

DEPARTMENT OF THE NAVY  
NAVAL FACILITIES ENGINEERING COMMAND, HAWAII  
400 MARSHALL ROAD  
JBP HH, HAWAII 96860-3139

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November 23, 2015

IMPORTANT INFORMATION

RFP NO. N62478-16-R-2449  
REPAIR OF TRANSPORTATION EQUIPMENT FOR NAVFAC HAWAII, JBP HH, HAWAII

SYSTEM FOR ACQUISITION MANAGEMENT (SAM)

SAM combined a number of frequently used Federal acquisition business systems, including Central Contractor Registration (CCR) and Online Representations and Certifications application (ORCA), on [www.SAM.gov](http://www.SAM.gov). Under SAM, vendors can log into one system to manage their information in one record, with one expiration date, through one streamlined business process. A SAM Users Guide, FAQ and briefing video are available on the SAM website, [www.sam.gov](http://www.sam.gov).

Ensure you register and complete your record in [www.sam.gov](http://www.sam.gov), including the DFARS provisions.

You must also complete and submit FAR provision 52.212-3 -- Offeror Representations and Certifications - Commercial Items, with your proposal.

STANDARD FORM 1449

Ensure you enter your legal or "doing business as" name and physical address information exactly as recorded in the SAM database.

FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT (VETS-100 Report)

Please note Federal Acquisition Regulation (FAR) provision 52.222-38, Compliance with Veteran's Employment Reporting Requirements, which states:

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (*i.e.*, if it has any contract containing Federal Acquisition Regulation clause 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans), it has submitted the most recent VETS-100 Report required by that clause.

If offeror does not have contract(s) subject to FAR clause 52.222-37, provide a statement that Offeror has not had contracts subject to FAR clause 52.222-38, Compliance with Veteran's Employment Reporting Requirements.

ELECTRONIC FUNDS TRANSFER PAYMENT

NAVFAC Hawaii implemented the use of Electronic Funds Transfer (EFT) for the payment of contractor invoices. See Federal Acquisition Regulation Clause 52.232-33, Payment by Electronic Funds Transfer – System for Award Management, included in this solicitation. If awarded the contract, in order for the EFT payments to be successfully transmitted to your company bank account, you should verify that your SAM account is complete and accurate on the SAM web site at [www.SAM.gov](http://www.SAM.gov). Verification of your company information in SAM is critical to timely processing of your invoices and receipt of payments. In addition, there are mandatory financial fields you must complete. In order to facilitate the EFT payment to your company bank account, it is vital that your CAGE CODE and DUNS number in the SAM match that of the awarded contract. Otherwise, there will be delays in payment and invoices will be returned to you until consistency can be established between the SAM and the awarded contract.

### INSURANCE REQUIREMENT

With respect to the automobile liability insurance and other insurance coverages required by Annex 0200000, paragraph entitled "Insurance," the Government will only accept such insurance coverages in not less than the minimum amounts specified for each category. The Government will not accept umbrella coverages for any of the types of insurance coverages listed in Annex 0200000.

### TOTAL COMPENSATION FOR WORK PERFORMED UNDER THIS SOLICITATION

You need to consider the following when you prepare your proposal:

- PAYROLL BURDEN such as worker's compensation, temporary disability, State and Federal unemployment, and social security. Worker's compensation must be from an insurance carrier authorized by the State of Hawaii to provide such coverage at prevailing local rates for work performed in Hawaii.
- PREPAID HEALTH INSURANCE. State of Hawaii requires employers provide health insurance for eligible employees and limits the amount of the employee's premium contribution.
- GENERAL EXCISE TAX. State of Hawaii requires all firms doing business in the State of Hawaii to pay a general excise tax.
- MINIMUM WAGES AND BENEFITS. See attachment entitled "Wage Determination"  
WORK SUBJECT TO SCA: See FAR Clause 52.222-41.
- ANY OTHER COSTS UNIQUE TO THE WORK such as special permits and licenses if applicable.

### SOURCE SELECTION PROCEDURES

This acquisition uses source selection procedures. Offerors **must** submit non-price and price proposals to be eligible for award. The paragraph entitled "SUBMITTAL REQUIREMENTS" provides instructions about content and format of the proposals.

**PLEASE NOTE:** Paragraph d. of "SUBMITTAL REQUIREMENTS" states, "Each offeror shall address and submit, as a minimum, ALL items required by the paragraphs above. Failure to include a portion of any item may render the proposal ineligible for award."

The Government will evaluate each proposal against the evaluation criteria set forth in FAR 52.212-2, EVALUATION—COMMERCIAL ITEMS.

The Government intends to award without discussions, therefore, the offeror's initial proposal should contain the offeror's best terms.

### REMINDER TO ALL PROSPECTIVE SMALL DISADVANTAGED BUSINESSES PRIME CONTRACTORS AND SUBCONTRACTORS

Small Disadvantaged Businesses must obtain formal certification from the Small Business Administration if they or the prime contractors they work with expect to get the contract evaluation benefits reserved for Small Disadvantaged Businesses. This includes receiving benefit as a prime contractor under a Subcontracting Plan for subcontracting to Small Disadvantaged Businesses. This certification requirement became effective for subcontracting on October 1, 1999.

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**SMALL DISADVANTAGED BUSINESSES:**

Contact your local Small Business Administration (SBA) representative for information on the certification program or visit the SBA agency's web site at <http://www.sba.gov/sdb>.

**PRIME CONTRACTORS:**

To determine whether a prospective subcontractor is a certified small disadvantaged business, access SBA agency's on-line database, PRO-Net on the Web at <http://www.pro-net.sba.gov>