

INVITATION FOR BIDS (IFB) NO. 22-5938
TO
PROVIDE
TINY HOME TRAVEL TRAILER
FOR
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES,
UNIVERSITY OF HAWAII
MOLOKAI, HAWAII

NOVEMBER, 2022

BOARD OF REGENTS
UNIVERSITY OF HAWAII
HONOLULU, HAWAII

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IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID PACKAGE.

NOTICE TO BIDDERS

The University of Hawaii IFB No. 22-5938, to Provide a Tiny Home Travel Trailer for the College of Tropical Agriculture and Human Resources, University of Hawaii, Molokai, Hawaii, will be issued and awarded through the University's electronic procurement system (HlePRO). **All bid responses must be submitted electronically through HlePRO no later than 2:30 p.m., Monday, December 5, 2022.** Bids received after the due date and time or received in a form other than electronically through HlePRO will not be considered.

Bidders are advised that they should not wait until the last minute to submit their bid through HlePRO. Bidders are solely responsible for ensuring that their electronic submission through HlePRO is complete and all necessary files (Mandatory Bid Form) are attached to their bid prior to the IFB due date and time. The University shall not be responsible for any delay or failure of any Bidder to submit any materials updated through the IFB process on a timely basis.

ELECTRONIC PROCUREMENT

The University is utilizing the Hawaii Electronic Procurement System (HlePRO) to solicit bids for this service electronically. Bidders interested in responding to this electronic solicitation must be registered on HlePRO. To register, visit the following link: https://hiepro.ehawaii.gov/videos/video/vendor_registration.html. Reference the Vendor Quick Reference Guide for additional information at <https://hiepro.ehawaii.gov/static-resources/VendorQuickReferenceGuide.pdf>.

HlePRO will be the system of record to issue the IFB, receive the Mandatory Bid Form and other Bid requirements, issue Amendments and make award for the IFB. Amendments and other information and materials shall be provided through HlePRO, including additions or changes with respect to the due date and time.

QUESTIONS AND REQUESTS FOR CLARIFICATION

Questions and Requests for Clarification regarding the Technical Specifications or any other aspect of the IFB must be submitted via HlePRO by 2:00 p.m. HST, **Wednesday, November 23, 2022**. Responses are scheduled to be posted on **Wednesday, November 30, 2022**.

The University shall not be required to answer Questions or Requests for Clarification not submitted via HlePRO or received after the Questions and Requests for Clarification deadline.

David Lassner

President, University of Hawaii

Posting Date: **Friday, November 18, 2022**

Vendors are responsible for notifying the Procurement Specialist John Vedder (email: johnpv@hawaii.edu) for accessibility concerns related to this IFB

BID REQUIREMENTS

By attaching The Mandatory Bid Form to HlePRO, the bidder has carefully examined the INVITATION FOR BIDS (IFB) IFB No. 22-5938, to Provide a Tiny Home Travel Trailer for the College of Tropical Agriculture and Human Resources, University of Hawaii, Molokai, Hawaii, as required by the University and shall complete delivery within TWO HUNDRED FORTY-THREE (243) consecutive calendar days from date designated in Notice to Proceed date (*anticipated Friday, January 6, 2023*), in strict accordance with the true intent and meaning of the Invitation for Bids (IFB), as follows:

TAX LIABILITY

Both out of state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **TOTAL BID AMOUNT**.

The total bid amount shall include all transportation to the installation site, delivery fees (if any), freight, labor, overhead and all applicable taxes that meets or exceeds the requirements set forth in this IFB. The total bid amount shall be F.O.B. destination.

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB. Product substitution must be approved in advance of bid closing.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

PRICING

1. Bidders shall compute and submit prices in accordance with the Bid Form for this offering.
2. Prices should be "all inclusive." The price should include all transportation to the installation site, delivery fees (if any), freight, labor, overhead and all applicable taxes that meets or exceeds the requirements set forth in this IFB. Price shall be F.O.B. destination.
3. No additional charges for mileage, travel, travel time, lodging, additional labor expense, or special equipment expenses, etc. will be considered. Proposed pricing to include all transportation charges, surcharges and/or regulatory fees.

TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications required for the Tiny Home Travel Trailer. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

1. SCOPE OF SERVICE

This Tiny Home Travel Trailer will be used in a demonstration garden to address affordable and sustainable housing options for the Department of Hawaiian Home Lands (DHHL) Homesteaders on Molokai. The Tiny Home Travel Trailer will be the centerpiece of a demonstration garden to highlight affordable housing options for DHHL homesteaders on Molokai. Tiny Home Travel Trailer does not involve home construction and shall not be affixed to the land.

The Tiny Home Travel Trailer structure shall be built on a trailer and classified as an RV by Hawaii State law. The Tiny Home Travel Trailer shall be a self-contained unit on wheels and shipped to Molokai. It shall be registered with the county DMV as a RV. It will not be permanently attached to the ground.

