



**STATE OF HAWAII OFFICE OF
HAWAIIAN AFFAIRS**
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817

February 1, 2019

REQUEST FOR QUOTES – RFQ WCH-2019-20

REFINISH/REPAIR OF HARDWOOD FLOORING AT WAIĀLUA COURTHOUSE

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested bidders to refinish/repair an area of hardwood flooring at the Waiālua Courthouse located at 66-207 Kamehameha Highway, Hale‘iwa, O‘ahu, Hawai‘i, TMK No: 6-6-009:0023.

A mandatory site inspection for all interested bidders will be held on Friday, February 22, 2019 at 11:00 a.m. All interested parties shall meet at the Waiālua Courthouse, 66-207 Kamehameha Highway, Hale‘iwa, O‘ahu. To RSVP for the site inspection, please contact Miki Cachola Lene, Procurement Specialist, by 4:30 p.m. Wednesday, February 20, 2019, by email at mikic@oha.org or by phone at (808) 594-1993.

The Successful Bidder shall start services upon receiving the notice to proceed to complete the scope of services.

Quotes shall be received through the HiePRO website by 2:00 p.m. HST on Friday, March 1, 2019. All quotes received must include the Exhibit 1: Bid Offer Form.

SCOPE OF WORK

The Successful Bidder shall 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:

1. Repair hardwood floor boards as recommended
 - a. The Successful Bidder shall remove and replace all existing damaged and loose hardwood floor boards, if any, and as determined during the site inspection and subsequent bid.

- b. Replacement hardwood floor boards shall be of the same wood species, wood color, cross-sectional size (thickness and width), and configuration as the existing boards.
2. Refinish hardwood floor as specified in Exhibit 2. See Exhibit 2: Waiālua Courthouse Floor Plan.
 - a. The Successful Bidder shall prepare the specified floor area for finishing.
 - b. The Successful Bidder shall refinish hardwood floor (total of 1,028 square feet) with the Successful Bidder's approved recommended course of action.

Requirements

1. The work shall comply with State, Federal, and County laws and requirements and the Occupational Safety and Health Administration (OSHA) laws and regulations. The Successful Bidder shall adhere to all provisions of the Hazard Communications Standard as administered by OSHA, State of Hawaii pertaining to hazards at the jobsite, and any other State, County, or Federal safety requirements.
2. Under the Hawaii Revised Statutes (hereinafter "HRS") section 444-7(b), the interested bidder shall hold the "C" specialty contractor classification and pursuant to the HRS Chapter 44 and Hawaii Administrative Rules (hereinafter "HAR") chapter 16-77, must be compliant to provide services for this project.
3. Fixed-Price Proposal. The interested bidder shall provide one fixed-price proposal for the complete project that includes every aspect of the work, itemizes all costs associated with providing the services including, but not limited to the General Excise Tax.
4. The Successful Bidder is required to furnish all labor, materials, tools, transportation, incidental and supplies and to determine the means, methods and schedules required to complete the work in accordance with the contract documents with a fixed-price contract.
5. The interested bidder shall be required to obtain all required insurance as a part of the contract price. The Successful Bidder shall not commence any work until it obtains all required insurance. All insurance must be maintained with a company authorized by law to issue such insurance in the State of Hawaii. The Successful Bidder shall maintain all insurance until final acceptance of the work by the OHA.
6. Permits and Licenses. As a part of the contract price, the Successful Bidder shall obtain all permits and licenses required by law to perform the work and pay charges, fees and taxes incidental to obtaining such permits and licenses. The Successful Bidder assumes exclusive responsibility for identifying and acquiring all permits and licenses necessary to perform the work, except for those permits and licenses identified in the contract documents as being the responsibility of the OHA.
7. The Successful Bidder shall provide safety signs, as necessary.

8. Wage Certificate. All interested bidders shall complete and submit the Wage Certification Form certifying that the services required will be performed pursuant to HRS, Section 103-55. See Exhibit 3: Wage Certificate.
9. Workforce. The Successful Bidder shall provide all supervision, skill and unskilled labor needed to perform the work. The Successful Bidder shall prepare a list of all the names of personnel working for the Contractor and any subcontractors, the list shall be submitted to the Contract Administrator at least fourteen (14) days prior to commencement of work.
10. Subcontractors. The Successful Bidder shall be responsible for the conduct and workmanship of subcontractors engaged in the Project, and for subcontractors' compliance with the term of the Scope of Work. The Successful Bidder is responsible for the behavior and workmanship of subcontractors while on the property.
11. The Successful Bidder shall be responsible for keeping the area where its employees are working clean and for removing all waste, debris, or other material brought on the site by the Successful Bidder upon completion of each workday.
12. The Successful Bidder shall be solely responsible for damage of any kind caused by its personnel and/or agents while on the Property.
13. Modification to Contract. The Successful Bidder shall not incur any costs beyond those described in the Scope of Work unless directed in writing by the OHA. Any work performed by the Successful Bidder beyond this Scope of Work without written direction from the OHA shall be at the risk and at no cost to the OHA. All modifications and terminations of the contract shall be in compliance with the HAR §3-125.
14. The CONTRACTOR shall immediately advise the OHA of any problems that arise during the execution of this Scope of Work.
15. Right of Entry
 - a. For each day the Successful Bidder seeks to access the Property, the Successful Bidder shall provide the OHA with a "Daily Plan," which shall include information that identifies the duration of the visit, the staff and equipment to be used, and a description of the work to be conducted on site for that day.
 - b. The Successful Bidder shall submit its Daily Plan at least ten (10) business days prior to the requested access date.
 - c. The Successful Bidder's access shall be subject to the OHA's written approval of the Daily Plan(s) and shall be subject to other conditions that the OHA may require.

