

INVITATION FOR BIDS (IFB) NO. 23-6231

TO

FURNISH AND DELIVER

9-PASSENGER SUV VEHICLES

FOR

UNIVERSITY OF HAWAII AT HILO

UNIVERSITY OF HAWAII

HILO, HAWAII

DECEMBER, 2022

BOARD OF REGENTS

UNIVERSITY OF HAWAII

HONOLULU, HAWAII

TABLE OF CONTENTS

IFB No. 23-6231, to Furnish and Deliver 9-Passenger SUV Vehicles for University of Hawaii at Hilo, Hilo, Hawaii

Section	Pages
Notice to Bidders.....	2
Bid Requirements.....	3
Technical Specifications.....	4 - 5
Special Provisions.....	6 - 7
ATTACHMENT - Mandatory Bid Form.....	1 - 12

IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE REVIEWED AND THAT THE MANDATORY BID FORM IS SUBMITTED AS PART OF THEIR BID PACKAGE.

NOTICE TO BIDDERS

The University of Hawaii IFB No. 23-6231, to Furnish and Deliver 9-Passenger SUV Vehicles for University of Hawaii at Hilo, Hilo, 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., December 22, 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 to 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.

Special instructions in HlePRO related to this solicitation are incorporated herein and made a part of this IFB through reference. Bidders shall review all special instructions located in HlePRO.

Questions and Clarifications

All questions must be submitted electronically through HlePRO. Questions must be submitted by **December 13, 2022**. Responses will be posted on **December 15, 2022**. The University may refuse to answer any questions received outside of HlePRO or after the Questions/Answers deadline.

David Lassner
President, University of Hawaii

Posting Date: **December 6, 2022**

Vendors are responsible for notifying the Procurement Specialist Kurt Minato (e-mail: minato@hawaii.edu) for accessibility concerns related to this IFB.

BID REQUIREMENTS

FURNISH AND DELIVER 9-PASSENGER SUV VEHICLES FOR UNIVERSITY OF HAWAII AT HILO

By attaching The Mandatory Bid Form to HlePRO, the bidder has carefully examined the INVITATION FOR BIDS (IFB) NO. 23-6231, TO FURNISH AND DELIVER 9-PASSENGER SUV VEHICLES FOR UNIVERSITY OF HAWAII AT HILO, HILO, HAWAII, and offers to provide the vehicles, as required by the University no later than May 26, 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 lowest bid **FOR EACH ITEM.**

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.
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.

TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the 9-Passenger SUV vehicles required. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

THREE (3) Sport Utility Vehicle (SUV), 9-passenger, 4-wheel drive (4x4), NEW, 2023 or later, each with the following specifications:

1. MANUFACTURER AND MODEL: Manufacturer's standard.
2. MODEL YEAR: Shall be New, 2023 or later.
3. TYPE: Shall be Sport Utility Vehicle (SUV), 9-Passenger, 4x4.
4. BODY DETAILS: Shall be 4-Door, Extra Large SUV.
5. ENGINE: Shall be V8, 5.3L displacement, 355hp or better
6. FUEL SYSTEM: Shall be Flex-Fuel, Minimum 27-gallon tank.
7. TRANSMISSION: Shall be Automatic 10 speed, two speed transfer case for 4x4 low.
8. AIR BAGS: Shall have front, side, knee.
9. COLOR EXTERIOR: White is the preferred color, but not required.
10. COLOR INTERIOR: Shall be Manufacturer's standard.
11. STEERING: Shall be power-assist with tilt and telescoping steering column.
12. BRAKES: Shall have power front and rear disc with 4-wheel Anti-Lock braking system (ABS).
13. WHEELBASE: Shall be 134 Inches or greater.
14. SEATS: Shall have 9-passenger seating, 3 rows of bench seating, and manufacturer's standard fabric.
15. AIR CONDITIONING: Shall have manufacturer's standard air conditioning.
16. DOORS: Shall have power locks with remote entry.
17. WINDOWS: Shall have front and rear power windows.
18. MIRRORS: Shall have power controlled exterior mirrors.

