

# 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.

Interested bidders shall submit its bid under the interested 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.

Interested bidders are required to submit the following certifications with the Bid Form. In lieu of item a below, interested bidders may also submit an original consolidated CERTIFICATE OF VENDOR COMPLIANCE as issued by the State Procurement Office via the online system, “Hawaii Compliance Express”. Details regarding this online application process can be viewed at: <http://vendors.ehawaii.gov/hce/>.

- a. Valid tax clearance certificate (Form A-6) issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Tax clearance certificates are valid for six (6) months and only original tax clearance certificates or certified copies will be accepted for this purpose.;
- b. Corporate Resolution evidencing who is authorized to sign bid documents and contracts on behalf of the Bidder.

Interested 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. Interested bidders shall include a notary public affidavit.

A bid security deposit is required for this IFB. The Bid Offer Form is included in this IFB.

Bid Quotation. The Total Sum Bid Price shall include all labor, equipment, cleaning supplies, materials and supervision necessary inclusive of general excise tax to maintain the Waiehu Kou Phase 3 Sewer Pump Station, in accordance with the plans and specifications contained in this IFB

## **II. General Conditions and DHHL Interim General Conditions**

The General Conditions (AG-008 Rev. 4/15/2009) and DHHL Interim General Conditions (August 16, 2005) of the Contract are attached for interested bidder's review and information. The General Conditions shall be incorporated into the Contract with the Successful Bidder(s).

### **IFB Checklist for Bidders**

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IFB-12- HHL-007  
Operation and Maintenance of the Sewer Pump Station at Waiehu Kou

**Items required prior to Bid Opening:**

- ☐ Notice of Intention to Bid, no later than 2:00 p.m., Friday, March 23, 2012.
- ☐ SPO- Form 21 (Standard Qualification Questionnaire), submitted to DHHL- Land Development Division by 4:30 p.m., March 23, 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.

- ☐ Form 1 – Certification of Bidder’s Participation in Approved Apprenticeship Program Under Act 17 (Apprenticeship Agreement Preference, if any).
- ☐ Corporate Resolution (Indicating who is authorized to sign bid documents and contracts)
- ☐ Valid Tax Clearance Certificate, or Certificate of Vendor Compliance (via Hawaii Compliance Express)
- ☐ Bid Security
- ☐ 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 3 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”.

\* All sealed bids must comply with the provisions of Interim General Conditions, Section 2.10.