



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

February 12, 2019

REQUEST FOR QUOTES – RFQ WCH-2019-22

**PRESSURE WASH CLEANING OF DRIVEWAY AND PARKING LOT 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 vendors to pressure wash clean the driveway and parking lot 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 vendors will be held on Friday, February 22, 2019 at 1:00 p.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 Jennifer Lau, Procurement Specialist, by 3:30 p.m. Wednesday, February 20, 2019, by email at jenniferl@oha.org or by phone at (808) 594-1815.

The Successful Vendor 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.

SCOPE OF WORK

The Successful Vendor 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. Pressure wash the courthouse driveway and parking lot. (See Exhibit 1: Driveway and Parking Lot).
 - a. Areas shall be swept and shoveled.

- b. Dirt and debris shall be removed from the site.
- c. After debris is removed, asphalt will be pressure washed. Wash water may be vacuumed up and removed, or discharged into back grassy area. All debris and loose asphalt shall be removed from the site.

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 Vendor 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 vendor 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 vendor 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 Vendor 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 Successful Vendor shall be required to obtain all required insurance as a part of the contract price. The Successful Vendor 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 Vendor 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 Vendor 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 Vendor 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 Vendor shall provide safety signs, as necessary.
8. The Successful Vendor shall immediately advise the OHA of any problems that arise while executing this scope of work.
9. Wage Certificate. All interested vendors shall complete and submit the Wage Certification Form certifying that the services required will be performed pursuant to

HRS, Section 103-55. See Exhibit 2: Wage Certificate.

10. Workforce. The Successful Vendor shall provide all supervision, skill and unskilled labor needed to perform the work. The Successful Vendor 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.
11. Subcontractors. The Successful Vendor 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 Vendor is responsible for the behavior and workmanship of subcontractors while on the property.
12. The Successful Vendor 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 Vendor upon completion of each workday.
13. The Successful Vendor shall be solely responsible for damage of any kind caused by its personnel and/or agents while on the Property.
14. Modification to Contract. The Successful Vendor 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 Vendor 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.
15. The CONTRACTOR shall immediately advise the OHA of any problems that arise during the execution of this Scope of Work.
16. Right of Entry
 - a. For each day the Successful Vendor seeks to access the Property, the Successful Vendor 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 Vendor shall submit its Daily Plan at least ten (10) business days prior to the requested access date.
 - c. The Successful Vendor'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 Vendor 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 Vendor 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.

17. The Successful Vendor 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 Jennifer Lau, Procurement Specialist, by email at jenniferl@oha.org or by phone at (808) 594-1815.

The Successful Vendor 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>