

Multiple Award Construction Contract (MACC) Procedures Camp Lejeune, NC

General Information

Always keep your account updated at the Central Contractor Registration (CCR) website. <http://www.ccr.gov>. We cannot make award to you if your CCR is expired.

To Contact the Contracting Office, please call (910) 451-2582

The following information was compiled to provide you with some general information regarding the MACC process at Camp Lejeune.

Email Addresses

The Contracts branch will use distribution lists to send information to you. We will maintain only two email addresses per contractor. If you need to change an email address on file with us, please let us know as soon as possible.

Request for Proposals

You have been awarded a Multiple Award Construction Contract (MACC). As an awardee, you will compete against the other awardees in your MACC for task order awards.

The Contracts branch will issue a Request for Proposal (RFP) for each project for which you will prepare and submit a proposal. All RFPs will be issued via email. The RFP letter will contain information such as the **project number, project title, due date for receipt of proposals, and site visit information**. The RFP will often include additional information such as the **Contract Completion Date (CCD)** and any **special scheduling requirements**.

The RFP email will include a specific link to the project on the Federal Business Opportunities (FBO) website. In order to view/download any specifications, scope of work (SOW), or drawings associated with the project, you will need to **click on the link provided**, log on to the FBO website, and download the project information for each and every project. The FBO website is <https://www.fbo.gov>.

The “response period” for each MACC project typically lasts 10 days from the date of the RFP. This means you will have approximately 10 days to prepare and submit your proposal. At the end of the fiscal year (4th quarter is July, August, September) the “bid period” will be shortened. It is not uncommon to have proposals due within 5 days or less during this period.

As a MACC awardee, you are expected to submit a proposal for each and every task order. If you cannot provide a proposal, send in a response to the Request for Proposal that includes brief description of the reason that a proposal was not provided.

Active participation by everyone involved in the process ensures competition.

Multiple Award Construction Contract (MACC) Procedures Camp Lejeune, NC

Request for Information

If you have a question regarding the scope of work (SOW), drawings, or specifications for a project, please email your Request for Information (RFI) to the Contracts branch as soon as possible. The Contracts branch must receive your question in writing (email). If a subcontractor has a question, they must submit the question to their prime (that is you!) and then the prime contractor must submit it to the Contracts branch. The Contracts branch will not respond to questions submitted directly by subcontractors.

Amendments

Any changes or clarifications that must be made to the SOW, drawings, or specs will be made and issued via **amendment**. The amendment form is Standard Form (SF) 30 and will be emailed to you. It is important to review and understand each amendment because there could be changes to the original SOW. Amendments are also issued if we need to extend the due date for receipt of proposals.

You must acknowledge receipt of ALL AMENDMENTS on your proposal form. **Your proposal could be determined non-responsive if you fail to acknowledge all amendments.**

It is not uncommon for the Contracts branch to issue amendments within 30 minutes of the proposal deadline. Each contractor should have a designated person in their office to receive and review amendments and make sure that the amendments are acknowledged on the proposal.

A sample Amendment is attached on the following page.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE 1 OF 2 PAGES
2. AMENDMENT/MODIFICATION NO. AMENDMENT NO. 0002		3. EFFECTIVE DATE 06/06/08	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable) 07-0180	
6. ISSUED BY Resident Officer in Charge of Construction 1005 Michael Road Camp Lejeune, NC 28547-2521		CODE mks	7. ADMINISTERED BY (If other than Item 6) See Item 6		
<h1 style="color: blue; font-size: 2em;">SAMPLE</h1>				(X)	9A. AMENDMENT OF SOLICITATION NO. N40085-07-R-0180
				x	9B. DATED (SEE ITEM 11) 05/27/08
					10A. MODIFICATION OF CONTRACT/ORDER NO.
					10B. DATED (SEE ITEM 11)
CODE		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

07-0180, Electrical & Mechanical Upgrades, Building 24

(CONTINUED)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		_____ (Signature of Contracting Officer)	

CONTINUATION SHEET

1. Sheet E-1, Special Requirements, note 5, 2nd sentence "The number of persons allowed in these rooms, and the time of day when access is allowed, may be limited." Delete 2nd sentence.
2. Demolish two LG ductless split units located next to the existing CU-1.
3. The existing contents of building 24 will remain in place throughout the construction. The network operations and equipment will remain in operation throughout the construction. Contractor shall utilize local exhaust for all cutting and drilling inside building 24 to prevent dust from entering the rack mounted computers and switches.

