



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

February 19, 2021

**Request for Quotes (“RFQ”) No. PCP 2021-015**

**PRINTING OF REGULATORY SIGNS FOR PALAUEA CULTURAL PRESERVE**

**To All Interested Offerors:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors that can provide the printing of regulatory signs for the Palauea Cultural Preserve located at Ahupua‘a of Palauea, Moku of Honua‘ula, Mokupuni of Maui, 4505 Makena Road, Kīhei, Hawai‘i; TMK No: (2) 2-1-023:034.

The term of this Contract shall be for TWELVE (12) months, from June 1, 2021 through and including May 31, 2022, with the option to extend and subject to the availability of funds.

**Quotes must be received through the HiePRO website by 2:00 p.m. Hawai‘i Standard Time on Friday, March 12, 2021.**

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 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.

**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 this Contract.
- B. The OFFEROR shall provide the printing of regulatory signs for Palauea Cultural Preserve. The services shall include, but may not be limited to, the following:

1. Printing No Hunting Signs

- a. Print SIX (6) "Palauaea Cultural Preserve Is Not a Designated Public Hunting Area" (18" x 18") signs on 0.063" aluminum sheets. See Exhibit A.
- b. The OFFEROR may digitally edit the sign design to ensure quality printing.

2. Sign Delivery

- c. All signs must be delivered to the OHA's Maui office address: 737 Lower Main St., Suite B2., Wailuku, HI 96793.
- d. The OFFEROR shall give the OHA Contract Administrator FIVE (5) days notice before expected delivery date and timeframe.

3. Printing No Trespassing Signs

- a. The OFFEROR shall provide a quote for printing FIVE (5) "No Trespassing" Signs. See Exhibit B. The printing of these signs is subject to the availability of funds.
  - b. Specifications for "No Trespassing" Signs
    - i. Size: width: 18" x height: 12"
    - ii. Single sided
    - iii. 0.063" aluminum sheet
4. If the OHA requires more signs to be printed for the Palauaea Cultural Preserve, the cost of such signs shall be based on the average sign cost under this contract.

5. Other Requirements

- a. Meetings. The OFFEROR shall be available to meet with the OHA as is necessary to complete this Scope of Work, and at a frequency determined by the OHA.
- b. Schedule. The OFFEROR shall provide to the OHA a project schedule describing the timeframe for printing signs within TEN (10) days from the execution of this Contract.
- c. The OFFEROR shall immediately advise the OHA of any problems that arise during the execution of this Scope of Work.
- d. The OFFEROR may make additional proposals to the OHA on sign design or material options if the OFFEROR believes they have a better alternative.

- C. The OHA Contract Administrator shall act as the contract monitor and principal liaison between the OFFEROR and the OHA. The OHA Contract 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 touched 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 (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: <https://vendors.ehawaii.gov/hce/>.
- 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

3. 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.
4. Each insurance policy required by the contract, including a subcontractor’s policy, shall contain the following clauses:
  - a. “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.”

- b. “The Office of Hawaiian Affairs, its elected and appointed officials, employees, and volunteers, and the State of Hawai‘i are added as additional insureds as respects to operations performed for the Office of Hawaiian Affairs.”
- c. “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 Geena Chau, Procurement Specialist, by email at [geenac@oha.org](mailto:geenac@oha.org).