

**NOTICE OF INTENTION TO BID**

Date: \_\_\_\_\_

Mr. William J. Aila, Jr., Chairman  
Hawaiian Homes Commission  
DEPARTMENT OF HAWAIIAN HOME LANDS  
91-5420 Kapolei Parkway  
Kapolei, Hawaii 96707

Attention: Bryan Toda, Land Development Division  
**Notice of Intention to Bid due 4:30 p.m., April 13th, 2020.**

Gentlemen:

In accordance with the provisions of Section 103D-310, Hawaii Revised Statutes and Hawaii Administrative Rules 3-122-111, it is the intention of the undersigned to bid on IFB No. IFB-20-HHL-023 Keokea-Waiohuli Subdivision, Phase 2A, Kula, County of Maui, State of Hawaii, for which bids will be opened after **10:00 a.m., April 23rd, 2020, at the DHHL Maui District Office.**

_____	_____
Name of Firm	Contractor's License No.
_____	_____
Address	Hawaii General Excise Tax No.
_____	_____
City, State and Zip Code	Telephone No. / Facsimile No.
	_____
	E-mail address

Respectfully submitted,

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name and Title

Date: \_\_\_\_\_

Gentlemen:

The Department of Hawaiian Home Lands acknowledges on this date above, your Notice of Intention to Bid on IFB-20-HHL-004.

\_\_\_\_\_  
William J. Aila, Jr., Chairman  
Hawaiian Homes Commission

# **SAMPLE**

## **STATE OF HAWAII STANDARD QUALIFICATION QUESTIONNAIRE FOR OFFERORS**

issued by the

**PROCUREMENT POLICY BOARD**

**STATE OF HAWAII**

**June 16, 2003**

**To be filed with the procurement officer calling for offers  
in accordance with Section 103D-310, HRS, as amended.**

Submitted By \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

## STANDARD QUALIFICATION QUESTIONNAIRE

COVERING EXPERIENCE, EQUIPMENT AND FINANCIAL STATEMENT OF OFFERORS. THE OFFICER CALLING FOR OFFERS MAY REQUIRE THE OFFEROR TO FURNISH ADDITIONAL INFORMATION NOT SPECIFICALLY COVERED HEREIN. ALL ITEMS MUST BE ANSWERED AND OMISSIONS MAY BE CONSIDERED GOOD CAUSE FOR UNFAVORABLE CONSIDERATION.

### GENERAL INFORMATION

1. The statements contained in this Questionnaire are being furnished for consideration in submitting an offer for the following project:

(a) Project Title \_\_\_\_\_

(b) Location \_\_\_\_\_

(c) Bid Opening Date \_\_\_\_\_

2. The Questionnaire is being submitted in behalf of:

(a) Name of Offeror \_\_\_\_\_

- A Corporation  
 A Partnership  
 An Individual  
 A Joint-Venture

(b) Address \_\_\_\_\_

(c) Telephone No. \_\_\_\_\_

(d) Date Submitted \_\_\_\_\_

3. If the bid is submitted by a joint venture, composed of two or more individual firms, then each member firm comprising the joint venture must submit all information listed on pages 3 through 16, inclusive, of the Questionnaire and, in addition, answer the following:

(a) Members of joint Venture \_\_\_\_\_

(b) Date of Joint Venture Agreement \_\_\_\_\_

(c) Is agreement between members comprising the joint venture joint and several liability? \_\_\_\_\_  
If not, state the terms of agreement in this respect: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EXPERIENCE QUESTIONNAIRE

Submitted by \_\_\_\_\_ 
 A Corporation  
 A Partnership  
 An Individual
   
 Principal Office \_\_\_\_\_

**The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made**

1. How many years has your organization been in business as a [General Contractor] under your present business name? \_\_\_\_\_
2. How many years experience in [construction] \_\_\_\_\_ has your organization had: (A) as a [General Contractor] \_\_\_\_\_; (B) as a [Sub-Contractor] \_\_\_\_\_
3. Show what [construction] projects your organization has completed in the past five (5) years in the following tabulation:

Contract Amt.	Class of Work	When Completed	Name and Address of Owner

4. Have you ever failed to complete any work awarded to you? \_\_\_\_\_ If so, state when, where and why?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Has any officer or partner of your organization in the past five (5) years been an officer or partner of some other organization that failed to complete a contract? If so, state name of individual, other organization and reason therefore \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
6. Has any officer or partner of your organization in the past five (5) years failed to complete a contract handled in his own name? \_\_\_\_\_ If so, state name of individual, name of Owner and reason therefore.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
7. In what other lines of business are you financially interested? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
8. For what corporations or individuals in the past five (5) years have you performed work, and to whom do you refer? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
9. For what counties within the State of Hawaii have you performed work and to whom do you refer?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
10. For what Bureaus or Departments of the State government have you performed work and to whom do you refer?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
11. Have you performed work for the U. S. Government? \_\_\_\_\_ If so, when and to whom do you refer?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
12. Have you ever performed any work for any other governmental agencies outside the State of Hawaii? \_\_\_\_\_ If so, when and to whom do you refer? \_\_\_\_\_  
 \_\_\_\_\_

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13. What is the [construction] experience of the principal individuals of your organization?

Individual's Name	Present Position or Office	Years of Work Experience	Magnitude and Type of Work	In What Capacity?

# EQUIPMENT QUESTIONNAIRE

Submitted by \_\_\_\_\_

- A Corporation
- A Partnership
- An Individual

Principal Office \_\_\_\_\_

**The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made**

1. In what manner have you inspected this proposed work? Explain in detail. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Explain your plan or layout for performing the proposed work. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. The work, if awarded to you, will have the personal supervision of whom?  
\_\_\_\_\_  
\_\_\_\_\_
4. Do you intend to do the hauling on the proposed work with your own force? \_\_\_\_\_ If so, give amount and type of equipment to be used. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If you intend to sublet the hauling or perform it through an agent, state amount of sub-contract or agent's contract, and, if known, the name and address of sub-contractor or agent, amount and type of his equipment and financial responsibility \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Do you intend to do grading on the proposed work with your own forces? \_\_\_\_\_ If so, give type of equipment to be used \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. If you intend to sublet the grading or perform it through an agent, state amount of sub-contract or agent's contract, and, if known, the name and address of sub-contractor or agent, amount and type of his equipment and financial responsibility \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Do you intend to sublet any other portions of the work? \_\_\_\_\_ If so, state -amount of sub-contract, and, if known, the name and address of the sub-contractor, amount and type of his equipment and financial responsibility \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. From which sub-contractors or agents do you expect to require a bond? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. What equipment do you own that is available for the proposed work?

Quantity	Item	Description, Size, Capacity, Etc.	Condition	Years of Service	Present Location

11. What equipment do you intend to purchase for use on the proposed work, should the contract be awarded to you?



Quantity	Item	Description, Size, Capacity, Etc.	Approximate Cost

12. How and when will you pay for the equipment to be purchased? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Do you propose to rent any equipment for this work? \_\_\_\_\_ If so, state type, quantity and reasons for renting \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# FINANCIAL STATEMENT

Submitted by \_\_\_\_\_

Principal Office \_\_\_\_\_

- A Corporation
- A Partnership
- An Individual

The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made

## BALANCE SHEET

As of \_\_\_\_\_, 20\_\_\_\_\_

### Assets

#### Current assets:

Cash and cash equivalents (1)	\$ _____
Short-term investments (2)	_____
Accounts receivable, net (3)	_____
Inventories (4)	_____
Costs and estimated earnings in excess of billings on uncompleted contracts (5)	_____
Prepaid expenses and other (6)	_____
Sub-Total Current Assets	_____

#### Property and equipment:

Land (7)	_____
Buildings (8)	_____
Vehicles, machinery and equipment (9)	_____
Furniture and fixtures (10)	_____
Less accumulated depreciation	( _____ )
Sub-Total Net Property and Equipment	_____

#### Other assets:

Cash surrender value of life insurance policies (11)	_____
Deposits and other (12)	_____
Sub-Total Other Assets	_____

Total Assets: \$ \_\_\_\_\_

**BALANCE SHEET (Continued)**

**Liabilities and Stockholder's Equity**

Current liabilities:

Current portion of long-term debt (1)	\$ _____
Accounts payable (2)	_____
Billings in excess of costs and estimated earnings on uncompleted contracts (3)	_____
Accrued liabilities and other (4)	_____
Sub-Total Current Liabilities	_____

Long-term debt, net of current portion (5) \_\_\_\_\_

Sub-Total Liabilities & Long-term Debt: \$ \_\_\_\_\_

Stockholder's equity:

Capital stock (6)	_____
Additional paid-in capital (7)	_____
Retained earnings	_____
Treasury stock (8)	( _____ )
Sub-Total Stockholder's Equity	\$ _____

Total Liabilities and Stockholder's Equity \$ \_\_\_\_\_

## DETAILS RELATIVE TO ASSETS

(1) Cash and cash equivalents:

<u>Financial Institution</u>	<u>Type of Account</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
		\$ _____

(2) Short-term investments:

<u>Type of Security</u>	<u>Cost</u>	<u>Unrealized Gains</u>	<u>Unrealized Losses</u>	<u>Estimated Fair Value</u>
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	\$ _____	\$ _____	\$ _____	\$ _____

(3) Accounts receivable (list major debtors):

Completed contracts

<u>Name</u>	<u>Description</u>	<u>Completion Date</u>	<u>Contract Amount</u>	<u>Amount Receivable</u>
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
		\$ _____	\$ _____	\$ _____

Other than completed contracts

<u>Name</u>	<u>Description</u>	<u>Due Date</u>	<u>Amount Receivable</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	Less allowance for doubtful accounts		( _____ )
			\$ _____

(4) Inventories

<u>Description</u>	<u>Cost</u>	<u>Market Value</u>	<u>Lower of Cost or Market Value</u>
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
	\$ _____	\$ _____	\$ _____

**DETAILS RELATIVE TO ASSETS (Continued)**

(5) Costs and estimated earnings in excess of billings on uncompleted contracts

<u>Name</u>	<u>Description</u>	<u>Completion Date</u>	<u>Contract Amount</u>	<u>Costs and Estimated Earnings to Date</u>	<u>Billings to Date</u>	<u>Costs and Estimated Earnings in Excess of Billings</u>
		\$ _____	\$ _____	\$ _____	\$ _____	
			\$ _____	\$ _____	\$ _____	\$ _____

(6) Prepaid expenses and other

<u>Description</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	\$ _____

(7) Land

<u>Description</u>	<u>Location</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	\$ _____

(8) Buildings

<u>Description</u>	<u>Location</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	\$ _____