Multiple Award Construction Contract (MACC) Procedures Camp Lejeune, NC

Proposals

Proposals must be submitted via email. You may use the proposal format attached on the following page. It is not required; however, if you use your own form, it must include all of the same information. Your proposal form must include your company name, address, phone number, the project number and title, subcontractor information and proposal amount. In the case of bid items, you must show the breakdown for each bid item as well as the total proposal amount. Remember to acknowledge all amendments on your proposal. Include your company name and project number in the subject line of your proposal email.

Example

Subject: ABC Company 090123
 └──────────┬──────────┘
 your company name project #

Your RFP letter will indicate to which email address you should submit your proposal.

NOTE: Unless otherwise stated, it is assumed that your proposal will not expire until 120 days after receipt of proposals.

Request for Proposal Confirmation

Occasionally, the Contracts branch may ask you to confirm your recently submitted proposal. We do this to ensure that you understand all aspects of the project requirements and that “nothing was missed” when you were preparing your proposal. If you receive a Request for Proposal Confirmation from the Contracts branch, this is **NOT** a notification for you to proceed with the work for the project. **Nothing is official until you have a task order award in hand.** You can either confirm your proposal per the instructions in the Request for Proposal Confirmation or you can withdraw your proposal from competition if you feel that an error was made in preparing your proposal. Revisions to your original proposal will not be accepted after the due date and time of receipt of proposals.

Task Order Awards

If your company is successful in winning a task order, you will receive an award package via email containing an award letter and DD1155. The award letter will inform you of the project engineer or construction manager (PE/CM) assigned to manage the task order. You will typically have ten (10) days to contact the PE/CM to schedule a pre-construction meeting (aka “pre-con”). The award letter will also inform you of the number of days within which payment and/or performance bonds, schedule of prices, and the construction schedule must be received.

Multiple Award Construction Contract (MACC) Procedures Camp Lejeune, NC

Invoicing

Invoices may be submitted once a month. A copy of the all of the forms is attached. When submitting an invoice, the following items must be included:

- 1 copy of **Contractor's Submittal Transmittal**
- 2 copies of the **invoice** (one original and one copy)
- 3 copies of **Contractor's Monthly Estimate for Voucher and Schedule of Prices**
- 1 copy of **Quality Control (QC) Invoice Certification**
- 1 copy of **Certification of Payment**

For final invoices, also include the following:

- 1 copy of **Contractor's Release**
- 2 copies of **Contractor's Sales Tax Report**

Note: Deductions are line items crossed off the monthly estimate. Retention is held for various reasons and requires a letter from the PE/CM to the Contractor explaining any retention to be held. This letter will accompany the Contractor's copy of the processed payment voucher.

Once an invoice is processed, you will receive a copy of the invoice and signed Contractor's Monthly Estimate. Processed invoices will be available for you to pick up in your mail box located in the Administrative Section of the OICC office. If you do not have a mail box in our Admin section, the invoice will be emailed to you.

If you have a question about a specific invoice submission, please contact the contracting office at: 910-451-2582

Tax Reports

Tax reports must be submitted to the Contracts office at the completion of each task order. Two copies of the Contractor's Sales Tax Report must be submitted. If the duration of an individual task order crosses fiscal years (the fiscal year begins on October 1 and ends on September 30), then the contractor must submit a tax report for the previous fiscal year by November of the next fiscal year. Then, when the task order is complete, an additional tax report must be submitted.