- d. Prior to each access, the Successful Bidder shall coordinate with the OHA and arrange to access the site together with an OHA staff member, unless otherwise directed by the OHA.
 - e. The Successful Bidder shall allow only persons acting on its behalf, and its members, employees, officers, directors, representatives, agents, consultants, or contractors necessary for the Project to enter the Property.
16. The Successful Bidder shall be required to attend meetings, as needed, with the Contract Coordinator. The day and time shall be specified by the Contract Coordinator. Necessary field visits shall also be made as determined by the Contract Coordinator.
17. The Successful Bidder shall be available to collaborate with any third-party also conducting work on the Property (e.g. security, police, management), as deemed necessary and appropriate by the OHA.

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 Miki Cachola Lene, Procurement Specialist, by email at mikic@oha.org or by phone at (808) 594-1993.

The Successful Bidder must be registered as a business in the State of Hawai'i and be compliant with Hawai'i Compliance Express, submit a copy of your Certificate of Liability Insurance and complete the OHA W-9 form. If you are not registered, please register by going to HCE's website:

<http://vendors.ehawaii.gov/hce/splash/welcome.html>

EXHIBIT 1: BID OFFER FORM

RFQ WCH 2019-20

Refinish/Repair of Hardwood Flooring at Waiālua Courthouse

Office of Hawaiian Affairs
ATTN: Miki Cachola Lene
560 N. Nimitz Highway, Suite 200
Honolulu, Hawai‘i 96817

Aloha kākou:

We, the undersigned, have carefully read and understand the terms and conditions specified in the RFQ WCH 2019-20 and related attachments by reference made a part hereof and available upon request and hereby submit the following offer to perform the work specified herein, in accordance with the true intent and meaning thereof.

The undersigned understands and agrees that by submitting this offer, he/she is declaring the offer is not in violation of Chapter 84, HRS, as amended, concerning prohibited State contracts.

Respectfully submitted,

Exact Legal Name of Bidder

Date

Authorized Signature

Telephone Number

Fax Number

Printed Name of Authorized Signer

Business Mailing Address

Title of Authorized Signer

City, State, Zip Code

Contact Person regarding this bid offer

GET License

Date of GET License

GET License #

Soc. Sec or Federal I.D. #

If Bidder shown above is a “dba” or a “division” of a corporation, please furnish the exact legal name of the corporation under which the contract, if awarded, will be executed.

Bidder is: Individual Partnership Corporation Joint Venture

Registered in: Hawai'i Other*: _____

*If "Other" is checked, is the corporate seal available in Hawai'i? Yes No

INSURANCE COVERAGE

	Carrier	Policy #	Agent
1. Commercial General Liability:	_____	_____	_____
2. Worker's Compensation:	_____	_____	_____
3. Temporary Disability:	_____	_____	_____
4. Prepaid Health Care:	_____	_____	_____
5. Unemployment Insurance – State of Hawai'i I.D. Number:	_____		

If you are not required to have one or more of the above coverages, please explain below:

REFERENCES

The Interested Bidder shall submit, along with this bid, two (2) written letters of recommendation from companies or government agencies for whom the Interested Bidder has or is providing tabloid-sized printing, distribution and subscription list management services.

Bidder: _____

Contact Person: _____

Email: _____

Phone: _____

The following bid is hereby submitted for refinish/repair services for the hardwood floor at the Waiālua Courthouse.

For a one-time project to be completed within thirty (30) days of the Notice to Proceed.

A. Refinishing of Floor (1,028 square feet)

1. Cost per square foot \$ _____

B. Replacement of Wood Boards, if any

2. Number of boards needing replacement, if any _____

3. Cost per board \$ _____

C. ADDITIONAL ASSOCIATED COSTS

For associated costs not previously listed on this Bid Offer Form (e.g. additional sanding, removal of debris, cleaning, etc.) but shall be included as part of your bid, please detail as separate line items below. Please use as many forms as needed to complete your bid.