(9) Vehicles, machinery and equipment

<u>Description</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	\$ _____

(10) Furniture and fixtures

<u>Description</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	\$ _____

**DETAILS RELATIVE TO ASSETS (Continued)**

(11) Cash surrender value of life insurance policies

<u>Key Employee</u>	<u>Insurance Company</u>	<u>Policy Amount</u>	<u>Paid-Up Additional Insurance</u>	<u>CSV Amount</u>
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Less loans payable				(_____)
		\$ _____	\$ _____	\$ _____

(12) Deposits and other

<u>Description</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____
	\$ _____

**DETAILS RELATIVE TO LIABILITIES AND STOCKHOLDER'S EQUITY**

(1) Current portion of long-term debt (maturing within 12 months)

<u>Lender</u>	<u>Description</u>	<u>Security Pledged</u>	<u>Due Date</u>	<u>Amount</u>
				\$ _____
				_____
				_____
				_____
				\$ _____

(2) Accounts payable (list major creditors)

<u>Name</u>	<u>Past Due Amount</u>	<u>Amount</u>
	\$ _____	\$ _____
	_____	_____
	_____	_____
	\$ _____	\$ _____

(3) Billings in excess of costs and estimated earnings on uncompleted contracts

<u>Name</u>	<u>Description</u>	<u>Completion Date</u>	<u>Contract Amount</u>	<u>Costs and Estimated Earnings to Date</u>	<u>Billings to Date</u>	<u>Billings in excess of costs and Estimated Earnings</u>
			\$ _____	\$ _____	\$ _____	\$ _____
			_____	_____	_____	_____
			_____	_____	_____	_____
			\$ _____	\$ _____	\$ _____	\$ _____

(4) Accrued liabilities and other

<u>Description</u>	<u>Amount</u>
	\$ _____
	_____
	_____
	\$ _____

(5) Long-term debt, net of current portion

<u>Lender</u>	<u>Description</u>	<u>Security Pledged</u>	<u>Due Date</u>	<u>Amount</u>
				\$ _____
				_____
				_____
				\$ _____

**DETAILS RELATIVE TO LIABILITIES AND STOCKHOLDER'S EQUITY (Continued)**

(6) Capital stock

<u>Type of Stock</u>	<u>Class</u>	<u>No. of Shares Authorized</u>	<u>No. of Shares Issued and Outstanding</u>	<u>Par Value</u>	<u>Amount</u>
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
					\$ _____

(7) Additional paid-in capital

<u>Description</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____
	\$ _____

(8) Treasury stock

<u>Type of Stock</u>	<u>Class</u>	<u>No. of Shares</u>	<u>Cost</u>
_____	_____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
			\$ _____



**STATEMENTS OF INCOME AND RETAINED EARNINGS**

**For the Years Ended \_\_\_\_\_, 20\_\_\_\_ and 20\_\_\_\_**

	20____	20____
	_____	_____
Contract revenues	\$ _____	\$ _____
Costs of contracts	_____	_____
Gross income from contracts		
General and administrative expenses	_____	_____
Income from operations		
Other income (expense)	_____	_____
Income before income taxes		
Income taxes	_____	_____
Net income		
Retained earnings, beginning of the year	_____	_____
Retained earnings, end of the year	\$ _____	\$ _____

If a corporation, answer this: Capital paid in cash, \$ _____ When Incorporated _____ In what State _____ Date registered in Hawaii _____ President's name _____ Vice-President's name _____ Secretary's name _____ Treasurer's name _____	If a partnership, answer this: Date of organization _____ Date registered in Hawaii _____ State whether partnership is general or limited _____  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Name and address of partners:</th> <th style="width: 20%;">Age</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Name and address of partners:	Age	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Name and address of partners:	Age												
_____	_____												
_____	_____												
_____	_____												
_____	_____												
_____	_____												

**The undersigned hereby declares: that the foregoing is a true statement of the financial condition of the individual, partnership or corporation herein first named, as of the date herein first given; that this statement is for the express purpose of inducing the party to whom it is submitted to award the offeror a contract; and that any depository, vendor or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: A partnership must give firm name and signatures of all partners. A corporation must give full corporate name, signature of official, and affix corporate seal.**

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### Affidavit for Individual

STATE OF HAWAII  
 COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that the foregoing financial statement, taken from his books, is a true and accurate statement of his financial condition as of the date thereof and that the answers to the foregoing interrogatories are true.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (Applicant must also sign here)

\_\_\_\_\_  
 Notary Public

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### Affidavit for Partnership

STATE OF HAWAII  
 COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he is a member of the firm of \_\_\_\_\_; and that he is familiar with the books of the said firm showing its financial condition; that the foregoing financial statement, taken from the books of the said firm, is a true and accurate statement of the financial condition of the said firm as of the date thereof and that the answers to the foregoing interrogatories are true.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (Members of firm must also sign here)

\_\_\_\_\_  
 Notary Public

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### Affidavit for Corporation

STATE OF HAWAII  
 COUNTY OF \_\_\_\_\_

\_\_\_\_\_ of the \_\_\_\_\_ being duly sworn, deposes and says that he is described in and which executed the foregoing statement; that he is familiar with the books of the said corporation showing its financial condition; that the foregoing financial statement, taken from the books of the said corporation, is a true and accurate statement of the financial condition of said corporation as of the date thereof and that the answers to the foregoing interrogatories are true.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (Officer must also sign here)

\_\_\_\_\_  
 Notary Public

# Instructions for Bid Submittal

## General Instructions for Bid Submittal

*The bid offer form must be completed and submitted to the Department of Hawaiian Home Lands (“DHHL” or “Department”) by the required due date and time, and in the form prescribed by the DHHL. Electronic mail and facsimile transmissions shall not be accepted.*

*For your convenience and use, an “IFB Schedule and Checklist for Bidders” is included in this section.*

*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. IFB SCHEDULE AND IFB CHECKLIST FOR BIDDERS:

<b>Invitation For Bids No.:</b>	<b>IFB-20-HHL-023</b>
<b>Project Name:</b>	<b>Keokea-Waiohuli Subdivision, Phase 2A</b>
<b>Location:</b>	<b>Kula, Maui, Hawaii</b>

<b>Pre-Bid Conference</b> (Site Inspection to follow)	<u>Date:</u> <b>Thursday, APRIL 2nd, 2020</b>
(Attendance not mandatory, but highly recommended)	<u>Time:</u> <b>9:00 A.M. HST</b>
	<u>Location:</u> <b>Waiohuli Community Center, 881 Lauie Drive, Kula, Maui, Hawaii 96790.</b>

<p><b>(Required)</b></p> <p><b>Notice of Intention to Bid:</b></p> <p><b>Standard Qualification Questionnaire (SPO Form-21):</b></p>	<p><b><u>Due no later than 4:30 P.M. HST, APRIL 13th, 2020</u></b>  may be faxed to: (808) 620-9299, or E-mailed to:  <a href="mailto:Bryan.toda@hawaii.gov">Bryan.toda@hawaii.gov</a>.</p> <p><b><u>Due no later than 4:30 P.M. HST, APRIL 13th, 2020</u></b>  <b>Location: 91-5420 Kapolei Parkway, Kapolei, HI 96707;</b>  <b><u>Attn: Bryan Toda, Land Development Division.</u></b>  * <b>Must submit original copy with wet signatures.</b>  <b>SQQs will not be accepted by fax or E-mail.</b></p>
<p><b>(Optional)</b></p> <p><b>Hawaii Product Preference Request (if any) (Form SPO-38);</b></p> <p><b>Substitution Requests (if any);</b></p> <p><b>Bidder written questions (if any).</b></p>	<p><b>Due no later than:</b></p> <p><b><u>Date: Tuesday, APRIL 7th, 2020</u></b></p> <p><b><u>Time: 4:30 P.M. HST</u></b></p> <p><b><u>Location: 91-5420 Kapolei Parkway, Kapolei, HI 96707</u></b></p> <p>*All three may be faxed to: (808) 620-9299 or E-mailed to:  <a href="mailto:Bryan.toda@hawaii.gov">Bryan.toda@hawaii.gov</a>. Questions or comments may be directed in writing to Mr. Bryan Toda by fax or E-mail.</p>
<p><b>Bids Due (No later than):</b></p> <p>(Bid Opening to Follow)</p>	<p><b><u>Date: Thursday, APRIL 23rd, 2020</u></b></p> <p><b><u>Time: 10:00 A.M. HST</u></b></p> <p><b><u>Location: DHHL Maui District Office, at 655 Kaunualii Street, Suite 1, Wailuku, Maui, HI 96793.</u></b></p> <p>* The 10:00 A.M. HST deadline shall be according to the official clock established at the location bids are received.</p>

## IFB CHECKLIST FOR BIDDERS

### Keokea-Waiohuli Subdivision, Phase 2A (IFB-20-HHL-023)

#### **Items required prior to Bid Opening:**

- Notice of Intention to Bid
- SPO Form 21 (Standard Qualification Questionnaire), submitted to DHHL, Land Development Division

#### **Other Non-Required Items Prior to Bid Opening:**

- SPO-38 (Hawaii Product Preference Request (if any))
- Substitution requests (if any)
- Bidder written questions (if any)

#### **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 the Bid Offer Form. Illegible writing on any portion of the Bid Offer Form, except for the signer'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, properly notarized (Surety companies executing bonds must appear on the U.S. Department of the Treasury's Listing of Certified Companies:  
[https://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/c570\\_a-z.htm](https://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/c570_a-z.htm))

- Form 1 "Certification of Bidder's Participation in Approved Apprenticeship Program Under Act 17 (Apprenticeship Agreement Preference, if any).

## **II. PROPOSAL REQUIREMENTS AND CONDITIONS**

### **A. QUALIFICATION OF BIDDERS.**

Prospective Bidders must be capable of performing the work for which bids are invited and must be capable of entering into a public contract of \$25,000 (twenty-five thousand dollars) or more.

### **B. NOTICE OF INTENTION TO BID**

1. In accordance with Section 103D-310, Hawaii Revised Statutes (ōHRSö), and Section 3-122-108, Hawaii Administrative Rules (ōHARö), a written notice of intention to bid must be submitted to the Chairman of the Hawaiian Homes Commission (ōChairmanö), who is the Department's chief procurement officer. The notice may be faxed, hand carried, mailed, or e-mailed to the office indicated in the Notice to Contractors.
2. The written notice must be received by the office indicated in the Notice to Contractors no later than 4:30 p.m. on the 10th calendar day prior to the day designated for opening bids. If the 10th calendar day prior to the day designated for opening bids is a Saturday, Sunday, or legal State holiday, then the written notice must be received by the Department no later than 4:30 p.m. on the last working day immediately prior to said Saturday, Sunday, or legal State holiday. The written notice will be time stamped when received by said office. The time designated by the time stamping device in said office shall be official. If the written notice is hand carried, then the bearer is responsible to ensure that the notice is time stamped by said office. If the notice is faxed, the time of receipt by the Department fax machine shall be official. If the notice is sent by email, the time indicated in the date and time field of the email as received by the Department shall be official.
3. It is the responsibility of the prospective Bidder to ensure that the written notice of intention to bid is received in time and the Department assumes no responsibility for failure of timely delivery caused by the prospective Bidder or by any method of conveyance chosen by the prospective Bidder.
4. If two (2) or more prospective Bidders desire to bid jointly as a joint venture on a single project, they must file an affidavit of joint venture with their notice of intention to bid. Such affidavit of joint venture will be valid only for the specific project for which it is filed. No further license is required when all parties to the joint venture possess current and appropriate contractor's licenses. Joint ventures are required to be licensed in accordance with Chapter 444 of the Hawaii Revised Statutes, as amended, and the rules and regulations of the Contractor's License Board when any party to the joint venture agreement does not hold a current or appropriate contractor's license. The joint venture must be registered with the office of the Director of Commerce and Consumer Affairs in accordance with Chapter 425, HRS, as amended.

