



## State of Hawai'i

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

November 9, 2021

### Request for Quotes ("RFQ") No. WDCB 2022-018

#### SNOW MANAGEMENT FOR THE OHA'S WASHINGTON, DC OFFICE

##### 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 snow management services for the OHA's Washington, DC office located at 211 K Street NE, Washington, DC 20002.

A site inspection for all interested Offerors will be held on Monday, November 15, 2021 from 11:00 a.m. to 2:00 p.m. Eastern Time. **Please contact Ann Sexton to RSVP for the site inspection by email: [anns.contractor@oha.org](mailto:anns.contractor@oha.org).**

Due to the 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 to only one representative.

The term shall be for FOUR (4) months from the estimated date of December 1, 2021 through and including March 31, 2022 with the option to renew the following winter season and subject to the availability of funds.

**Quotes must be emailed to [geenac@oha.org](mailto:geenac@oha.org) by 6:00 p.m. Eastern Time on Wednesday, November 17, 2021. Prices shall remain firm for the entire term. All applicable fees and taxes shall be included in the prices.**

Pursuant to Hawai'i 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 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 Services**

- 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 snow management services for the OHA’s Washington, DC office located at 211 K Street NE, Washington, DC 20002. The services shall include, but may not be limited to, the following:
  - 1. Snow Removal Services:
    - a. The Offeror shall provide snow removal services of the entirety of the walkway and stairway leading up to the front door of the office building after a snowstorm event has ended, before 8:00 a.m. on a standard business day. If a snowstorm event occurs over a weekend, the Offeror shall provide snow removal services before 8:00 a.m. on the next Monday morning. The Offeror shall NOT provide pre-treatment of the walkway but shall provide ice melt after snow removal services have occurred.
  
    - b. The area for snow removal is showed in red in the picture below referencing the front of the office:



- 2. The Offeror shall provide all materials, labor, supplies and equipment necessary to complete the services as specified.
  
- 3. The Offeror shall be responsible for damage to the property caused by snow removal

services. Any damage must be reported to the OHA immediately.

- C. The OHA Contract Administrator (hereinafter "Administrator") will act as the contract monitor and principal liaison between the Offeror and the OHA. The Administrator shall assist in resolving policy questions expediting decisions and the review of the work performed.
- D. The Offeror 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).
- E. 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; (ii) had close contact with a person who has or is suspected to have COVID-19; or (iii) traveled outside of Hawai'i in the past ten (10) days and have not satisfied the negative test exception to the mandatory self-quarantine period, subject to any subsequent out-of-state travel restrictions imposed through Statewide or county emergency orders, rules, or proclamations related to COVID-19 (novel coronavirus).

**General Contract Compliance for Successful Offeror**

A. The successful Offeror shall comply with HRS, Chapter 103D and all State, Federal, and County requirements.

B. Compliance

- 1. The successful Offeror must complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) and provide a Certificate of Liability Insurance.
- 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

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 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.”
  - 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).