# APPLICATION for APPOINTMENT as General Agent of the National Shipping Authority

## Maritime Administration
## Department of Transportation

Instructions:

Any citizen of the United States, as defined here in Section 7, Part A, who is an operator of vessels (see below) may apply to the Director, National Shipping Authority (DNSA) to act as General Agent for vessels owned by the Maritime Administration (MARAD). Vessel is categorized as noted below and defined by the American Bureau of Shipping:

| ***Ship Type*** |
|---|
| *Containerships Geared/Un-Geared* |
| *Roll-on/Roll-off Vessels* |
| *Tankers* |
| *Heavy Lift Ships* |
| *High Speed Craft (multi & mono hull built under IMO High Speed Code* |
| *Float-on/Float-off Vessels* |
| *Passenger Vessels* |

To be considered, the application should substantially follow the form indicated here.

2. Each application should contain at a minimum the information specifically requested here, in sufficient detail to enable MARAD to determine the qualifications of the applicant, including citizenship, ability, experience and financial resources.

3. If any information called for by the application is not furnished, an explanation of the omission should be given.

4. Those applicants determined qualified, will be sent a General Agent Agreement for signature. The representations and certifications contained in an offeror's completed application will be made a part of the Agreement. It will be updated once each year, unless material changes occur in the ownership or organization of the applicant, including officers, executive management, citizenship, ship operating status, or financial resources, which require an interim notification by the General Agent.

5. Those applicants who do not meet the criteria for this work, will be notified via certified mail.

6. Assignment of duties as General Agent will occur when MARAD has an urgent or compelling need for supplies and/or services on a government owned vessel(s) that cannot be satisfied under existing contracts. MARAD will then issue an assignment order to the General Agent whose experience, geographic locale, and other

predetermined factors, offers the highest probability of success. A point of contact will be established in the original assignment letter. Such selection decisions are solely MARAD's, and are not subject to dispute.

**Section 1. Applicant:**

1.1. Exact name of the company, corporation, or business entity as registered in the System for Award Management (SAM) and the associated Data Universal Numbering System from Dun & Bradstreet (DUNS) number.

1.2. Address of principal executive offices.

1.3. Contact person with address if different from 1.2.

1.4. Telephone number with area code and extensions.

**Section 2. Submission Instructions:**

2.1. Forward the completed application via email, including all relevant information being submitted to:

Ms. Tina Gillespie-Lucas
Contracting Officer
Email: tina.gillespielucas@dot.gov

2.2. It will take approximately 45 days for MARAD to complete evaluation of your application. If you wish to check on its progress, please contact the above at 202-281-0911.

**Section 3. Experience:**

3.1. Brief history of the firm over the past five (5) years including:

3.1.1. List of all subsidiaries, parent companies, and/or affiliated interests of the applicant. This may be submitted in the form of a chart clearly indicating the relationships between the persons named and the nature and extent of control.

3.1.2. Years in business, type of operational experience, number, types and registry of vessels operated and/or owned.

3.1.3 Facilities - type and location.

3.2. Size of firm, including number of employees in each department.

3.2.1. Include resumes on each Officer and Director to include:
a. Name and address.
b. Office.
c. Nationality.
d. Capitol shares owned.
e. Principal business experience over past 10 years.

3.2.2. Include resumes on those principal shoreside staff who are anticipated to perform in the event of an assignment under a General Agent Agreement.

3.3. Specialized experience in ship management.

3.3.1. Years of experience.
3.3.2. Details of management.
3.3.3. Experience operating oceangoing dry cargo vessels no less than 450 ft. LWL (length along waterline) or longer and a minimum of 7500 cargo DWT; or tanker(s) of 25,000 DWT cargo capacity or greater.

3.4. Experience on government contracts for operating vessels:

3.4.1. Contract number, date of award, date of completion.
3.4.2. Contact point in the government - name and telephone number.
3.4.3. Description of effort.

**Section 4. <u>Financial Records</u>:**

4.1. Financial capacity, working capital, what, if any assistance, would be obtained from outside sources.

4.2. CPA certified balance sheet.

4.3. Profit/loss statement.

4.4. Statement of retained earnings.

**Section 5. <u>Area of Consideration</u>:**

Provide the geographic area of operation for which you wish to be considered. Describe the facilities and services you could provide in those areas.

**Section 6. Union Agreements:**

Submit current executed commercial union agreements.

**Section 7. Representations and Certifications:**

Carefully complete each of the following items.