5. No persons, firm or corporation may bid where (1) the person, firm, or corporation, or (2) a corporation owned substantially by the person, firm, or corporation, or (3) a substantial stockholder or an officer of the corporation, or (4) a partner or substantial investor in the firm is in arrears in any payment owed to the State of Hawaii or any of its political subdivisions or is in default of any obligation to the State of Hawaii or to all or to any of its political subdivisions, including default as a surety or failure to perform faithfully and diligently any previous contract with the Department.

#### C. STANDARD QUALIFICATION QUESTIONNAIRE FOR OFFERORS

1. Prospective Bidders shall submit answers to questions contained in the STANDARD QUALIFICATION QUESTIONNAIRE FOR OFFERORS, SPO Form-021(øQuestionnaireö), properly executed and notarized, setting forth a complete statement of the experience of such prospective Bidder and its organization in performing similar work and a statement of the equipment proposed to be used, together with adequate proof of the availability of such equipment, no later than 2:00 p.m. on the tenth calendar day prior to the day designated for opening bids. If the tenth calendar day prior to the day designated for opening bids is a Saturday, Sunday, or legal State holiday, then the Questionnaire must be received by the Department no later than 2:00 p.m. on the last working day immediately prior to said Saturday, Sunday, or legal State holiday. The Questionnaire will be time stamped when received by said office. The time designated by the time stamping device in said office shall be official. If the Questionnaire is hand carried, then the bearer is responsible to ensure that the notice is time stamped by said office. E-mail and facsimile (FAX) transmissions are not acceptable in whole or in part, under any circumstances. If the information in the Questionnaire proves satisfactory, the Bidderø proposal will be received. All information contained in the answers to the Questionnaire shall be kept confidential. The Questionnaire will be returned to the Bidder after it has served its purpose.
2. If upon review of the Questionnaire, or otherwise, the Bidder appears not fully qualified or able to perform the intended work, the Chairman shall, after affording the Bidder an opportunity to be heard and if still of the opinion that the Bidder is not fully qualified to perform the work, refuse to receive or to consider any bid offered by the prospective Bidder.
3. Failure to complete and submit the Questionnaire by the designated deadline will be sufficient cause for the Department to disqualify a prospective Bidder.

#### D. PROPOSAL FORM

1. Prospective Bidders are being furnished with the proposal form giving the location, description, and the contract time of the work contemplated for which a lump sum bid price is asked or containing a schedule of items, together with estimated quantities of work to be performed and materials to be furnished, for which unit bid prices and/or lump sum bid prices are asked.

2. All papers bound with or attached to the proposal form shall be considered a part thereof and shall not be detached or altered when the proposal is submitted.
3. The drawings, specifications and other documents designated in the proposal form will also be considered a part thereof whether attached or not.
4. When quantities for individual items of work are listed in the proposal form for which respective unit prices are asked, said quantities are estimated or approximate and are to be used by the Department only for the purpose of comparing on a uniform basis bids offered for the work. The Department does not, expressly or by implication agree that the actual quantity of work will correspond therewith.
5. On unit price bids, payment will be made only for the actual number of units incorporated into the finished project at the unit price bid, subject to DHHL Construction General Conditions (CGC), Section 4.7, VARIATIONS IN ESTIMATED QUANTITIES.
6. The Bidder's proposal must be submitted on the proposal form furnished by the Department. The proposal must be prepared in full accordance with the instructions herein. The Bidder must state, both in words and numerals, the lump sum price or total sum bid at which the work contemplated is proposed to be done. These prices must be written in ink or typed. In case of a discrepancy between the prices written in words and those written in figures, the words shall govern over the figures. The Bidder shall sign the proposal in the spaces provided with ink.
7. If the proposal is made by an individual, the person's name and post office address must be shown in the space provided. If made by a partnership, the name and post office address of each member of the partnership must be shown and the proposal signed by all partners or evidence in the form of a partnership agreement must be submitted showing the authority of the partner to enter, on behalf of said partnership, into contract with the Department. If made by a corporation the proposal must show the name, title and business address of the president, secretary and treasurer and also evidence in the form of a corporate resolution must be submitted showing the authority of the particular corporate representative to enter on behalf of said corporation into contract with the Department. If made by a joint-venture the name and post office address of each member of the individual firm, partnership or corporation comprising the joint-venture must be shown with other pertinent information required of individuals, partnerships or corporations as the case may be. The proposal must be signed by all parties to the joint-venture or evidence in the form of a Joint-Venture Agreement must be submitted showing the authority of the joint-venture's representative to enter on behalf of said joint-venture into contract with the Department.
8. Pursuant to the requirements of Section 103D-302, HRS, each Bidder shall include in its bid the name of each person or firm to be engaged by the Bidder on



the project as joint contractor or subcontractor indicating also the nature and scope of work to be performed by such joint contractor and/or subcontractor and their respective contractor's license number. A joint contractor or subcontractor performing less than or equal to one percent of the total bid amount is not required to be listed in the proposal. The Bidder shall be solely responsible for verifying that their joint contractor or subcontractor has the proper license at the time of the submitted bid.

9. It is understood and agreed that the Contractor shall make no claim for anticipated profit, loss of profit or unabsorbed field, branch or home office overhead and impact losses due to the exercise of the Departments right to eliminate entire portions of the work or to increase or decrease any or all the quantities shown in the proposal form.
10. By submitting a bid on the proposal form, a Bidder accepts the language therein as its own.

#### E. BID SECURITY

1. Subject to the exceptions in Section 3-122-223(d), HAR, all lump sum bids of \$50,000 (fifty thousand dollars) and higher, or lump sum base bids including alternates of \$50,000 (fifty thousand dollars) and higher, that are not accompanied by bid security are non-responsive. Bid security shall be one of the following:
  - a. Surety bid bond underwritten by a company licensed to issue bonds in this State; or
  - b. Legal Tender; or
  - c. Certificate of Deposit; credit union share certificate; or cashier's, treasurer's, teller's or official check drawn by, or a certified check accepted by, and payable on demand to the State by a bank, a savings institution, or credit union insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration.
    - (i) These instruments may be utilized only to a maximum of \$100,000 (one hundred thousand dollars).
    - (ii) If the required security or bond amount totals over \$100,000 (one hundred thousand dollars), more than one instrument not exceeding \$100,000 (one hundred thousand dollars) each and issued by different financial institutions shall be accepted.
    - (iii) CAUTION - Bidders are cautioned that certificates of deposit or share certificates with an early withdrawal penalty must have a face value sufficient to cover the maximum penalty amount in addition to the proposal guaranty requirement. If the certificate is

made out to two names, the certificate must be assigned unconditionally to the Chairman.

2. Unless otherwise stated, the bid security shall be in an amount equal to at least five percent (5%) of the lump sum bid or lump sum base bid including all additive alternates or in an amount required by the terms of the federal funding, where applicable.
3. If the Bidder is a corporation, evidence in the form of a corporate resolution, authorizing the corporate representative to execute the bond must be submitted with the proposal. (See sample in Appendix.) If the Bidder is a partnership, all partners must sign the bond or evidence in the form of a partnership agreement must be submitted showing the authority of the partner.
4. If the Bidder is a joint-venture, all parties to the joint-venture must sign the bond; provided, that one party to the joint-venture may sign on behalf of the joint-venture if evidence in the form of a joint-venture agreement or power of attorney, is submitted showing the authority of the signatory to sign the bond on behalf of the joint-venture.
5. In the case where the award will be made on a group or item basis, the amount of bid security shall be based on the total bid for all groups or items submitted.
6. Bidders are cautioned that surety bid bonds which place a limit in value to the difference between the bid amount and the next acceptable bid, such value not to exceed the purported amount of the bond, are not acceptable. Also, surety bid bonds which place a time limit on the right of the State to make claim other than allowed by statutes or the GENERAL CONDITIONS are not acceptable. Bidders are hereby notified that a surety bid bond containing such limitation(s) is not acceptable and a bid accompanied by such surety bid bond will be automatically rejected.

**F. BIDDER'S RESPONSIBILITY FOR EXAMINATION OF CONTRACT DOCUMENTS, SITE OF WORK, ETC.**

The Bidder shall carefully examine the project site and study all Contract Documents (as defined in the DHHL Construction General Conditions) and any documents or items referenced therein and contract and bond forms therefore. The submission of a bid shall be considered as a warranty that the Bidder has made such examination and is informed of the conditions to be encountered in performing the Work and of the requirements of the Contract Documents and any documents and items referenced therein, and contract and bonds.

**G. ADDENDA AND BID CLARIFICATIONS**

1. The terms and requirements of the bid documents (i.e. drawings, specifications and other bid and contract documents) cannot be changed prior to the bid opening except by a duly issued addendum.

2. The Department may alter, increase or decrease the scope of the work or the contract time, provisions and conditions by issuing a written addendum which sets forth such alterations, increase or decrease.
3. If a Bidder discovers what it considers to be a discrepancy, ambiguity, omission or doubt as to the meaning of drawings, specifications and any other bid or contract documents, the Bidder shall request in writing an interpretation from the Chairman.
4. If the Department agrees that a discrepancy, ambiguity, omission or doubt exists, it shall issue a written addendum to the bid documents to all prospective Bidders known to have received a solicitation eight (8) days before the bids are opened. The Department may extend the bid opening to allow at least eight (8) days from the notification date of the addendum. Upon notification by the Department, all Bidders/addressees shall be deemed to be on notice of the information therein whether or not the addendum is actually received. All addenda so issued shall become part of the contract documents.
5. No claim for additional compensation and/or time for performance will be allowed if the Contractor discovered, or in the exercise of reasonable care, should have discovered a discrepancy, ambiguity, omission or doubt for which an interpretation was not requested.

