

DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND, HAWAII
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Notice No. 2
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IMPORTANT INFORMATION

RFP NO. N62478-16-R-2451
GROUNDS AND TREE MAINTENANCE SERVICES, PEARL HARBOR, 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. 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.

Ensure you register and complete your record in www.sam.gov, including the DFARS provisions.

You must also complete and submit Section K, Representations, Certifications and Other Statements of Offerors with your proposal.

STANDARD FORM 33

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

FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT (VETS-4212 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 Veterans), it has filed the most recent VETS-4212 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 SYSTEM FOR ACQUISITION MANAGEMENT (SAM) web site at 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 in Section J entitled "Wage Determination."
- WORK SUBJECT TO SERVICE CONTRACT LABOR STANDARDS (formerly known as the Service Contract Act of 1965): See FAR Clause 52.222-41.
- ANY OTHER COSTS UNIQUE TO THE WORK such as special permits and licenses if applicable.