7.1. Citizen of the United States – complete, sign, notarize the AFFIDAVIT OF UNITED STATES CITIZENSHIP and include with this application.

Citizen of the United States means a person (including receivers, trustees and successors or assignees of such persons as provided in 46 App. U.S.C. 802), including any person (stockholder, partner or other entity) who has a controlling interest in such person, any person whose stock or equity is being relied upon to establish the requisite U.S. citizen ownership, and any parent corporation, partnership or other entity of such person at all tiers of ownership, who, in both form and substance at each tier of ownership, satisfies the following requirements:

(1) An individual who is a Citizen of the United States, by birth, naturalization or as otherwise authorized by law;

(2) A corporation organized under the laws of the United States or of a State, the controlling interest of which is owned by and vested in Citizens of the United States and whose president or chief executive officer, chairman of the board of directors and all officers authorized to act in the absence or disability of such persons are Citizens of United States, and no more of its directors than a minority of the number necessary to constitute a quorum are noncitizens;

(3) A partnership organized under the laws of the United States or of a State, if all general partners are Citizens of the United States and a controlling interest in the partnership is owned by Citizens of the United States;

(4) An association organized under the laws of the United States or of a State, whose president or other chief executive officer, chairman of the board of directors (or equivalent committee or body) and all officers authorized to act in their absence or disability are Citizens of the United States, no more than a minority of the number of its directors, or equivalent, necessary to constitute a quorum are noncitizens, and a controlling interest in which is vested in Citizens of United States;

(5) A joint venture, if it is not determined by the Maritime Administrator to be in effect an association or partnership, which is organized under the laws of the United States or of a State, if each co-venturer is a Citizen of the United States. If a joint venture is in effect an association, it will be treated as is an association under paragraph (4) of this section, or, if it is in effect a partnership, will be treated as is a partnership under paragraph (3) of this section.

7.2. Certification of United States Citizenship

The offeror certifies that it [ ] is, [ ] is not a citizen of the United States within the meaning of citizenship as set forth here.

NOTE: Any offeror who is not a United States citizen, within the meaning stated above, will be found non-responsive, and their application will not be considered further.

(End of Provision)

7.3. Owner/Owner Operator Certification

The offeror certifies that it is currently an owner- operator, operator of a government owned or an operator of commercial vessels, and warrants that they shall notify MARAD of any change to this status. {Check the appropriate check-box for each ship type.}

| ***Ship Type*** | **Owner-Operator** | **Operator-Govt Owned** | **Operator Commercial Vessels** | **Not Applicable** |
|---|---|---|---|---|
| *Containerships Geared / Un-Geared* | ☐ Owner-Operator | ☐ Operator-Gov't Owned | ☐ Operator-Commercial | ☐ N/ A |
| *Roll-on/Roll-off Vessels* | ☐ Owner-Operator | ☐ Operator-Gov't Owned | ☐ Operator-Commercial | ☐ N/ A |
| *Tankers* | ☐ Owner-Operator | ☐ Operator-Gov't Owned | ☐ Operator-Commercial | ☐ N/ A |
| *Heavy Lift Ships* | ☐ Owner-Operator | ☐ Operator-Gov't Owned | ☐ Operator-Commercial | ☐ N/ A |
| *High Speed Craft (multi & mono hull built under IMO High Speed Code* | ☐ Owner-Operator | ☐ Operator-Gov't Owned | ☐ Operator-Commercial | ☐ N/ A |
| *Float-on/Float-off Vessels* | ☐ Owner-Operator | ☐ Operator-Gov't Owned | ☐ Operator-Commercial | ☐ N/ A |
| *Passenger Vessels* | ☐ Owner-Operator | ☐ Operator-Gov't Owned | ☐ Operator-Commercial | ☐ N/ A |

**Please identify** by Ship Type noted above, the name, the length (ft.), weight (dead weight tons), and normal shaft horsepower of the vessels you are certifying in the space below _____

_____

_____

(End of Provision)

**Note: The offerors representations and certifications in SAM, that must be maintained current on an annual basis, will be reviewed during consideration of this application and future renewals of the GAA if awarded.**

## Section 8. Signature

I hereby certify that the data submitted in this application, including the representations and certifications are, to the best of my knowledge, complete, current and accurate.

| _____ | _____ |
|---|---|
| Printed Name | Signature |
| _____ | _____ |
| Title | Date |

_____

Company Name