#### H. SUBSTITUTION OF MATERIALS AND EQUIPMENT BEFORE BID OPENING

1. Brand names of materials or equipment are specified or shown on the drawings to indicate a quality, style, appearance or performance and not to limit competition. The Bidder shall base its bid on one of the specified brand names unless alternate brands are qualified as equal or better in an addendum. Qualifications of such proposed alternate brands shall be submitted in writing and addressed to the Project Manager. The face of the envelope containing the request must be clearly marked "SUBSTITUTION REQUEST". The request may be hand carried or mailed to DHHL, 91-5420 Kapolei Parkway, Kapolei, Hawaii, 96707. In either case, the written request must be received by DHHL no later than fourteen (14) days before the bid opening date and time specified in the Notice to Bidders. The written request will be time stamped by DHHL. For the purpose of this section, the time designated by the time stamping device in DHHL shall be official. If the written request is hand carried, the bearer is responsible to ensure that the request is time stamped by DHHL.
2. Submit three (3) sets of the written request, technical brochures, and a statement of variances.
3. A statement of variances must list all features of the proposed substitution which differ from the drawings, specifications and/or product(s) specified and must further certify that the substitution has no other variant features. The brochure and information submitted shall be clearly marked showing make, model, size, options, etc., and must include sufficient evidence to evaluate each feature listed

as a variance. A request will be denied if submitted without sufficient evidence. If after installing the substituted product, an unlisted variance is discovered, Contractor shall immediately replace the product with a specified product at no cost to the Department.

4. Any substitution request not complying with the above requirements will be denied. Substitution requests sent to other agencies and received by Project Manager after the deadline above will be denied.
5. An addendum shall be issued to inform all prospective Bidders of any accepted substitution.

I. DELIVERY OF PROPOSALS.

The entire proposal shall be placed together with the bid security, in a sealed envelope and delivered as indicated in the Notice to Bidders. Bids which do not comply with this requirement may not be considered. Proposals will be received up to the time fixed in the public notice for opening of bids and must be in the hands of the official by the time indicated. The time designated by the time stamping device in DHHL shall be official.

J. WITHDRAWAL OR REVISION OF PROPOSAL. Proposal may be modified prior to the deadline to submit the proposal by any of the following documents:

1 Withdrawal of Proposals:

- (a) A signed, written notice received in the office designated in the solicitation; or
- (b) A signed written notice faxed or e-mailed to the office designated in the solicitation.

2 Modification of Proposals:

- (a) A signed written notice received in the office designated in the solicitation, accompanied by a duly executed certificate of resolution for corporations, partnerships and joint-ventures, stating that a modification to the proposal is submitted; and
- (b) The actual modification sealed securely in a separate envelope or container, accompanying the written notice.
- (c) The modification may be sent by fax or email, provided that the originals must be submitted within two working days of the fax or email.

K. PUBLIC OPENING OF PROPOSALS.

Proposals will be opened and read publicly at the time and place indicated in the Notice to Bidders. Bidders, their authorized agents and other interested parties are invited to be present.

L. **DISQUALIFICATION OF BIDDERS.** Any one or more of the following causes will be considered as sufficient for the disqualification of a Bidder and the rejection of its proposal or proposals:

1. Non-compliance with Section I.A. **QUALIFICATION OF BIDDERS**;
2. Evidence of collusion among Bidders;
3. Lack of responsibility and cooperation as shown by past work such as failing to complete all of the requirements to close the project within a reasonable time or engaging in a pattern of unreasonable or frivolous claims for extra compensation;
4. Being in arrears on existing contracts with the State of Hawaii, or having defaulted on a previous contract with the State of Hawaii;
5. Lack of proper equipment and/or sufficient experience to perform the work contemplated, as revealed by the Standard Questionnaire and Financial Statement for Bidders;
6. No contractor's license or a contractor's license which does not cover type of work contemplated;
7. More than one proposal for the same work from an individual, firm, partnership, corporation or joint venture under the same or different name;
8. Delivery of bids after the deadline specified in the advertisement calling for bids;
9. Failure to pay, or satisfactorily settle, all bills overdue for labor and materials of former contracts in force at the time of issuance of proposal forms; and/or
10. Debarment or suspension pursuant to the provisions of Chapters 103D, 104 and 444, HRS, as amended.

M. **PROTESTS**

1. Protests shall be governed by Section 103D-701, HRS, and amended hereafter, and its implementing rules set forth in Title 3, Chapter 126, Subchapter 1, HAR, and as amended hereafter.
2. The Chairman is the Department's chief procurement officer to whom protests shall be addressed unless specified otherwise in the solicitation.

N. **WRONGFUL REFUSAL TO ACCEPT A BID.**

In the event the Chairman, for any reason, wrongfully refuses to accept what would otherwise be a responsive and responsible lowest bid, the exclusive remedy for such lowest Bidder shall be the recovery of the reasonable actual costs of preparing the bid. No other Bidder shall have any claim for damages.

### **III. AWARD AND EXECUTION OF CONTRACT**

#### **A. CONSIDERATION OF PROPOSALS; CANCELLATION.**

After the proposals are opened and read, the figures will be extended and/or totaled in accordance with the bid prices of the acceptable proposals and the totals will be compared and the results of such comparison shall be made public. In the event of a tie bid, the low Bidder shall be determined in accordance with Section 3-122-34, HAR. In the comparison of bids, words written in the proposals will govern over figures and unit prices will govern over totals. Until the award of the contract, the Department may cancel the solicitation, reject any and all proposals in whole or part and may waive any defects or technicalities whenever such action is deemed to be in the best interest of the Department.

#### **B. IRREGULAR PROPOSALS.**

Proposals will be considered irregular and may be rejected for the following reasons:

1. If the proposal is unsigned.
2. If bid security is not in accordance with Section I.E. BID SECURITY.
3. If proposal is on a form other than that furnished by the Department; or if the form is altered or any part thereof detached.
4. If the proposal shows any non-compliance with applicable law, alteration of form, additions not called for, conditional bids, incomplete bids, non-initialed erasures, other defects, or if the prices are obviously unbalanced.
5. If the Bidder adds any provisions reserving the right to accept or reject an award.
6. If the Bidder adds any provisions reserving the right to enter into a contract pursuant to an award.
7. When a proposal is signed by an officer or officers of a corporation and a currently certified corporate resolution authorizing such signer(s) to submit such proposal is not submitted with the proposal or when the proposal is signed by an agent other than the officer or officers of a corporation or a member of a partnership and a power of attorney is not submitted with the proposal.
8. Where there is an incomplete or ambiguous listing of joint contractors and/or subcontractors the proposal may be rejected. All work which is not listed as being performed by joint contractors and/or subcontractors must be performed by the Bidder with its own employees. Additions to the list of joint contractors or subcontractors will not be allowed. Whenever there is a doubt as to the completeness of the list, the Bidder will be required to submit within five (5) working days, a written confirmation that the work in question will be performed with its own work force. Whenever there is more than one joint contractor and/or subcontractor listed for the same item of work, the Bidder will be required to

either confirm in writing within five (5) working days that all joint contractors or subcontractors listed will actually be engaged on the project or obtain within five (5) working days written releases from those joint contractors and/or subcontractors who will not be engaged.

9. If in the opinion of the Chairman, the Bidder and/or its listed subcontractors do not have the contractor's licenses or combination of contractor's licenses necessary to complete all of the work.

#### C. CORRECTION OF BIDS AND WITHDRAWAL OF BIDS (HAR §3-122-31)

1. Corrections to bids after bid openings but prior to award may be made under the following conditions:
  - (a) If the mistake is attributable to an arithmetical error, the Chairman shall so correct the mistake. In case of error in extension of bid price, the unit price shall govern.
  - (b) If the mistake is a minor informality which shall not affect price, quantity, quality, delivery, or contractual conditions, the Bidder shall request correction by submitting proof of evidentiary value which demonstrates that a mistake was made. The Chairman shall prepare a written approval or denial in response to this request. Examples of such mistakes include:
    - (1) Typographical errors;
    - (2) Transposition errors;
    - (3) Failure of a Bidder to sign the bid, but only if the unsigned bid is accompanied by other material indicating the Bidder's intent to be bound.
  - (c) For reasons not allowable under Subsections II.C.1.(a) and II.C.1.(b) when the Chairman determines that the correction or waiver of an obvious mistake is in the best interest of the Department or is warranted for the fair treatment of other Bidders.
2. Withdrawal of bids after bid opening but prior to award may be made when the bid contains a mistake attributable to an obvious error which affects price, quantity, quality, delivery, or contractual conditions, and the Bidder requests withdrawal by submitting proof of evidentiary value which demonstrates that a mistake was made. The Chairman shall prepare a written approval or denial in response to this request.
3. Correction or withdrawal of bids after award is not permissible except in response to a written withdrawal or correction request by the Contractor, and the Chairman makes a written determination that the Department's procurement practices and policies would not be materially affected by such correction or withdrawal.

D. AWARD OF CONTRACT

1. The award of contract, if it be awarded, will be made within one hundred twenty (120) consecutive calendar days after the opening of the proposals to the lowest responsible and responsive Bidder (including the alternate or alternates which may be selected by the Chairman in the case of alternate bids) whose proposal complies with all the requirements prescribed, but in no case will an award be made until all necessary investigations are made. The successful Bidder will be notified, by letter mailed to the address shown on the proposal, that its bid has been accepted and that it has been awarded the contract.
2. If the contract is not awarded within the one hundred twenty (120) days noted in Subsection II.D.1 above, the Department may request the successful Bidder to extend the time for the acceptance of its bid. The Bidder may reject such a request without penalty; and in such case, the Department may at its sole discretion make a similar offer to the next lowest responsive and responsible Bidder and so on until a bid is duly accepted or until the Department elects to stop making such requests.
3. No contract will be awarded to any person or firm suspended or debarred under the provisions of Chapters 103D, 104 and Chapter 444, HRS, as amended.
4. The contract will be drawn on the forms furnished by the Chairman. The contract will not be binding on the Department until all required signatures have been affixed thereto and written certification that funds are available for the work has been made.
5. Prior to award of the contract, the Department shall verify compliance with Sections 103D-310 and 103D-328, HRS, via Hawaii Compliance Express (ōHCEō). Firms who decline to participate in HCE shall submit paper certificates in a timely manner or risk determination that the bid is non-responsive.

E. CANCELLATION OF AWARD.

The Department reserves the right to cancel the award of any contract at any time before the execution of said contract by all parties. The exclusive remedy to the awardee for such cancellation shall be payment of the reasonable bid preparation costs and the reimbursement of any direct expenses incurred as directed in the Notice of Award. Such cancellation will not incur any liability by the Department to any other Bidder.

F. RETURN OF BID SECURITY.

All bid securities, except those of the four (4) lowest Bidders, will be returned following the opening and checking of the proposals. The retained bid securities of the four lowest Bidders will be returned within five (5) working days following the complete execution of the contract.