	<u>Unit Bid Price</u>	<u>Per Unit</u>
4. _____	\$ _____ /	_____
5. _____	\$ _____ /	_____
6. _____	\$ _____ /	_____

D. GRAND TOTAL \$ _____

Bidder: _____

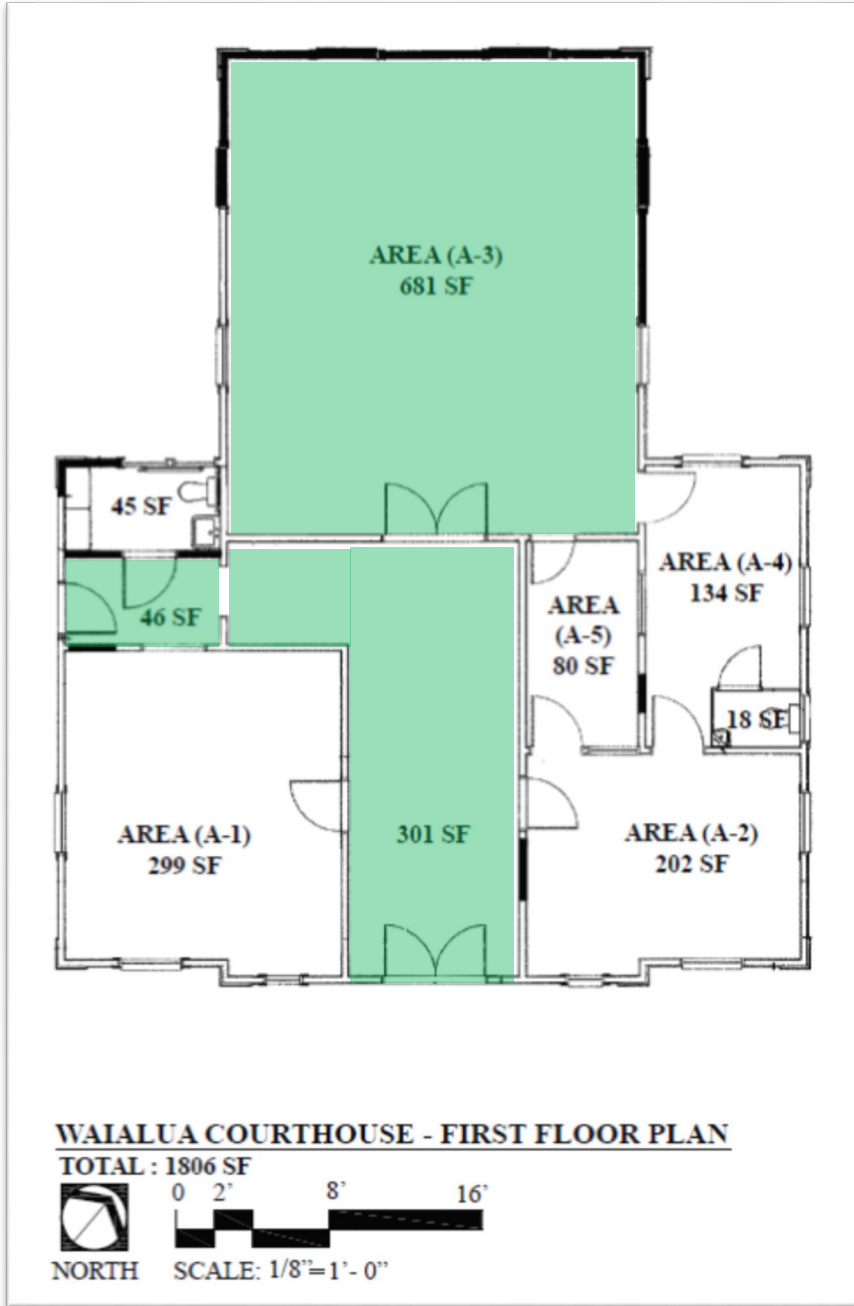
Contact Person: _____

Email: _____

Phone: _____

Exhibit A:

Green Highlighted Area to be Refinished (1,028 SF)



WAGE CERTIFICATE

DESCRIPTION OF PROJECT

Refinish/Repair of Hardwood Floor at Waiālua Courthouse

Pursuant to Section 103-55, Hawai‘i Revised Statutes (HRS), I hereby certify that if awarded the contract and it is in excess of \$25,000.00 the services will be performed under the following conditions:

1. The services shall be performed by employees at wages or salaries not less than wages or salaries paid to public officers and employees doing similar work; and
2. All applicable laws of the Federal and State governments relating to worker’s compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wages required by Section 103-55, HRS.

BY: _____
Signature of Person Authorized to Signer

Please Print

NAME: _____

TITLE: _____

VENDOR: _____

DATE: _____