Example:

A task order is awarded to your company on September 15, 2009. The Contract Completion Date (CCD) is January 15, 2010. The duration of the task order crosses fiscal years, because it was awarded in FY09 and will be completed in FY10. A tax report for FY09 must be submitted by November 2009 and another tax report must be submitted in January 2010 when the task order has been completed.

**Multiple Award Construction Contract (MACC) Procedures
Camp Lejeune, NC**

A sample copy of the Sales Tax Report is included in this package. It is the responsibility of the prime contractor (you!) also to maintain and submit the Sales Tax Report for all subcontractors.

Multiple Award Construction Contract (MACC) Procedures Camp Lejeune, NC

Bonds and Insurance

Bonds may or may not be required for each task order awarded to you. Please follow the matrix below for bonding requirements:

Award Amount > \$30,000.00 → Payment Bond is required

Award Amount > \$100,000.00 → Payment AND Performance Bonds are required

Award Amount < \$30,000.00 → NO BONDS REQUIRED

** Please Note: Bonds must be approved by the Contracts branch BEFORE work can begin. You will receive email notification when your bonds have been approved.

If for some reason your bonds are NOT approved, the Contracts branch will notify you of the correction that must be made, the original bonds will be returned to you, and you must submit new, corrected bonds for approval.

Proof of Insurance must be kept current. We require proof of insurance for the following:

General Liability

Automobile Liability

Workers Compensation and Employers' Liability

Please note we will **not** require you to submit proof of insurance for each individual task order. We will only require you to submit proof of insurance for the basic award. In other words, keep the insurance on file with the Contracts branch updated.

Statement and Acknowledgement

Standard Form (SF) 1413 "Statement and Acknowledgement" must be submitted for each subcontractor the first time that you submit a payroll. This must be done for every subcontractor for every task order.

Payrolls

Payrolls must be submitted each week to the Contracts branch. A sample payroll form is included in this package. When submitting payrolls, also attach DD Form 879 "Statement of Compliance." This form is also attached in this package. When submitting payrolls, please submit them "Attention to" the appropriate Office Assistant (OA) for your task order.

Modifications

Sometimes it is necessary for the original task order award to be modified. There are two types of modifications: bilateral (the government and the contractor must sign the mod) and unilateral (only the government must sign the mod). A task order may be modified for one of several different reasons.

**Multiple Award Construction Contract (MACC) Procedures
Camp Lejeune, NC**

Reason Code	Explanation
UNFO	Unforeseen Circumstances = Bilateral
CREQ	Customer Request = Bilateral
DSGN	Design Deficiency = Bilateral
ADMN	Administrative (change in payment office, correct a typo, etc). The contractor is not required to sign = Unilateral

The Construction Manager/Project Engineer will send you a Request for Proposal (RFP) for each Modification to a task order. Negotiations take place between the contractor and the CM/PE.

IMPORTANT

Only a Contracting Officer can sign/issue a task order modification. Do not perform work based only on a verbal communication from the PE/CM or Engineering Technician (ET). Wait until you have a modification in hand before performing the additional/modified work.

Standard Rates and Audited Rates

The Government prefers and strongly recommends encouraging contractors to use the Standard NAVFAC Rates for the pricing of modifications and change orders under Construction Contracts. These rates are as follows:

- * 3% Home Office Overhead (HOOH)
- * 5% Prime Overhead on Subcontractor
- * 10% Field Office Overhead (FOOH)

Contractors may choose to use other than the NAVFAC Standard Rates, but to do so, they must provide specific financial information to this office and undergo a rate review to establish their audited rates. If a contractor has already had a rate review within 6 months (12 months maximum), those rates may still be used. However, if the rates are getting close to being a year-old then the process for a new rate review should be initiated.

NOTE: It is important that our contractors understand that the NAVFAC Standard Rates will be applied until such time as their own rates have been reviewed and are in place.