## G. REQUIREMENT OF PERFORMANCE AND PAYMENT BONDS

1. Performance and Payment Bonds shall be required for contracts \$50,000 (fifty thousand dollars) and higher. At the time of the execution of the contract, the successful Bidder shall file good and sufficient performance and payment bonds on the form furnished by the Department, each in an amount equal to one hundred percent (100%) of the amount of the contract price unless otherwise stated in the solicitation of bids. Acceptable performance and payment bonds shall be limited to the following:
  - (a) Surety bonds underwritten by a company licensed to issue bonds in this State; or
  - (b) A certificate of deposit; credit union share certificate; or cashier's, treasurer's, teller's or official check drawn by, or a certified check accepted by, and payable on demand to the Department by a bank, a savings institution, or credit union insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration.
    - (1) These instruments may be utilized only a maximum of \$100,000 (one hundred thousand dollars).
    - (2) If the required security or bond amount totals over \$100,000 (one hundred thousand dollars), more than one instrument not exceeding \$100,000 (one hundred thousand dollars) each and issued by different financial institutions shall be acceptable.
2. If the Contractor fails to deliver the required performance and payment bonds, the Contractor's award shall be canceled, the Department shall have the remedies provided below under Section II.I FAILURE TO EXECUTE THE CONTRACT and award of the contract shall be made to the next lowest responsible and responsive Bidder.

## H. EXECUTION OF THE CONTRACT

1. The contract shall be signed by the successful Bidder and returned, together with satisfactory performance and payment bonds, within ten (10) calendar days after the Bidder is awarded the contract for execution or within such further time as the Chairman may allow. No proposal or contract shall be considered binding upon the Department until the contract has been fully and properly executed by all parties thereto. For projects funded with State Capital Improvement Project (SCIP) funds, the Chairman shall also endorse thereon its certificate, as required by Section 103D-309, HRS, that there is an available unexpended appropriation or balance of an appropriation over and above all outstanding contracts sufficient to cover the Department's amount required by such contract.

2. On any individual award totaling less than \$25,000 (twenty-five thousand dollars), the Department reserves the right to execute the contract by the issuance of a Purchase Order. Issuance of a Purchase Order shall result in a binding contract between the parties without further action by the Department. The issuance of a Purchase Order shall not be deemed a waiver of the General Conditions, and Contract Document requirements.

#### I. FAILURE TO EXECUTE THE CONTRACT

1. Before the Award. If a low Bidder without legal justification withdraws its bid after the opening of bids but before the award of the contract, the Department shall be entitled to retain as damages the amount established as bid security, and may take all appropriate actions to recover the damages sum from the property or third-party obligations deposited as bid security.
2. After the Award. If the Bidder to which a contract is awarded shall fail or neglect to enter into the contract and to furnish satisfactory security within ten (10) calendar days after such award or within such further time as the Chairman may allow, the Department shall be entitled to recover from such Bidder its actual damages, including but not limited to the difference between the bid and the next lowest responsive bid, as well as personnel and administrative costs, consulting and legal fees and other expenses incurred in arranging a contract with the next low responsible and responsive Bidder or calling for new bids. The Department may apply all or part of the amount of the bid security to reduce its damages. If upon determination by the Department that the bid security exceeds the amount of its damages, it shall release or return the excess to the person who provided same.
3. Chairman's Options. Upon a withdrawal of the lowest responsive bid, or upon a refusal or failure of the lowest Bidder to execute the contract, the Chairman may thereupon award the contract to the next lowest responsible and responsive Bidder or may call for new bids, whichever method the Chairman may deem to be in the best interests of the Department.

#### J. PRE-CONSTRUCTION CONFERENCE

A pre-construction conference will be conducted prior to the issuance of a Notice to Proceed.

DEPARTMENT OF HAWAIIAN HOME LANDS

**KEOKEA-WAIOHULI  
SUBDIVISION, PHASE 2A**

**KULA, MAUI, HAWAII**  
(2) 2-2-002: 014; (2) 2-2-033: 007, 009-020 & 038-058 and (2) 2-2-034: 016-026

IFB NO.: IFB-20-HHL-023

**\*SEALED BID\***

Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Bid Package Envelope Cover

**STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS**

**BID OFFER FORM FOR**

**KEOKEA-WAIOHULI DEVELOPMENT, PHASE 2A**

**KEOKEA & WAIOHULI, MAKAWAO , MAUI**

**TAX MAP KEYS: (2) 2-2-002: 014; (2) 2-2-033: 007, 009-020 & 038-058 AND  
(2) 2-2-034: 016-026**

**IFB NO.: IFB-20-HHL-023**

Mr. William Aila, Jr., Chairman  
Hawaiian Homes Commission  
Department of Hawaiian Home Lands  
91-5420 Kapolei Parkway  
Kapolei, Hawaii 96707

Dear Mr. Aila:

The undersigned has carefully examined, read, and understands the terms and conditions in the Plans and Specifications, Special Conditions attached hereto, DHHL Construction General Conditions, and General Conditions specified in the Invitation for Bids (IFB) No. IFB-20-HHL-023. The State of Hawaii's (State) Contract for Goods and Services Based on Competitive Sealed Bids AG-003 Rev. 6/22/2009, AG-008 103D General Conditions, are included by reference and made part hereof and available upon written request to the Procurement Officer. The undersigned hereby submits the following offer to perform the work for IFB No. IFB-20-HHL-023 as specified herein, all in accordance with the true intent and meaning thereof.

The undersigned understands and agrees that:

1. The State reserves the right to reject any and all offers and to waive any items that are defective when, in the State's opinion, such rejection or waiver will be in the best interest of the State. A solicitation may be rejected in whole or part when in the best interest of the State.
2. If awarded the contract, all services will be in accordance with Hawaii Revised Statutes (HRS) § 103-55.5.
3. In submitting this offer, the Offeror is not in violation of HRS Chapter 84, concerning prohibited State contracts.
4. By submitting this offer, the Offeror certifies that the offer was independently arrived at without collusion and the Offeror did not participate in any practices to restrict competition.
5. It is understood that the failure to receive any addendum shall not relieve the Offeror from any obligation under this IFB.

Date: \_\_\_\_\_

The undersigned represents that it is: **(Check ✓ one only)**

A **Hawaii business** incorporated or organized under the laws of the State of Hawaii; **OR**

A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, is or shall be registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division (DCCA-BREG) to do business in the State of Hawaii.

State of incorporation: \_\_\_\_\_

Offeror is:

Sole Proprietor      Partnership      Corporation      Joint Venture      Other: \_\_\_\_\_

Federal ID No.: \_\_\_\_\_

Hawaii General Excise Tax ID No.: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-Mail Address.: \_\_\_\_\_

Payment address (other than street address below)

\_\_\_\_\_  
(Street Address, City, State, Zip Code)

Business address

\_\_\_\_\_  
(Street Address, City, State, Zip Code)

Respectfully submitted:

\_\_\_\_\_  
Authorized (Original) Signature

\_\_\_\_\_  
Name and Title (Please Type or Print)

\* \_\_\_\_\_  
**Exact Legal Name of Company (Offeror)**

\*If Offeror shown above is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

\_\_\_\_\_

The following bid is hereby submitted for IFB-20-HHL-023 for the Department of Hawaiian Home Lands.

**KEOKEA-WAIOHULI DEVELOPMENT, PHASE 2A**

The prices bid herein for the following items shall include all materials, labor, tools, equipment, machinery and all incidentals necessary to install or to construct these items in place complete, all in accordance with the plans and specifications. Note. Prices are exclusive of general excise tax (GET).

Item No.	Estimated Quantity	Description	Unit Price	Total
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The prices bid herein for the following items shall include all materials, labor, tools, equipment, machinery and all incidentals necessary to install or to construct these items in place complete, all in accordance with the plans and specifications.

MASS GRADING

1.		Acres, Clearing and Grubbing, including handling and removal of vegetation, unsuitable material, and debris off of DHHL Lands.	Per Acre	\$ _____	\$ _____
2.		Cu. yds., Unclassified excavation for roads (embankment = cu. yds.).	Per Cu. Yd.	\$ _____	\$ _____
3.		Cu. yds., Borrow from DHHL borrow/stockpile site including loading, hauling, placing and compacting suitable material in embankment up to mass grading limits.	Per Cu. Yd.	\$ _____	\$ _____
4.		Cu. yds., Stockpile of unsuitable material on DHHL borrow/stockpile site including loading, hauling, placing and compacting of stockpile.	Per Cu. Yd.	\$ _____	\$ _____
TOTAL of MASS GRADING (Items 1 to 4 inclusive)					<u>\$ _____</u>

ROAD CONSTRUCTION

5.		Sq. ft., Fine grading of roadway.	Per Sq. Ft.	\$ _____	\$ _____
6.		Cu. yds., Unclassified excavation for roadway subbase, 6ö thick, if required (Contingent item).	Per Cu. Yds.	\$ _____	\$ _____

7.		Cu. yds., Select borrow subbase, 6ö thick, if required. To be used only as directed or approved by the Engineer. (Contingent item)	Per Cu. Yds.	\$ _____	\$ _____
8.		Sq. yds., Base Course, 6ö thick.	Per Sq. Yds.	\$ _____	\$ _____
9.		Sq. yds., Asphaltic concrete pavement, 1-1/2ö thick.	Per Sq. Yds.	\$ _____	\$ _____
10.		Sq. yds., Asphaltic concrete pavement, 2ö thick.	Per Sq. Yds.	\$ _____	\$ _____
11.		Cu. yds., Concrete road pavement, 6ö thick.	Per Cu. Yds.	\$ _____	\$ _____
12.		Lin. ft., Concrete header.	Per Lin. Ft.	\$ _____	\$ _____
13.		Lin. ft., Wooden barricade as shown in the plans.	Per Lin. ft..	\$ _____	\$ _____
14.	L.S.	Remove existing wooden barricade and concrete header.	Lump Sum		\$ _____
15.	L.S.	Construction of 15øwide Non-Paved Driveway (1,200 LF) Grading including Cut (6,000 CY) and Fill (1,700 CY), Removal and Replacement of Ash Material off of DHHL Lands (1,250 CY), and Hydro-Mulch Seeding ( 2,400 SY) and 90-day Maintenance; In place complete.	Lump Sum		\$ _____
16.	L.S.	Construction of 10øA.C. Paved Access Road (1,670 LF) including Cut (16,500 CY ), Fill ( 580 CY), Removal and Replacement of Ash Material off of DHHL Lands (1,300 CY), Fine Grading (17,000 SF), Geofabric (760 SY), and Hydro-Mulch Seeding (10,200 SY) and 90-day Maintenance; In place complete.	Lump Sum		\$ _____
17.		Each, Standard County street survey monument.	Each	\$ _____	\$ _____

