

Instructions for Bid Submittal

General Instructions for Bid Submittal

Bid offers shall be submitted to the DHHL in the prescribed format outlined in this IFB.

For your convenience, an "IFB Checklist for Bidders" is included in this section for your use.

No supplemental literature, brochures or other unsolicited information should be included in the bid packet.

A written response is required for each item unless indicated otherwise.

Bid documents and all certifications should be written legibly or typed and completed with black ink.

I. Bid Offer Form

The bid offer form must be completed and submitted to the DHHL by the required due date and time, and in the form prescribed by the DHHL. Electronic mail and facsimile transmissions shall not be accepted.

Bidders shall submit its bid under the Bidder's exact legal name that is registered with the Department of Commerce and Consumer Affairs and shall indicate this exact legal name in the appropriate space on the Bid Offer Form. Failure to do so may delay proper execution of the Contract.

Bidders are required to submit a Corporate Resolution specifying those individuals authorized to sign bid documents and contracts on behalf of the Bidder with the Bid Form.

Bidder's authorized signature shall be an original signature in ink. If the Bid Offer Form on the appropriate page(s) is unsigned or the affixed signature is a facsimile or a photocopy, the Bid Offer Form shall be automatically rejected. If the Bid Offer Form is not signed by an authorized representative as submitted on the corporate resolution, the Bid Offer Form shall be automatically rejected. The Bid Offer Form shall be notarized by a notary public.

A bid security deposit is required for this IFB.

Bid Quotation. The Total Sum Bid Price shall include all materials, labor, tools, equipment, machinery and all incidentals necessary, including excavation and backfill, exclusive of general excise tax to install or to construct these items in place, complete and in accordance with the plans and specifications contained in this IFB

II. Separate DHHL and SIC Contracts

The project covered by this solicitation consists of two portions: (1) DHHL Work, consisting of items 1 through 167 of the Bid Offer Form; and (2) Sandwich Isle Communications (“SIC”) Work, consisting of items 168 through 173 of the Bid Offer Form.

It is in the best interests of the State for one contractor to be responsible for construction on the Project. Therefore, a single bidder shall be selected to perform both portions of work identified in the plans and specifications. The winning responsive and responsible bidder shall have the lowest, combined bid for both portions of work.

The winning bidder shall be required to enter into two separate contracts for the Project: (1) a contract with the State of Hawaii, Department of Hawaiian Home Lands covering the DHHL Work; and (2) a contract with Sandwich Isle Communications for the SIC Work. The contract amounts shall be as set forth in the bids for those respective portions of work. The contracts shall be in forms substantially similar to those included in the Bid Documents, subject to any additional State and Federal requirements that may apply.

III. Sample DHHL Contract

A sample DHHL contract, including the Special Conditions, General Conditions (AG-008 Rev. 4/15/2009), and DHHL Interim General Conditions (August 16, 2005) are included in the bid package for bidder’s review and information.

IV. Sample Sandwich Isles Communications, Inc. (SIC) Contract

A sample SIC contract, Telecommunications System Construction Contract (RUS Form 515) and Specifications and Drawings for Construction of Direct Buried Plant (RUS Form 515A) are included in the bid package for bidder’s review and information.

IFB Checklist for Bidders
IFB-12- HHL-004
East Kapolei II Development, Road E Extension

Items to submit prior to Bid Opening:

- ☐ Notice of Intention to Bid, no later than 4:30 p.m., June 1, 2012.
- ☐ SPO- Form 21, Standard Qualification Questionnaire, submitted to DHHL - Land Development Division no later than two working days prior to the day designated for opening bids. .
- ☐ SPO-38, Hawaii Product Preference Request (if applicable), by 4:00 p.m., May 30, 2012.

Items required with Sealed Bid:

- ☐ Bid Package Envelope Cover (with the words “Sealed Bid”), included with this IFB.

The Envelope Cover Form shall be used for Sealed Bid Envelopes. The cover form should be glued or taped to the front of the bid envelope and the information type- written or printed clearly in ink.
- ☐ Bid Offer Form (included with this IFB)

The total sum bid amount must be typed or clearly written in both numbers and words in the appropriate space on page 24 of the Bid Offer Form. Illegible writing on any portion of the Bid Offer Form, except for the signee’s signature, may be grounds for considering a Bid “non-responsive”.
- ☐ Corporate Resolution (Indicating who is authorized to sign bid documents and contracts)
- ☐ Bid Security
- ☐ Form 1 – Certification of Bidder’s Participation in Approved Apprenticeship Program Under Act 17 (if applicable)

* All sealed bids must comply with the provisions of Interim General Conditions, Section 2.10, as amended by the Special Conditions.