



## State of Hawai‘i

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

September 1, 2023

### **Request for Quotes (“RFQ”) No. OPS 2024-003**

#### **TWO VEHICLE PURCHASES**

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

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors that can provide a quote for a mini-van and a 4-door sedan per the specifications below.

**Quotes must be received through the HlePRO website by 2:00 p.m. Hawai‘i Standard Time (hereinafter “HST”) on Friday, September 15, 2023.**

The OHA will execute a fixed price contract with the awarded vendor(s).

Pursuant to Hawaii 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 responsive, responsible offeror. When award to the lowest responsive, responsible offeror is not practicable, 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**

##### **A. Specifications for Mini Passenger Van**

1. Year: 2023 or Newer
2. Model: Sienna, Pacifica, or other similar mini passenger van model
3. Wheelbase: 102” minimum – 125” maximum

4. Engine: Gas Powered Hybrid battery
5. Transmission: Automatic
6. Steering: Power or power assisted
7. Brakes: Power or power assist  
Front Disc/Rear Disc/drum
8. Wheels: 15-inch Radial tires minimum  
Full or space saver spare tire  
Jack and Wheel Wrench
9. Interior: Minimum 7-passenger seating capacity (7 seat belt positions)  
Air condition, dual (front/rear vents)  
AM/FM radio  
Dual Front Air Bags (SRS)  
Standard Vinyl or cloth upholstery  
Power windows/door locks  
Factory tinted windows  
Fold-down rear seats
10. Exterior: Color: Prefer Factory White  
4 doors plus back hatch  
Power outside mirrors  
Side body moldings
11. Other Requirements: Includes Operator's manual  
Odometer reading shall not exceed 100 miles at the time of delivery  
Able to legally operate on O'ahu's roadways and freeways  
Includes two (2) sets of keys/FOBS  
Vehicle safety inspection shall be current within sixty (60) days of expiration at the time of delivery  
Equipped with power windows and locks  
Includes hands free/Bluetooth capability  
Includes pre-collision safety system or similar  
Includes 4-wheel anti-Lock Braking System  
Includes all-weather floor mats (front and rear)
12. Warranty: 6 month, 36,000 miles  
Hybrid battery: 10 year, 150,000 miles
13. Options: Wireless Charging, Navigation System

14. Delivery Date:            ASAP

15. Quotes must include the following:

- Closing costs, licensing fees and destination charges
- Removal of current van (2009 Honda Odyssey) on OHA premises. Vehicle does not have any keys
- 24-hour Roadside Assistance
- Any other fees and costs related to this purchase
- Any other pertinent terms and conditions
- Proper transferring of Civilian license plate to new State license plate

## **B. Specifications for Sedan**

1. Year:                        2023 or Newer
2. Model:                     Toyota Camry, Honda Acord, Hyundai Sonata or equivalent
3. Wheelbase:                111” minimum
4. Engine:                    4 Cylinder Electric/Gasoline (Hybrid)  
25 Liter or Greater  
176 @ 5700 RPM Horsepower or Greater
5. Transmission:             Automatic, CVT Preferred
6. Steering:                  Power or power assisted
7. Brakes:                    Power or power assist  
Front Disc/Rear Disc/drum
8. Wheels:                    15-inch Radial tires minimum  
Full or space saver spare tire  
Jack and Wheel Wrench
9. Interior:                   5-passenger seating capacity (5 seat belt positions)  
Air condition, dual (front/rear vents)  
AM/FM radio  
Dual Front Air Bags (SRS)  
Standard Vinyl or cloth upholstery  
Power windows/door locks
10. Exterior:                  Color: Factory White  
4 doors

Dual outside mirrors  
Covered Trunk  
Factory tinted glass all windows  
Side body moldings

11. Other Requirements: Includes Operator's manual.  
Odometer reading shall not exceed 100 miles at the time of delivery.  
Able to legally operate on O'ahu's roadways and freeways  
Includes two (2) sets of keys/FOBS.  
Includes Floor mats (front and rear)  
Vehicle safety inspection shall be current within sixty (60) days of expiration at the time of delivery.
12. Warranty: 7-year manufacturers bumper to bumper or better
13. Options: Wireless Charging, Navigation System
14. Delivery Date: ASAP
15. Quotes must include the following:  
Closing costs, licensing fees and destination charges  
Trade in of Chevrolet Tahoe  
24-hour Roadside Assistance  
Any other fees and costs related to this purchase  
Any other pertinent terms and conditions  
Proper transferring of Civilian license plate to new State license plate

**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. 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) or other communicable disease

D. 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:

<u>Coverage</u>	<u>Limits</u>
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 products 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 sub-contractor 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

1. 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.

2. Failure of the CONTRACTOR to provide and keep in force such insurance shall be regarded as a material default under this Contract, entitling the OHA to exercise any or all the remedies provided in this Contract for default of the CONTRACTOR.
3. The procuring of such required policy or policies of insurance shall not be construed to limit the CONTRACTOR'S liability hereunder or to fulfill the indemnification provisions and requirements of this Contract. Notwithstanding said policy or policies of insurance, the CONTRACTOR shall be obliged for the full and total amount of damage, injury, or loss cause by negligence or neglect connected with this Contract.
4. To satisfy the minimum coverage limits required by this Contract, the Successful Offeror may use an umbrella policy in addition to the mandatory insurance policies (e.g, general liability insurance, automobile Insurance, and workers' compensation) provided that the OHA approves, and the umbrella policy follows the underlying coverage forms.
5. The CONTRACTOR shall notify the OHA in writing of any cancellation or substantive change in insurance at least thirty (30) calendar days prior to the effective date of such cancellation or change.
6. The OHA is a self-insured semi-autonomous state agency. The CONTRACTOR'S insurance shall be primary. Any insurance maintained by the State of Hawai'i and OHA shall apply in excess of, and shall not contribute with, insurance provided by the CONTRACTOR.

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 Gregory Chang, Procurement Agent, by email at [gregoryc@oha.org](mailto:gregoryc@oha.org).