18.		Each, Standard street name sign.	Each	\$ _____	\$ _____
19.		Each, Traffic sign with post.	Each	\$ _____	\$ _____
20.		Each, Traffic sign with strap.	Each	\$ _____	\$ _____
21.	L.S.	Centerline pavement striping, intersection markings and raised pavement markers.			
			Lump Sum		\$ _____
TOTAL ó ROAD CONSTRUCTION (Items 5 to 21 inclusive)					\$ _____

DRAINAGE SYSTEM

22.	L.S.	Construction of Drain Culvert øM-1ø @ Road øMø Station 4+40.37 including excavation and backfill, construction of CRM inlet and outlet, GRP swale outlet, 73 lin. ft. of 19øx 8ø-3ø single radius annular arch, and 227 lin. ft. of metal guardrail, in place complete.			
			Lump Sum		\$ _____
23.	L.S.	Construction of Drain Culvert øM-2ø @ Road øMø Station 6+63.28 including excavation and backfill, construction of CRM inlet and outlet, GRP swale outlet, 67 lin. ft. of 36ø corrugated aluminum pipe, 0.075 14 gauge, 2-2/3øx1/2ø annular corrugation and 165 lin. ft. of metal guardrail, in place complete.			
			Lump Sum		\$ _____
24.	L.S.	Construction of Drain Culvert øM-3ø @ Road øMø Station 9+21.16 including excavation and backfill, construction of Type øBø catch basin øM-3aø with transition gutter, Type øBø catch basin øM-3bø with transition gutter, CRM outlet, GRP swale outlet, 49 lin. ft. of 24ø corrugated aluminum pipe and 60 lin. ft. of 18ø corrugated aluminum pipe, 0.075 14 gauge, 2-2/3øx1/2ø annular corrugation and 64 lin. ft. of metal guardrail, in place complete.			
			Lump Sum		\$ _____



25.	L.S.	Construction of Drain Culvert øM-4ø @ Road øMø Station 14+06.45 including excavation and backfill, construction of Type øFø catch basin øM-4aø with transition gutter, Type øBø catch basin øM-4bø with transition gutter, Type øBø catch basin øM-4cø with transition gutter, CRM inlet, GRP swale outlet, 49 lin. ft. of 24ø corrugated aluminum pipe and 159 lin. ft. of 18ø corrugated aluminum pipe, 0.075 14 gauge, 2-2/3øx1/2ø annular corrugation and 102 lin. ft. of metal guardrail, in place complete.	Lump Sum	\$ _____
26.	L.S.	Construction of Drain Culvert øM-5ø @ Road øMø Station 17+96.58 including excavation and backfill, construction of Type øBø catch basin øM-5aø with transition gutter, CRM inlet, GRP swale outlet, 45 lin. ft. of 24ø corrugated aluminum pipe, 0.075 14 gauge, 2-2/3øx1/2ø annular corrugation, in place complete.	Lump Sum	\$ _____
27.	L.S.	Construction of Drain Culvert øKeanuhea Culvert-1ø @ Keanuhea Street Station 42+71 including excavation and backfill, construction of CRM inlet and outlet, 71 lin. ft. of 36ø corrugated aluminum pipe, 0.075 14 gauge, 2-2/3øx1/2ø annular corrugation and 130 lin. ft. of metal guardrail, in place complete.	Lump Sum	\$ _____
28.	L.S.	Construction of Drainage System for Extension of Pahiliko Street including excavation and backfill, construction of Type øBø catch basin øE5ø with transition gutter, Type øBø catch basin øE5aø with transition gutter, standard drain manhole øE6ø, standard drain manhole øE7ø, Type øBø catch basin øE7aø with transition gutter, CRM outlet øE4ø, and 458 lin. ft. of 18ø corrugated aluminum pipe, 0.075 14 gauge, 2-2/3øx1/2ø annular corrugation, in place complete.	Lump Sum	\$ _____
TOTAL ø DRAINAGE SYSTEM (Items 22 to 28 inclusive)				\$ _____

SWALE CONSTRUCTION

29.	L.S.	Construction of Trapezoidal Grass Swale (1ø bottom width x 1.5ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete.	Lump Sum	\$ _____
30.	L.S.	Construction of Trapezoidal Grass Swale (1ø bottom width x 2ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete.	Lump Sum	\$ _____
31.	L.S.	Construction of Trapezoidal GRP Swale (2ø bottom width x 2ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition/merge/connection, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete.	Lump Sum	\$ _____
32.	L.S.	Construction of Trapezoidal GRP Swale (2ø bottom width x 2.5ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition/merge/connection, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete.	Lump Sum	\$ _____
33.	L.S.	Construction of Trapezoidal GRP Swale (2ø bottom width x 3ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition/merge/connection, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete.	Lump Sum	\$ _____

- |     |      |   |          |          |
|-----|------|---|----------|----------|
| 34. | L.S. | Construction of Trapezoidal GRP Swale (3ø bottom width x 2ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition/merge/connection, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete.   | Lump Sum | \$ _____ |
| 35. | L.S. | Construction of Trapezoidal GRP Swale (3ø bottom width x 3ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition/merge/connection, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete.   | Lump Sum | \$ _____ |
| 36. | L.S. | Construction of Trapezoidal GRP Swale (3ø bottom width x 3.5ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition/merge/connection, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete. | Lump Sum | \$ _____ |
| 37. | L.S. | Construction of Trapezoidal GRP Swale (3ø bottom width x 4ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition/merge/connection, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete.   | Lump Sum | \$ _____ |
| 38. | L.S. | Construction of Trapezoidal GRP Swale (4ø bottom width x 4ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition/merge/connection, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete.   | Lump Sum | \$ _____ |

39.	L.S.	Construction of Rectangular GRP Swale (11ø bottom width x 4ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition/merge/connection, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete.	Lump Sum	\$ _____
40.	L.S.	Construction of Rectangular GRP Swale (12ø bottom width x 4ødepth) including Excavation (4,700 CY), Grading, Removal and Replacement of Ash materials (2,200 CY) off of DHHL Lands, Embankment (50 CY), Swale transition/merge/connection, Hydro-Mulch Seeding (3,000 SY) and 90-day Maintenance; In place complete.	Lump Sum	\$ _____
TOTAL 6 SWALE CONSTRUCTION (Items 29 to 40 inclusive)				\$ _____

WATER SYSTEM

41.	Cu. yds., Unclassified excavation for water mains, manholes, and appurtenances, including backfill and pipe cushion.	Per Cu. Yd.	\$ _____	\$ _____
42.	Lin. ft., 12ø Ductile iron pipe, Class 52, in place complete.	Per Lin. ft.	\$ _____	\$ _____
43.	Lin. ft., 8ø Ductile iron pipe, Class 52, in place complete.	Per Lin. ft.	\$ _____	\$ _____
44.	Lin. ft., 6ø Ductile iron pipe, Class 52, in place complete.	Per Lin. ft.	\$ _____	\$ _____
45.	Each, 12ø Gate valve, Class 150.	Each	\$ _____	\$ _____
46.	Each, 8ø Gate valve, Class 150.	Each	\$ _____	\$ _____
47.	Each, 6ø Gate valve, Class 150.		\$ _____	\$ _____

		Each		
48.	Lbs., Cast iron fittings.		Per Lb. \$ _____	\$ _____
	The above weight is approximate and based on the fittings listed below:			
	<u>12ø MJ Fittings</u>			
	2 ø 12ø 1/32 bend	440 lbs.		
	1 ø 12ø x 8ø tee	340 lbs.		
	2 ø 12ø x 6ø tee	670 lbs.		
	1 ø 12ø cap	80 lbs.		
	1 ø 12ø plug	79 lbs.		
	1 ø 12ø sleeve, 12ø long	136 lbs.		
	<u>8ø MJ Fittings</u>			
	4 ø 8ø x 6ø tee	728 lbs.		
	2 ø 8ø cap	90 lbs.		
	1 ø 8ø plug	45 lbs.		
	2 ø 8ø sleeve, 12ø long	<u>180 lbs.</u>		
		2,788 lbs.		
49.	Each, 3/4ø Air relief valve, 150 psi W.P., including appurtenances, in place complete.		Each \$ _____	\$ _____
50.	Each, Air relief valve box, inclusive of concrete slab, in place complete.		Each \$ _____	\$ _____
51.	Each, Fire hydrant, 4.5ø curb to invert, including concrete slab, reflectors and posts, pavement markers and appurtenances, in place complete.		Each \$ _____	\$ _____
52.	Each, 6ø Sliding valve box including cast iron frame and cover and concrete anchor pad, in place complete.		Each \$ _____	\$ _____
53.	Cu. yds., Class øBø concrete including reinforcing steel wherever necessary for pipe bracing, reaction and test blocks, manhole bottoms, etc.		Per Cu. Yd. \$ _____	\$ _____
54.	Each, 1ø copper service lateral with Type øAø copper service connection and all appurtenances, including meter and valve box, off water main, in place complete.		Each \$ _____	\$ _____

55.		Each, 1-1/2" copper service lateral with Type "A-1" copper service connection and all appurtenances, including meter and valve box, off water main, in place complete.	Each	\$ _____	\$ _____
56.		Each, Watts U5B pressure regulator valves and appurtenances including valve box at meter, in place complete.	Each	\$ _____	\$ _____
57.	L.S.	Chlorination of waterlines, in place complete.	Lump Sum		\$ _____
58.	Allowance	Maui County, Department of Water Supply, charges inclusive of all work that requires DWS personnel to complete each item of work as specified within this contract.	Allowance		\$ _____
59.	Allowance	Payment to Maui County, Department of Water Supply, for water system/water facility charges. Contractor shall make payments to DWS. No markup is allowed.	Allowance		\$ _____
TOTAL OF WATER SYSTEM (Items 41 to 59 inclusive)					<u>\$ _____</u>

MISCELLANEOUS ITEMS

60.	L.S.	Field office.	Lump Sum		\$ _____
61.	L.S.	Project Sign including installation and removal; In place complete.	Lump Sum		\$ _____
62.	L.S.	Temporary Traffic Control.	Lump Sum	\$ _____	\$ _____
63.	L.S.	Installation, Maintenance, Monitoring and Removal of BMP, Including Silt Fence, Filter Sock, Temporary Erosion Control, Sediment Control Filter, Dust Control, and 8" Thick Ingress/Egress Gravel Access (13x20'); In place complete.	Lump Sum		\$ _____

64.	L.S.	Permanent Erosion Control Measures for all graded areas, including grassing, watering and maintenance; In place complete.	Lump Sum	\$ _____
65.	Allowance	Archaeological work, including monitoring and miscellaneous work as directed by the archaeologist with the approval of DHHL.	Allowance	\$ _____
66.	Allowance	Removal of abandoned vehicles, trash, or dumped items, including hauling and disposal.	Allowance	\$ _____
67.	Allowance	Additional drainage improvements or other work as directed by the Engineer.	Allowance	\$ _____
68.	Allowance	Removal of silt and debris from existing downstream drain structures, where drainage improvements will connect to existing structures, if directed by the Engineer.	Allowance	\$ _____
<b>TOTAL 6 MISCELLANEOUS ITEMS</b> (Items 60 to 68 inclusive)				<b>\$ _____</b>

