



State of Hawai'i

560 North Nimitz Highway, Suite 200
Honolulu, Hawai'i 96817

April 8, 2021

Request for Quotes ("RFQ") No. FAC 2021-027

REPAIR & MAINTENANCE SERVICES FOR THE OFFICE OF HAWAIIAN AFFAIRS' HILO OFFICE

To All Interested Offerors:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter "OHA") will be accepting quotes from interested Offerors to provide repair and maintenance services for its office located at 484 Kalanikoa Street, Hilo, Hawai'i; See Attachment 1.

A site inspection for all interested Offerors will be held on Thursday, April 15, 2021 from 9:00 am to 12:00 noon, Hawai'i Standard Time (hereinafter "HST"). All interested Offerors shall meet at the OHA Hilo Office, 484 Kalanikoa Street, Hilo, Hawai'i 96720. Please contact Damon Nabor to RSVP for the site inspection by email at damonn@oha.org. RSVP no later than Monday, April 12, 2021, 2:00 pm Hawai'i Standard Time. Appointments will be scheduled in 30-minute increments.

Due to the COVID-19, we are requesting that all Offerors who plan to attend the site inspection adhere to the following: wear a face covering, stay at least six (6) feet apart from other people, and limit to only one representative.

The term of this Contract shall be for TWO (2) months from contract execution subject to the availability of funds.

Quotes must be received through the HiePRO website by 2:00 p.m. HST on Friday, April 23, 2021.

Pursuant to Hawai'i Administrative Rules §3-122-75, considering the criteria, including but not limited to quality, warranty, and delivery; the award shall be made to the lowest most responsive, responsible offeror. When the award to the lowest responsive, responsible offeror is not

practicable, the award shall be made to the offeror whose quotation provides the best value to the OHA.

The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

Background

The OHA Community Outreach Center in Hilo is scheduled to move its entire office to a new location in June 2021. Prior to the relocation, the space requires repair and maintenance services listed in the Scope of Work provided below.

Scope of Work

- A. The OFFEROR shall provide and perform the services set forth below in a satisfactory and proper manner as determined by the OHA, and in accordance with the terms and conditions of the Contract.
- B. The OFFEROR shall provide repair and maintenance services at the OHA's Hilo Office. The services shall include, but may not be limited to, the following:
 1. Recarpet the entire floor area, excluding the bathroom, using basic carpet tiles. The carpet color will be determined by the OHA after the Offeror selection.
 2. Retile the bathroom floor. The tile color will be determined by the OHA after the Offeror selection.
 3. Remove and dispose of the bathroom toilet and replace with a comparable new toilet.
 4. Paint the interior space to include the primer, paint, and finish coats. The paint color will be determined by the OHA after the Offeror selection.
 5. Replace all ceiling tiles of the interior space with comparable basic white tiles.
 6. Close off the wall in the interior room that has a three (3) foot gap between the wall and the ceiling.
 7. Purchase and install a basic window air conditioning unit to adequately cool one interior room.
 8. Other Requirements

- a. The work shall be performed between the hours of 8:00 a.m. to 5 p.m. HST, Monday through Friday.
 - b. The Offeror shall provide the labor, materials, and equipment for all services requested.
 - c. Removal and disposal of all debris and trash from all completed work shall be included in the quote.
- C. The OHA Contract Administrator (hereinafter "Administrator") will act as the contract monitor and principal liaison between the OFFEROR and the OHA. The Administrator shall assist in resolving policy questions expediting decisions and the review of the work performed.
- D. The OFFEROR shall follow all Federal, State, and County guidelines and emergency orders related to COVID-19, as well as agency-specific guidelines such as those set forth in the OHA COVID-19 Safety & Health Plan. The OHA COVID-19 Safety & Health Plan is updated as appropriate and is subject to change. The most current version of the OHA COVID-19 Safety & Health Plan will be made available to the OFFEROR before the start of performance of services.
- E. The OFFEROR shall follow Basic Infection Prevention Measures of All OHA Work Sites as set forth in the OHA COVID-19 Safety & Health Plan when performing services on behalf of OHA, performing services on OHA work sites, and/or visiting OHA work sites. This includes but is not limited to: staying home if sick; wearing face masks; frequent and thorough handwashing; respiratory etiquette; daily routine cleaning and disinfecting of frequently touches surfaces, equipment, and other elements of the work environment; and physical distancing in accordance with CDC guidelines.

General Requirements

- A. The successful Offeror shall comply with HRS, Chapter 103D and all State, Federal, and County requirements.
- B. License and Compliance
1. The Successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with Hawai‘i Compliance Express (hereinafter “HCE”), complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) and provide a Certificate of liability Insurance. If you are not registered with HCE, please register by going to HCE’s website: <http://vendors.ehawaii.gov/hce/>.
- C. Submit a current copy of a Certificate of Liability Insurance with the following:

The minimum insurance coverage and limits below, which shall also apply to subcontractor(s) where appropriate:

Coverage	Limits
Commercial General Liability (including personal injury, death, and property damage)	\$2,000,000 per occurrence; \$2,000,000 general aggregate per policy year; \$2,000,000 product and completed operations aggregate limit per policy year.
Personal and Advertising Injury	\$1,000,000 each occurrence.
Umbrella Liability	\$2,000,000 aggregate.
Automobile Insurance covering all owned, non-owned, and hired automobiles	Bodily injury liability limits of \$1,000,000 each person and \$1,000,000 per accident; property damage liability limits of \$1,000,000 per accident. Or \$2,000,000 combined single limit.
Workers Compensation as required by laws of the State of Hawai‘i	Insurance to include Employer’s Liability. Such coverage shall apply to all employees of the CONTRACTOR and (in case any subcontractor fails to provide adequate similar protection for all its employees) to all employees of sub-contractors
Professional Liability (Errors and Omissions)	\$1,000,000 per claim \$2,000,000 annual aggregate

D. The State of Hawai‘i, the OHA, its elected and appointed officials, employees, and volunteers shall be named added as additional insured with respect to occurrences during or in connection with the performance of this Contract. Before the effective date of this Contract, the CONTRACTOR agrees to provide the OHA with certificate(s) of insurance necessary to satisfy the OHA that the insurance provision of this Contract have been complied with and to keep such certificate(s) on deposit with the OHA during the entire term of this Contract. The minimum insurance required shall be in full compliance with the Hawai‘i Insurance Code throughout the entire term of the Contract, including supplemental contracts, and shall be written by a company authorized to do business in the State of Hawai‘i and rated no less than an AM Best rating of A- VIII. CONTRACTOR and its carriers agree to waive their rights of subrogation with respect to any claims covered, or which should have been covered, by valid and collectible insurance, including any deductibles or self-insurance maintained thereunder. Upon request by the OHA, the CONTRACTOR shall furnish a copy of the policy or policies that satisfy the Insurance Requirements of this Contract.

E. Each insurance policy required by the contract, including a subcontractor's policy, shall contain the following clauses:

1. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the Office of Hawaiian Affairs, 560 North Nimitz Highway, Suite 200, Honolulu, HI 96817."
2. "The Office of Hawaiian Affairs, its trustees, employees, representatives and agents and the State of Hawai'i are added as additional insureds as respects to operations performed for the Office of Hawaiian Affairs."
3. "It is agreed that any insurance maintained by the Office of Hawaiian Affairs will apply in excess of, and not contribute with, insurance provided by this policy."

The RFQ may be canceled when it is determined to be in the best interest of the OHA. If you have any questions, you may contact Alison Roney, Procurement Specialist, by email at alisonr@oha.org.