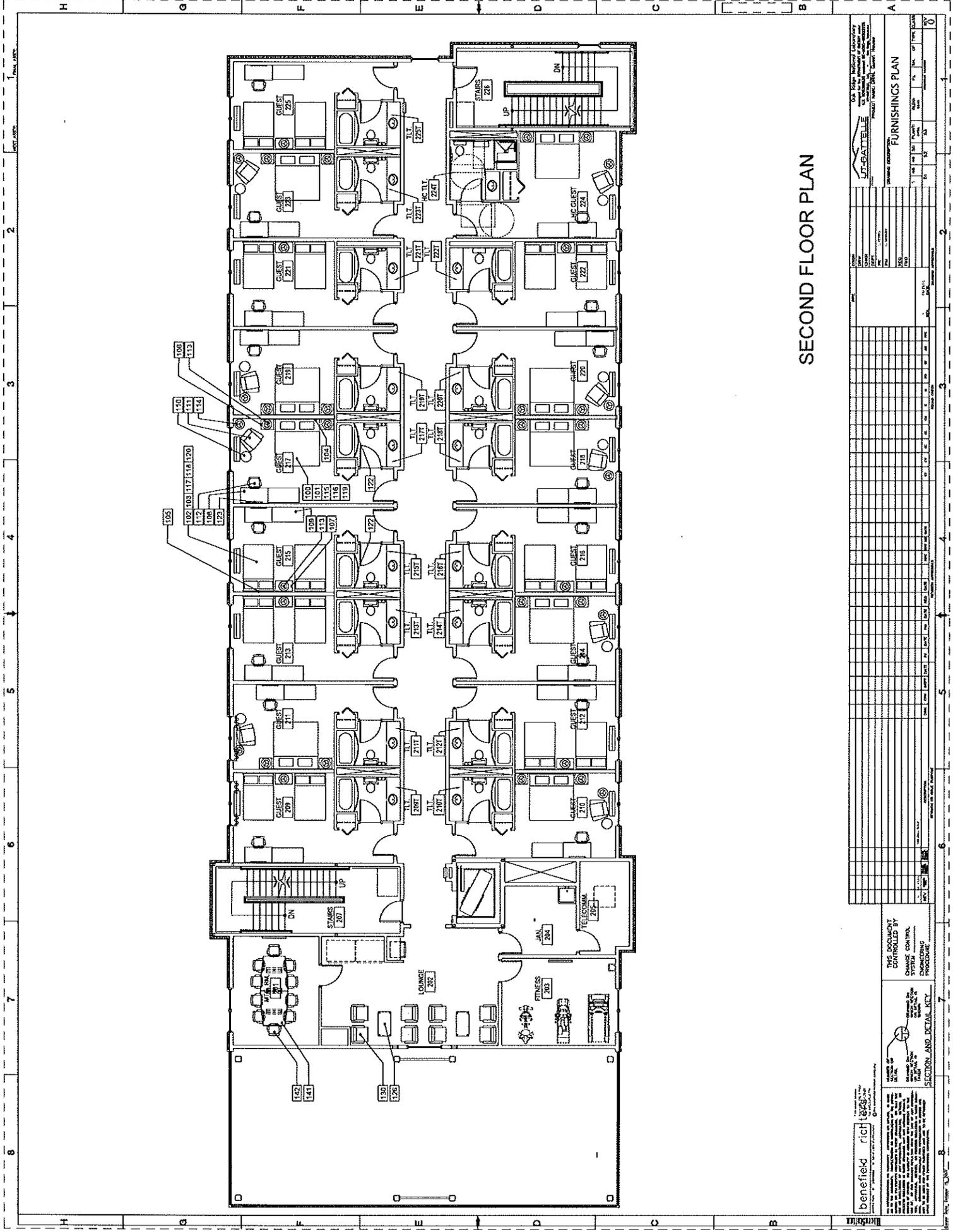
If you have any questions, please contact me by telephone at (865) 241-3956 or by e-mail at [fentonjp@ornl.gov](mailto:fentonjp@ornl.gov).

Sincerely,



John Fenton  
Subcontract Administrator  
ORNL Contracts Division





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