**RECAPITULATION**

TOTAL 6 MASS GRADING (Items 1 to 4, inclusive) \$ \_\_\_\_\_

TOTAL 6 ROAD CONSTRUCTION (Items 5 to 21, inclusive) \$ \_\_\_\_\_

TOTAL 6 DRAINAGE SYSTEM (Items 22 to 28, inclusive) \$ \_\_\_\_\_

TOTAL 6 SWALE CONSTRUCTION (Items 29 to 40, inclusive) \$ \_\_\_\_\_

TOTAL 6 WATER SYSTEM (Items 41 to 59, inclusive) \$ \_\_\_\_\_

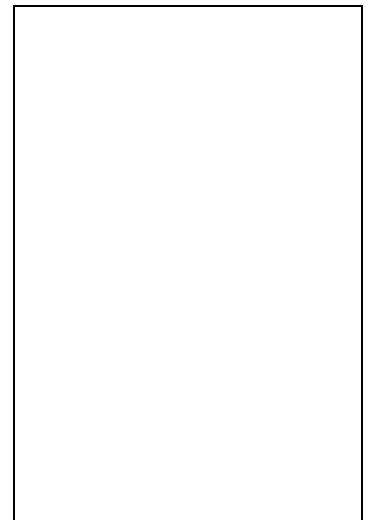
TOTAL 6 MISCELLANEOUS ITEMS (Items 60 to 68, inclusive) \$ \_\_\_\_\_

**TOTAL SUM BID = \$ \_\_\_\_\_**

**GET = \$ \_\_\_\_\_**  
(Note. GET @ 4.1667%)

**GRAND TOTAL = \$ \_\_\_\_\_**  
(With GET)

**Dollars (\$ \_\_\_\_\_**  
**\_\_\_\_\_ ) .**



**The prices herein for the above items shall include all materials, labor, tools, equipment, machinery and all incidentals necessary, 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.**

The CONTRACTOR shall complete all work as specified or indicated in the Contract Documents on or before Five Hundred Fifty (550) calendar days after receiving written Notice to Proceed, subject to extensions, as may be granted.



## HAWAII PRODUCTS PREFERENCE

Section 103D-1002, Hawaii Revised Statutes (HRS), as amended by Act 175 (Session Laws of Hawaii 2009), provides preference for Hawaii products. The previous Hawaii products list established pursuant to HRS §103D-1002 was suspended effective July 1, 2009, and a new list has been published by the State Procurement Office (SPO). DHHL will be supplementing the list with additional approved products for this solicitation.

Pursuant to HRS §103D-1002(b) (2) and Procurement Circular No. 2009-13, bidders intending to use Hawaii products should distribute the attached SPO-38, *Certification for Hawaii Product Preference*, to each of the manufacturers and producers of such products which bidders intend to use if the manufacturers and producers and their products are not listed on the SPO Hawaii Products List or in the DHHL's list below. The manufacturers and producers must complete and submit SPO-38 to DHHL. The form must be received by DHHL no later than **4:30 p.m., April 7, 2020**. Submittal by facsimile (808 620-9299) is acceptable. If DHHL receives and approves SPO-38s relating to this solicitation DHHL will issue an addendum listing the additional certified and qualified Hawaii products by **4:30 p.m., April 7, 2020**.

Bidders may claim a Hawaii product preference for products that it manufactures or produces with its own workforce and equipment. The SPO-38, *Certification for Hawaii Product Preference*, must be submitted in accordance with the procedures described above in order for Bidder to claim a Hawaii product preference for such Hawaii products Bidder intends to use in this work.

A partial list of approved products is provided below. The complete current list as compiled by the State Procurement Office is available at:

<http://www4.hawaii.gov/spoh/HiProducts/hiProducts.htm>

### Preferences, Hawaii Products

#### CONSTRUCTION PRODUCTS AND SOIL AMENDMENTS/PRODUCTS

<b>Aggregates – Basaltic Termite Barrier</b>							
<b>Product Subcategory as applicable</b>	Effective	Revised	Manufacturer	Oahu	Maui	Hawaii	Kauai
<b>Aggregates and Sand – Basalt, Rock, Cinder, Limestone and Coral</b>							
Product Subcategory as applicable	Effective	Revised	Manufacturer	Oahu	Maui	Hawaii	Kauai


**Aggregates – Recycled Asphalt and Concrete**

<b>Product Subcategory as applicable</b>	<b>Effective</b>	<b>Revised</b>	<b>Manufacturer</b>	<b>Oahu</b>	<b>Maui</b>	<b>Hawaii</b>	<b>Kauai</b>

**Asphalt and Paving Materials - HI Products**

<b>Product Subcategory as applicable</b>	<b>Effective</b>	<b>Revised</b>	<b>Manufacturer</b>	<b>Oahu</b>	<b>Maui</b>	<b>Hawaii</b>	<b>Kauai</b>

**Cement and Concrete Products**

<b>Product Subcategory as applicable</b>	<b>Effective Date</b>	<b>Last Revised Date</b>	<b>Manufacturer</b>	<b>Oahu</b>	<b>Maui</b>	<b>Hawaii</b>	<b>Kauai</b>

**Precast Concrete Products**

<b>Product Subcategory as applicable</b>	<b>Effective Date</b>	<b>Revised Date</b>	<b>Manufacturer</b>	Oahu	Maui	Hawaii	Kauai

**Environmental Sewage-Treatment Innovative System (ESIS) Individual Wastewater System which utilizes anaerobic/aerobic processing to treat wastewater to R-2 quality at discharge**

<b>Product Subcategory as applicable</b>	<b>Effective Date</b>	<b>Revised Date</b>	<b>Manufacturer</b>	Oahu	Maui	Hawaii	Kauai

**Hot Dip Galvanizing**

<b>Product Subcategory as applicable</b>	<b>Effective Date</b>	<b>Revised Date</b>	<b>Manufacturer</b>	Oahu	Maui	Hawaii	Kauai

**Pipes-Aluminum and Galvanized**

<b>Product Subcategory as applicable</b>	<b>Effective Date</b>	<b>Revised Date</b>	<b>Manufacturer</b>	Oahu	Maui	Hawaii	Kauai

**Aluminum Docks, Floating, etc. - Miscellaneous**

<b>Product Subcategory as applicable</b>	<b>Effective Date</b>	<b>Revised Date</b>	<b>Manufacturer</b>	Oahu	Maui	Hawaii	Kauai

**Playground Surfaces**

<b>Product Subcategory as applicable</b>	<b>Effective Date</b>	<b>Revised Date</b>	<b>Manufacturer</b>	Oahu	Maui	Hawaii	Kauai

<b>Signs - Traffic, Regulatory and Construction</b>							
<b>Product Subcategory as applicable</b>	<b>Effective</b>	<b>Revised</b>	<b>Manufacturer</b>	Oahu	Maui	Hawaii	Kauai

<b>Veneer</b>							
<b>Product Subcategory as applicable</b>	<b>Effective</b>	<b>Revised</b>	<b>Manufacturer</b>	Oahu	Maui	Hawaii	Kauai

<b>Soil Amendments, Mulch, Compost</b>							
<b>Product Subcategory as applicable</b>	<b>Effective Date</b>	<b>Revised Date</b>	<b>Manufacturer</b>	Oahu	Maui	Hawaii	Kauai

<b>Compost Filter</b>							
<b>Product Subcategory as applicable</b>	<b>Effective Date</b>	<b>Revised Date</b>	<b>Manufacturer</b>	Oahu	Maui	Hawaii	Kauai

<b>SCHEDULE OF ACCEPTABLE HAWAII PRODUCTS AND DESIGNATION OF HAWAII PRODUCTS TO BE USED</b>			
<b>ACCEPTABLE HAWAII PRODUCTS</b>		<b>HAWAII PRODUCTS TO BE USED</b> Cost FOB Jobsite, Unloaded Including Applicable General Excise and Use Taxes	
<b>Description</b>	<b>Manufacturer</b>	<b>Base Bid</b>	<b>Additive Alternate</b>
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____

		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____

It is further understood by the Bidder that if upon being granted Hawaii Products, and being awarded the contract, if the Bidder fails to use such products or meet the requirements of such preference, the Bidder shall be subject to penalties, if applicable.

## APPRENTICESHIP AGREEMENT PREFERENCE

Hawaii Revised Statutes §103-55.6 (ACT 17, SLH 2009) provides for a Hawai'i Apprenticeship Preference for public works contracts having an estimated value of \$250,000.00 or more. The preference shall be in the form of a 5% bid adjustment applied to the bidder's amount for bidders that are parties to apprenticeship agreements. The estimated value of this public works contract is \$250,000.00 or more and the apprenticeship agreement preference **shall** apply.

To be eligible for the preference, the bidder shall:

1. Be a party to an apprenticeship agreement registered with the DLIR at the time the bid is made for each apprenticeable trade the bidder will employ to construct the public works project for which the bid is being made.
  - a. The apprenticeship agreement shall be registered and conform to the requirements of HRS Chapter 372.
  - b. Subcontractors do not have to be a party to an apprenticeship agreement for the bidder to obtain the preference.
  - c. The bidder is not required to have apprentices in its employ at the time the bid is submitted to qualify for the preference.
  - d. If a bidder's employee is multi-skilled and able to perform work in more than one trade (for example, a project requires a carpenter and a laborer, and the employee is a carpenter, but is also able to perform the work of a laborer), the bidder need only be a party to the carpenter's apprenticeship agreement and does not need to be a party to the laborer's apprenticeship agreement in order to qualify for the preference. The bidder is not "employing" a laborer, only a carpenter, and so only needs to be a party to the carpenter's apprenticeship agreement.
  - e. Qualification for the preference is given on a project-by-project basis and depends upon the specific offer for a specific project. A bidder's employees may vary from project to project and may qualify for the preference on one project but may not qualify on another project. For example, on one project, if the bidder only employs carpenters to perform work in the carpentry and labor trades, then the bidder only needs to be a party to the carpenter's apprenticeship agreement in order to qualify for the preference. However, on another project if the same bidder employs both carpenters and laborers, then the bidder will not qualify for the preference if the bidder is only a party to the carpenter's apprenticeship agreement and not the laborer's apprenticeship agreement.
2. State the trades the bidder will employ to perform the work;
3. For each trade to be employed to perform the work, the bidder shall submit a completed signed original *CERTIFICATION OF BIDDER'S PARTICIPATION IN APPROVED APPRENTICESHIP PROGRAM UNDER ACT 17 (Certification Form 1)* verifying the

participation in an apprenticeship program registered with the State Department of Labor and Industrial Relations (DLIR);

4. The *Certification Form 1* shall be authorized by an apprenticeship sponsor of the DLIR list of registered apprenticeship programs. The authorization shall be an original signature by an authorized official of the apprenticeship sponsor; and
5. The completed *Certification Form 1* for each trade must be submitted by the bidder with the offer. A facsimile or copy is acceptable to be submitted with the offer; however, the completed **signed original** must be submitted within five (5) working days of the due date of the offer. If the signed original is not received within this timeframe, the preference may be denied. Previous certifications shall not apply.