The main function of the demonstration garden is as an educational tool about affordable and sustainable housing options, as well as, to demonstrate potential capabilities such as solar panel electrical systems, separation of gray water systems to irrigate the landscape, and potential for features such as composting toilets.

Another purpose of this Tiny Home Travel Trailer demonstration housing option is to provide a location for a security presence at the demonstration garden and a potential housing option for the DHHL agent working on Molokai.

- a. The Contractor shall provide one (1) each - Tiny Home Travel Trailer
- b. Contractor shall ship to Molokai delivery location.
- c. Contractor shall provide warranty on Tiny Home Travel Trailer as specified herein.
- d. Contractor shall provide training on the operation on all Tiny Home Travel Trailer equipment and appliances as specified herein
- e. Contractor shall provide manufacturer warranty for all appliances and system components as specified herein.

2. SPECIFICATIONS FOR TINY HOME TRAVEL TRAILER

a) Tiny Home Travel Trailer

1. Maximum Exterior Dimensions 26' L x 8'6" W x 13'6"
2. Minimum Internal Living Space – 270 Square feet

3. Integrated scissor jacks (all 4 corners)
4. Department of Transportation (DOT) compliant
5. Built and Certified to the RV Code
6. Trailers with automotive finish anti-corrosion paint

b) Exterior

1. Anti-corrosion exterior, treated lumber, non-corrosive fasteners, frame and under body painted with automotive finish
2. "D" ring tie downs at each corner (4)
3. Front Door: 32x80" with built in blinds
4. Entry door hardware - Stainless steel
5. GFI's (1 std)
6. Porchlights (2)

c) Energy/ Structural

1. Roof, Walls: R 15 , Floors R 13- All Fiberglass
2. STANDARD 50 Amp main with RV connection - w/25' power cord
3. AC - Mini split 12,000 BTU
4. Tankless propane water heater
5. Prep for washer dryer in bath
6. Split black & gray septic with RV slide valves

d) Electrical

1. Wire/Brace for Fan: with added optional ceiling fan (Shipped loose)
2. LED Can lights and sconce lighting
3. Living room fire extinguisher

e) Kitchen

1. Sinks: Apron sink
2. Counter: 3 CM Quartz
3. Backsplash: Full Subway
4. Faucet: Goose neck pull down Satin Nickle
5. Refrigerator: Stainless steel apartment size
6. Range hood:24" -Over-the-Range-Microwave--Stainless-Steel
7. Range: 3 Burner propane range/oven Stainless steel

f) Bathroom

1. Shower fiberglass: 1 piece
2. Sink: Top Mount china
3. Quartz counter
4. 6" tall backsplash- Subway Included
5. Exhaust fan
6. Toilet: Residential round fully plumbed and ready to flush to an RV style hook up

which could be used for connection to a septic tank

7. Mirrored medicine cab
8. Electric outlet behind toilet

g) Interior

1. Walls and ceiling: White beadboard
2. Trim: Window & door - 2 1/2" Baseboard 3" White
3. Built-in Snack bar

h) Cabinets

1. Soft close cabinet drawers and doors

All questions pertaining to the Technical Specifications must be submitted electronically through HlePRO.

Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing in accordance with the General Provisions to the Office of Procurement Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published

SPECIAL PROVISIONS

1. SCOPE

The providing a Tiny Home Travel Trailer for the College of Tropical Agriculture and Human Resources, University of Hawaii, Molokai, Hawaii. shall be in accordance with the terms and conditions of IFB No. 22-5938 and the General Provisions dated September 2013 included by reference. Copies of the General Provisions are available at the Office of Procurement Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at: <https://www.hawaii.edu/procurement/vendor-info/terms-and-conditions/general-provisions-for-goods-and-services/>

2. AUTHORITY

IFB No. 22-5938 is issued under the provisions of Hawaii Revised Statutes, Chapters 103 and 103D. All prospective bidders are charged with presumptive knowledge of all requirements of the cited legal authorities. Submission of a valid executed bid by any prospective bidder shall constitute an affirmation of such knowledge on the part of such prospective bidder.

3. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Jeff Goodwin, Interim Associate Dean and Associate Director for Cooperative Extension, Tel: (808) 956-8139. Email: extad@hawaii.edu

4. BIDDER'S QUALIFICATIONS

To qualify to bid on the specified goods and/or services, the bidder must be engaged in a business whose primary and customary interest is to provide the specified goods and/or services. The bidder must also have the requisite experience, appropriate forms of insurance, and proper licenses. The University reserves the right to disqualify any potential bidder if, in its discretion, the University determines that the bidder does not have the requisite experience or expertise to provide the services.

5. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor shall provide said services as an independent contractor and shall not be under the direction or control of the University. The University shall not be responsible for any claims and demands of any kind or nature that may be brought against it on any matter or thing arising out of or in connection with the services provided by the Contractor.

6. INSURANCE

Contractor shall maintain insurance acceptable to the University in full force and effect

throughout the term of this contract. The policy or policies of insurance maintained by Contractor shall provide Combined Single Limit Coverage (Fidelity and Network Liability) in the amount of \$1,000,000 per occurrence and \$2,000,000 per project aggregate. Insurance shall be in force the first day of the term of this contract.

Each insurance policy required by this contract shall contain the following three clauses:

- a. "This insurance shall not be cancelled, limited in scope of coverage or non-renewed until after THIRTY (30) days' written notice has been given to the University of Hawaii, Interim Director of the Office of Procurement Management.
- b. "It is agreed that any insurance maintained by the University of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."
- c. "The University of Hawaii is added as an insured as respects operations performed for the University of Hawaii."

Clauses b and c are waived for any professional liability/errors and omissions liability insurance.

Contractor agrees to deposit with University, on or before the effective date of this contract, certificates of insurance necessary to satisfy the University that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificates therefore on deposit with the University during the entire term of this contract.

The University shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of the University, the insurance provisions in this contract do not provide adequate protection for the University, the University may require Contractor to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. The University's requirements shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks which exist at the time a change in insurance is required.

The University shall notify Contractor in writing of changes in the insurance requirements; and if Contractor does not deposit copies of acceptable insurance policies with the University incorporating such changes within SIXTY (60) days of receipt of such notice, this contract shall be in default without further notice to Contractor and the University shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obligated for the full and total amount of any damage, injury, or loss arising from its acts or omissions with respect to this contract.

7. DELIVERY

Contractor shall deliver one (1) each - Tiny Home Travel Trailer, installation at the delivery location, systems set up, and training on operation by TWO HUNDRED FORTY-THREE (243) consecutive calendar days from date designated in Notice to Proceed date.

a. Transportation

Contractor shall be responsible for all transportation required to deliver the completed Tiny Home Travel Trailer to the delivery location as described in paragraph 7b, Delivery Location. This is including but not limited to all land and/or sea transportation requirements to Molokai, Hawaii pier, Kaunakakai Wharf, and to the delivery location as described in section 7, b. Delivery Location.

b. Delivery Location

CTAHR-Molokai Cooperative Extension Service
69-1 Puuleelua Ave.,
Hoolehua, Molokai, Hawaii 96729
(Parking Lot)

c. Installation

Contractor shall supervise and assist in the proper and level placement of the Tiny Home Travel Trailer on vendor provided jack system at delivery location.

d. Systems Set Up

Contractor shall make ready all installed appliances and home systems, including but not limited, to refrigerator, washer/dryer, air conditioner, tankless propane water heater, septic plumbing, and microwave upon delivery.

e. Training

Contractor shall provide operation manuals and basic operation training on all installed appliances and home systems, including but not limited, to refrigerator, washer/dryer, air conditioner, tankless propane water heater, septic plumbing, and microwave.

This delivery clause does not in any way limit the performance of any warranty obligations and therefore the terms and conditions of this contract shall be in full force and effect for the duration of any warranty obligation period.

8. APPLIANCE AND SYSTEMS WARRANTY

Contractor shall provide manufacturer's warranty, and service packages, as applicable, on all installed appliances and home systems, including but not limited, to refrigerator, washer/dryer, air conditioner, tankless propane water heater, septic plumbing, and microwave. Manufacturer's warranty documentation and service packages, as

applicable, shall be provided upon delivery.

9. TINY HOME TRAVEL TRAILER WARRANTY

Contractor shall provide one (1) year manufacturer's warranty on all Contractor's manufactured tiny home and trailer starting from the date of delivery and acceptance by the University.

10. METHOD OF PURCHASE

The University's method of purchase shall be an outright purchase.

11. PAYMENT

Upon final acceptance of the Tiny Home Travel Trailer the Contractor shall be remunerated upon submission of a properly executed original invoice, indicating the contract number to the UH CTAHR Cooperative Extension Service, 310 W. Kaahumanu Avenue, Building 214, Kahului, Hawaii 96732.

12. CORRECTION OF DEFICIENCIES

In the event the Contractor fails to correct any contract deficiencies within twenty (20) calendar days of notification, the University reserves the right to utilize alternate means to correct the situation with all resultant costs chargeable to the Contractor. In any event, the University shall allow the Contractor reasonable time to correct the situation to the extent allowable under the contract and shall initiate the aforementioned action only after it has determined that the Contractor is unable to correct the situation in a timely manner or the situation becomes intolerable.

13. CUSTOMER SERVICE REPRESENTATIVE

The Contractor shall assign a Customer Service Representative to act as the single point of contact for all issues pertaining to this contract that will respond to all needs of the University.