

## **IMPORTANT NOTES**

### **NOTE A:**

1. The contract line items shall be either offered as port tariff items, or fixed priced items. (In addition, the contract contains provisions for ordering unpriced items; the cost of unpriced items will be negotiated at the time delivery orders for such items are issued by the Fleet Industrial Supply Center, San Diego.) For those priced items not offered as port tariffs, enter the proposed price in the "Price" column.

2. For those items offered as Port Tariffs, enter the letters "PT" in the price column and any discount in the blank following the words "Percentage Discount on Port Tariff Only", if applicable; **OR** enter the amount of the current Port Tariff if the rate/price is fixed. For port tariff items which are NOT fixed rate, also include an explanation of how such port tariffs will be computed, i.e. formula or rate structure used to calculate costs.

**NOTE B:** Please note that all prices other than port tariff items are a composite rate that includes work performed during normal working hours, overtime for work performed outside normal working hours, weekend hours and holidays. Overtime rates are only applicable to those services covered under the port tariff when the tariff provides for overtime, as approved by the Contracting Officer.

**NOTE C:** It is the responsibility of offerors to determine which services are to be offered as Port Tariffs.

**NOTE D:** The prices charged for Pilots shall include ONLY the formula designated by the local Port Authority or cognizant Union/ Association, which is in effect at the time each delivery order requiring port services is issued. [For example, the current formula for calculating pilot fees in San Francisco is: (\$0.06882 x ship's gross registered tonnage (GRT)) **PLUS** (\$7.64 X draft footage) **PLUS** (\$0.00785 x GRT) **PLUS** (\$624.00) **PLUS** (4% of total pilot fee) **PLUS** (\$60 per move) **PLUS** (\$5.00 per pilot trainee).]

**NOTE E:** **The contractor shall never charge prices for any services in excess of port tariff rates or other publicly established prices.** As consideration for performance of husbanding services, the Contractor shall be paid the applicable Husbanding Fee set forth in the Billing/Pricing Schedule, Attachment 1 to this solicitation. This payment constitutes total consideration for performance of these services, including all overhead and/or office expenses (telephone, fax, postage, etc.) and Contractor overtime. **Additional fees or charges are NOT to be added to the cost/price of any other supplies or services provided under this contract.** The only exception shall be for supplies/services ordered which are not normally available in the port. In this event, the Contractor shall facilitate competition on behalf of the U.S. Government, whenever practicable, in order to obtain fair and reasonable prices. An

additional husbanding fee may be negotiated between the Contractor and the Contracting Officer for such supplies/services.

**NOTE F:** Husbanding Agent is required to make arrangements for receipt and onboard delivery of priority material in accordance with Attachment 2, Statement of Work, paragraphs (2)(e) and (13)(b), as directed by the Contracting Officer/Ordering Officer. The Contractor shall IMMEDIATELY notify NAVTRANS **AND** the FISC San Diego Contracting Officer when a shipment is received AFTER the ship has departed the port. Verbal disposition and/or additional shipping instructions provided by NAVTRANS shall be confirmed in writing by the FISC San Diego Contracting Officer/Ordering Officer within 3 working days, via issuance of an amendment to the specific delivery order.

**NOTE G:** Definitions for the "Unit" abbreviations are as follows:

CX	collection	MN	minute
DY	day	MT	metric ton
EA	each	SG	segment
GL	gallon	TP	trip
HR	hour	TBD	to be determined
NSP	not separately priced	MV	movement
One Gallon = 3.785 Liters			
BIN	dumpster or equivalent (14 ft3)		

**NOTE H:** The Contract Line Item Numbers (CLIN's) consist of four numeric digits; subCLINs incorporate two additional alpha characters. The first digit indicates the year/period of performance. (Example: 1XXX indicates first year, 2XXX indicates second year, and 3XXX indicates third year.) The second and third digits indicate the port (Example 01 = San Francisco, 02= Monterey, etc.). The fourth digit indicates a major category of services/ supplies. (Example 1= Charter & Hire Costs; 2 = Port/Dock/Wharf Costs, 3= Utilities, etc.) The fifth and sixth characters indicate sub-elements within each of the major categories. [See Annex B to Attachment 1 for a complete list of ports; major categories of services and supplies; and sub-elements under each category.]

**NOTE I:** CLIN's are coded for the year of contract execution, the port in which services are rendered, and the type of service and/or supply provided. **(It is very important that CLIN's are matched to their specific cost elements for billing purposes.)**

**NOTE J:** Except for water taxi services, a contract day is defined as a calendar day (0000-2359). Any portions less than 4 (four) hours will be prorated as detailed in Attachment 2, Annex C and/or as negotiated between the Contracting Officer/Ordering Officer and the Contractor upon issuance of delivery orders which require water taxi services.

**NOTE K:** Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract and as identified on individual delivery orders. The Government will make payment in accordance with the Prompt Payment Act

(31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment. Payments under this contract may be made by the Government either by check; electronic funds transfer; the Government-wide Commercial Purchase Card (VISA); or the Automated Clearing House, at the option of the applicable payment office. In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the date on which an electronic funds transfer was made.

**NOTE L:** The Government will monitor all performance under this contract, in accordance with Attachment 4, Performance Evaluation Review. This monitoring process will be used to analyze all aspects of contract performance. Although it will not be the sole measure of successful performance of this contract, failure to meet and maintain the required levels of performance may result in contract deductions and/or termination action, in accordance with the terms and conditions stated herein.

**NOTE M:** The estimated quantities presented in the billing/pricing schedule are based on historical data and represent the most accurate information currently available for U.S vessels ONLY; the estimated quantities **DO NOT** include foreign vessel requirements. As set forth in the solicitation clauses, there is NO guarantee that the actual quantities ordered will meet or exceed estimates, and offerors are cautioned that price deviations due to variations in estimated quantities will NOT be allowed. For informational and/or planning purposes only, the following breakdown of anticipated port visits, by class/type of ship is provided: 80% Class I/II; 15% Class III/IV; 5% Class V. It is expected that aircraft carriers and submarines will only make port visits to San Francisco during Fleet Week, with the exception of brief stops for personnel transfers (submarines only).

**NOTE N:** It is anticipated that the number of estimated ship visits will be fairly evenly distributed throughout the year, WITH THE EXCEPTION OF FLEET WEEK. Fleet Week is usually held in October of each year, and will require the Husbanding Agent to possess the capability of handling significant increases in demand for short periods of time. During Fleet Week, the Husbanding Agent will be required to provide concurrent logistics support for an estimated 10-15 U.S. ships and 1-3 foreign vessels participating in the annual event. Fleet Week requirements may also include different types of vessels, such as aircraft carriers and submarines, which do not normally make port visits to San Francisco and are thus not routinely supported under the contract. Offerors are cautioned that the same high level of quality performance will be expected in support of the ships involved with Fleet Week as are normally provided to vessels on a one-to-one basis.