Failure to comply with ALL of the conditions noted above, without exception, shall disqualify the Bidder from qualifying for, and thus receiving, benefit of the Hawai'i Apprenticeship Preference.

The *Certification Form 1* and the List of Construction Trades in Registered Apprenticeship Programs is available on the DLIR website at: <http://labor.hawaii.gov/wdd/>.

Upon receiving *Certification Form 1*, the DHHL will verify with DLIR that the apprenticeship program is on the list of apprenticeship programs registered with the DLIR. If the program(s) are not confirmed by the DLIR, the bidder will not qualify for the preference.

If the bidder is certified to participate in an apprenticeship program for each trade which will be employed by the bidder for the project, a preference will be applied to decrease the bidder's total bid amount by five per cent (5%) for evaluation purposes.

Should the bidder qualify for other preferences (for example, Hawaii Products Preference), all applicable preferences shall be applied to the bid amount.

While preference for Hawai'i Apprenticeship will be taken into consideration to determine the low bidder, the contract awarded shall be the original bid amount, exclusive of any preferences. The preference is only for evaluation purposes.

The bidder hereby certifies that it will employ the following apprenticeable trades to perform the work for this project:





**ALL JOINT CONTRACTORS OR SUBCONTRACTORS TO BE ENGAGED ON THIS PROJECT**

The Bidder certifies that the following is a complete listing of all joint Contractors or Subcontractors covered under Chapter 444, Hawaii Revised Statutes, who will be engaged by the Bidder on this project to perform the nature and scope of work indicated pursuant to Section 103D-302, Hawaii Revised Statutes, and understands that failure to comply with this requirement shall be just cause for rejection of the bid.

The Bidder further understands that only those joint Contractors or Subcontractors listed shall be allowed to perform work on this project and that all other work necessary shall be performed by the Bidder with his own employees. If no joint Contractor or Subcontractor is listed, it shall be construed that all of the work shall be performed by the Bidder with his own employees.

The Bidders must be sure that they possess and that the Subcontractors listed in the bid possess all the necessary licenses needed to perform the work for this project. The bidder shall be solely responsible for assuring that all the specialty licenses required to perform the work are covered in his bid.

The Bidder shall include the license number of the joint Contractors or Subcontractors listed below. Failure to provide the correct names and license numbers as registered with the Contractor's Licensing Board may cause rejection of the bid submitted.

Complete Firm Name of Joint Contractor or Subcontractor	License Number	Hawaii Tax ID Number	Nature and Scope of Work to be Performed

## METHOD OF AWARD

Bidder is required to bid on the entire project. The low bidder shall be determined by the procedures outlined in items 1) through 4) below:

- 1) Prior to opening of bids, the State will determine the amount of funds available for the project. This amount will be designated the "control amount". The control amount shall be announced at, and prior to the opening of bids.
- 2) The Base Bid and Alternate, if any, of each Bidder will be adjusted to reflect the applicable preferences in accordance with Chapter 103D, HRS. The Alternate, if any, will then be added to the Base Bid and compared with the control amount.
- 3) The low bidder shall be the Bidder having the lowest aggregate amount, within the control amount (after application of the various preferences), for the Base Bid plus the Alternate, if any.
- 4) If adding the Alternate, if any, would make the aggregate amount exceed the control amount for all Bidders, the low bidder shall be the Bidder having the lowest Base Bid after application of the various preferences.

It is further understood and agreed that:

- 1) The Chairman reserves the right to reject any and/or all bids and waive any defects when, in his opinion, such rejection or waiver will be in the best interest of the State.
- 2) After determining the low bidder, an award may be made either on the amount of the Base Bid alone, or including the Alternate (exclusive of preferences), if:
  - a. It is in the best interest of the State;
  - b. Funds are available at time of the award; and
  - c. The combination of the Base Bid plus Alternate does not change the apparent low bidder.
- 3) In the event the Base Bid for all Bidders exceed the control amount, the Chairman reserves the right to negotiate with the lowest responsible and responsive bidder to award a contract within available funds.
- 4) In the event the award is made for the Base Bid alone, the Chairman reserves the right to amend the contract at a later date to include the Alternate should funds subsequently become available.

## OTHER CONDITIONS

- 1) The liquidated damages per working day for failure to complete the work on time have been determined and are noted in the Special Conditions of the sample contract.
- 2) By submitting this bid, the undersigned is declaring that his firm has not been assisted or represented on this matter by an individual who has, in a State capacity, been involved in the subject matter of this contract in the past one (1) year.
- 3) By submitting this bid, the undersigned is declaring that Bidder's own organization will perform at least 20% of the contractor's work. For the purposes of this section, the Contractor's work is defined as: direct cost labor for contractor's forces; direct cost materials installed by the contractor's direct cost labor force; direct cost equipment, either owned or leased, used by the contractor's direct cost labor force; and field overhead cost to include: field supervision, field office trailer (if any), field office equipment and supplies, etc.
- 4) Upon the acceptance of the bid by the Chairman, the undersigned must enter into and execute a contract for the same and furnish a Performance and Payment Bond, as required by law. These bonds shall conform to the provisions of Sections 103D-324 and 325, Hawaii Revised Statutes, and any law applicable thereto.
- 5) The quantities given herewith are approximate only and are subject to increase or decrease.
- 6) The estimated quantities shown for items for which a UNIT PRICE is asked in this bid are only for the purpose of comparing on a uniform basis bids offered for the work under this contract. No claim shall be filed for anticipated profit or loss because of any difference between the quantities of the various classes of work done or the materials and equipment actually installed and the said estimated quantities. Payment on UNIT PRICE items will be made only for the actual number of units incorporated into the finished project at the contract UNIT PRICE.
- 7) If the product of the UNIT PRICE BID and the number of units does not equal the total amount stated by the undersigned in the Bid for any item, it will be assumed that the error was made in computing the total amount. For the purpose of determining the lowest Bidder, the stated UNIT PRICE alone will be considered as representing the Bidder's intention and the total amount bid on such items shall be considered to be the amount arrived at by multiplying the UNIT PRICE by the number of units.
- 8) Certification for Safety and Health Programs for Bids in Excess of \$100,000. In accordance with Sections 103D-327 and 396-18, Hawaii Revised Statutes, by submitting this bid, the undersigned certifies that his firm will have a written Safety and Health Plan for this project that will be available and implemented by the Notice to Proceed date of this project. Details of the requirements of this plan may be obtained from the Department of Labor and Industrial Relations, Occupational, Safety and Health Division.

- 9) Any contract arising out of this offer is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

Receipt of the following addenda issued by the Department is acknowledged by the date(s) of receipt indicated below:

	Date		Date
Addendum No. 1	_____	Addendum No. 5	_____
Addendum No. 2	_____	Addendum No. 6	_____
Addendum No. 3	_____	Addendum No. 7	_____
Addendum No. 4	_____	Addendum No. 8	_____

It is understood that failure to receive any such addendum shall not relieve the Contractor from any obligation under this IFB as submitted.

Bid Security in the amount of: \_\_\_\_\_

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_ )

as required by law, is enclosed herewith in the form of:

- |  |   |
|--|---|
| <input type="checkbox"/> Surety Bond (*1)            | <input type="checkbox"/> Official Check (*3)    |
| <input type="checkbox"/> Legal Tender (*2)           | <input type="checkbox"/> Share Certificate (*3) |
| <input type="checkbox"/> Cashier's Check (*3)        | <input type="checkbox"/> Teller's Check (*3)    |
| <input type="checkbox"/> Certificate of Deposit (*3) | <input type="checkbox"/> Treasurer's Check (*3) |
| <input type="checkbox"/> Certified Check (*3)        |   |

Respectfully submitted,

\_\_\_\_\_  
Name of Company, Joint Venture or Partnership

\_\_\_\_\_  
License No.

By \_\_\_\_\_  
Signature (\*4)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

(IF A CORPORATION, AFFIX CORPORATE SEAL TO SIGNATURE, BE SURE TO FILL IN ATTACHED LIST OF SUBCONTRACTORS. THIS BID FORM MAY NOT BE ALTERED AND BIDDERS MAY NOT QUALIFY OR CONDITION THEIR BIDS IN ANY WAY.)

PLEASE FILL OUT THE ATTACHED CERTIFICATE OF RESOLUTION GIVING EVIDENCE OF THE AUTHORITY OF THIS OFFICER TO SUBMIT BIDS ON BEHALF OF THE COMPANY.

NOTES:

- \*1. Surety bond underwritten by a company licensed to issue bonds in this State;
- \*2. Legal tender; or
- \*3. A certificate of deposit; share certificate; or cashier's, treasurer's, teller's, or official check accepted by, and payable on demand to the State by a bank, a savings institution, or credit union insured by the Federal Deposit Insurance Corporation of the National Credit Union Administration.
  - A. These instruments may be utilized only to a maximum of \$100,000.
  - B. If the required security or bond amount totals over \$100,000, more than one instrument not exceeding \$100,000 each and issued by different financial institutions shall be accepted.
- \*4. Please attach to this page evidence of the authority of this officer to submit bids on behalf of the Company, and also the names and residence addresses of all officers of the Company.
- \*5. Fill in all blank spaces with information asked for or bid may be invalidated. **BID MUST BE INTACT; MISSING PAGES MAY INVALIDATE YOUR BID.**

CERTIFICATE OF RESOLUTION

I, \_\_\_\_\_, Secretary of \_\_\_\_\_, a Hawaii Corporation, do hereby certify that the following is a full, true and correct copy of a resolution duly adopted by the Board of Directors of said Corporation, at its meeting duly called and held at the office of the Corporation \_\_\_\_\_, Hawaii, on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at which a quorum was present and acting throughout; and that said resolution has not been modified, amended or rescinded and continues in full force and effect.

RESOLVED that any individual at the time holding the position(s) of \_\_\_\_\_, be, and each of them hereby is, authorized to execute on behalf of the Corporation any bid, proposal or contract for the sale or rental of the products of the Corporation or for the services to be performed by the Corporation and to execute any bond required by any such bid, proposal or contract with the United States Government or the State of Hawaii or the City and County of Honolulu, or any County of Municipal Government of said State, or any department or subdivision of any of them.

IN WITNESS THEREOF, I have hereunto set my hand and affixed the corporate seal of said

\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary

END OF BID