



## State of Hawai'i

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

February 13, 2023

### Request for Quotes ("RFQ") No. OPS 2023-015

#### EXTERIOR DOOR REPLACEMENT FOR OHA'S HONOLULU OFFICE

##### **To All Interested Parties:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter "OHA") will be accepting quotes from interested Offerors for the removal and replacement of seven (7) sets of office double doors at OHA's Honolulu office located at 560 North Nimitz Highway, Suite 200, Honolulu, Hawai'i 96817.

A site inspection for all interested Offerors will be held on Thursday, February 23, 2023, at 11:00 a.m. Hawai'i Standard Time (hereinafter "HST"). All interested Offerors shall meet at the OHA main lobby located at 560 North Nimitz Highway, Suite 200, Honolulu, Hawai'i 96817. Please contact Alison Roney by e-mail at [alisonr@oha.org](mailto:alisonr@oha.org) no later than Wednesday, February 22, 2023, at 4:30 p.m. HST to RSVP for the site inspection.

Due to 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 6 feet apart from other people, and limit attendance to only one representative per Offeror.

The term of this Contract shall be for six (6) months from the anticipated commencement date of March 20, 2023 through and including September 19, 2023, subject to the availability of funds.

**Quotes must be received through the HlePRO website by 2:00 p.m. Hawai'i Standard Time (HST) on Friday, March 3, 2023.** All applicable fees and tax must be included in the price submitted.

Pursuant to HAR §3-122-75, considering the criteria, including but not limited to, quality, warranty, and delivery; the award shall be made to the lowest 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.

### **SCOPE OF SERVICES**

All interested Offerors shall be able to provide and perform the services required in a satisfactory and proper manner as determined by the OHA. The services shall include, but may not be limited to, the following:

- A. The Offeror shall provide door replacement services for the OHA Honolulu office located at 560 North Nimitz Highway, Suite 200, Honolulu, Hawai'i 96817. The services required shall include, but may not be limited to, the following:
  1. The removal and disposal of the existing seven (7) sets of office double doors.
  2. Furnishing and installing replacement double doors at each of the 7 locations which shall include, but may not be limited to, the following specifications:
    - a. Seven (7) sets of new double doors mounted with Stanley Magic-Force operator or accepted equivalent to accommodate door sizes of 35.5" x 83.5" with a six (6) foot wide door opening;
    - b. Low energy safety sensor and activation;
    - c. Two (2) push plates per door; and
    - d. One (1) proximity card reader per set of doors and all necessary access control hardware (e.g., electric door strike, door contact and exit motion sensor) which shall be compatible with the OHA's existing badge card access security system provided by Security Resources Pacific, Inc. Requirements for the access control door hardware are to be determined in consultation with Security Resources Pacific, Inc. and the OHA Contract Administrator.
  3. Ensuring that The Americans with Disabilities Act (ADA) compliancy requirements are met with the installation of each door unit.
  4. Performing all services during the OHA's business hours of Monday through Friday, 7:45 a.m. to 4:30 p.m., HST, excluding State holidays.
  5. Providing all equipment, disposal services, labor, and supplies necessary to complete the work required under this Scope of Services.

### **GENERAL CONTRACT COMPLIANCE FOR SUCCESSFUL OFFEROR**

- A. The Successful Offeror shall comply with HRS, Chapter 103D, as amended, and all State, Federal, and County requirements.

B. The Successful Offeror shall also comply with the General Terms and Conditions appended hereto as Attachment 1 and by reference incorporated herein and made part of this RFQ. Additionally, the Successful Offeror shall also comply with any Special Conditions that the OHA may require. The OHA also reserves the right to make appropriate modifications to the quantity of items or reporting requirements contingent upon unforeseen conditions.

C. License and Compliance

1. The successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with Hawaii Compliance Express (hereinafter “HCE”), complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fs9.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/splash/welcome.html>.

2. 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

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.

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."

## **OTHER REQUIREMENTS**

### **A. Performance and Payment Bonds**

1. Performance and payment bonds are required for all construction projects of \$25,000 or greater in accordance with 103D-305(b), HRS, 103D-324, HRS and 3-122-224, HAR.
2. The performance and payment bonds must be executed by a surety company registered with the Department of Commerce & Consumer Affairs; and in an amount equal to one hundred percent (100%) of the contract price specified.
3. Prior to issuance of the Notice to Award, Notice to Proceed or Purchase Order, the Contractor shall provide the OHA an original performance and payment bond within ten (10) calendar days from the Notice of Intent to Award.
4. It is recommended that Offerors apply for Performance and Payment Bonds as soon as possible to ensure timely submittal if requested.

## B. Permits, Licenses, and Taxes

1. The Contractor shall procure all permits and licenses during the term of the contract, pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.
2. Failure to procure and maintain valid permits and licenses required by law and these specifications may be cause for the OHA to terminate the contract.

## C. Contractor License Requirement

Due to the nature of work, Offerors must possess a valid State Contractor's license that is appropriate for the work. All construction work must be performed by contractors who are licensed by the State Contractors License Board in accordance with Chapter 444, HRS; Title 16, Chapter 77, Hawaii Administrative Rules; and statues amendatory thereto.

The Contractor shall have a class "B" (General Building) Contractor's License.

## D. COVID-19 Safety Requirements

The CONTRACTOR shall comply with applicable safety, hygiene, and physical distancing guidance from the Centers for Disease Control and Prevention (CDC), as well as with State, county, industry, and regulatory practices for safety, hygiene, and physical distancing, including standards and requirements adopted and issued by Hawaii Department of Health (DOH) or required by State and county emergency orders, rules, or proclamations related to COVID-19 (novel coronavirus).

No person shall enter an OHA worksite if they have: (i) a fever, cough, shortness of breath or difficulty breathing, or other symptoms of respiratory illness or of COVID-19 as set forth by the CDC; or (ii) had close contact with a person who has or is suspected to have COVID-19.

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 Agent, by email at [alisonr@oha.org](mailto:alisonr@oha.org).