19. RUSTPROOFING: Entire vehicle shall be rustproofed in accordance with Federal Standard 297-D.
20. UNDERCOATING: Shall have complete undercoating by factory or aftermarket.
21. SAFETY: Shall meet all Federal and State safety requirements.
22. MISCELLANEOUS: Shall have factory equipped roadside accessories, including but not limited to, spare tire and vehicle jack.
23. WARRANTY: Shall have extended maximum care/coverage with 7 years/75,000 miles and zero (\$0) dollar deductible.
24. KEYS AND MANUAL: Shall have TWO (2) sets of original keys with remote entry and ONE (1) operator and service manual in physical and electronic format.
25. DELIVERY: Shall have a full tank of gas and operational with on-site driver's orientation for safe operation and maintenance upon delivery.

All questions pertaining to the Technical Specifications must be submitted electronically through HlePRO. Questions must be submitted by **December 13, 2022**. Responses will be posted on **December 15, 2022**.

The University may refuse to answer any questions received outside of HlePRO or after the Questions/Answers deadline.

Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made through HlePRO as a Question or 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 furnishing and delivery of 9-passenger SUV vehicles for University of Hawaii at Hilo shall be in accordance with the terms and conditions of IFB No. 23-6231 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. 23-6231 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 Lisa Spain, Deputy Director of Imiloa Astronomy Center, University of Hawaii at Hilo, Telephone (808) 932-7238.

4. SUBMITTAL OF TECHNICAL DATA

With their bids, bidders shall submit, in duplicate, manufacturer's literature or brochures with technical data and illustrations of the vehicles being offered.

5. DELIVERY

All vehicles shall be delivered to Imiloa Astronomy Center, University of Hawaii at Hilo, 600 Imiloa Place, Hilo, Hawaii 96720 no later than May 26, 2023. **The funds being used to purchase the vehicles will lapse. The vehicle needs to be delivered to the University of Hawaii at Hilo by May 26, 2023. NO EXCEPTIONS ALLOWED.** Prior to delivery, the Contractor shall contact the Technical Representative to coordinate delivery of the vehicles.

6. MAINTENANCE

Maintenance and spare parts shall be available locally on Hawaii Island. All maintenance services must be prompt and effective and shall be performed by qualified servicemen.

7. WARRANTY

The vehicles furnished shall be new and as specified. The Contractor shall warrant that all workmanship and materials of equipment furnished under this contract shall be guaranteed for the Manufacturer's Standard Warranty and with extended warranty for a total of SEVEN (7) years or 75,000 miles, whichever comes first, from the date of acceptance. The Contractor shall replace and/or repair any defective workmanship and/or materials at no cost to the University during the period of warranty, provided such defects are not due to abuse or negligence on the part of the University.

8. CERTIFICATES REQUIRED

Prior to delivery, the Contractor shall obtain the following and deliver to the University together with the vehicle:

- a. Hawaii Safety Inspection Certificate (in duplicate) and decal;
- b. Motor Vehicle Registration Certificate (completed and signed); and
- c. Odometer Certificate.

9. STATE LICENSE FOR SELLING MOTOR VEHICLES

Chapter 437, Hawaii Revised Statutes, provides for regulating and licensing of motor vehicle manufacturers and distributors, and their branches and representatives, motor vehicle dealers, salesmen, auctions and auctioneers and any other persons engaged in the business of selling or purchasing motor vehicles in the State of Hawaii; therefore, all prospective bidders who are interested in selling motor vehicles to the University of Hawaii shall provide proof that they do meet and satisfy the licensing requirement set forth in said statute by listing the license number in the space provided on the bid form.

"Motor vehicle" includes any vehicle, motor vehicle, or truck, as defined in Sections 249-1, HRS, except for tractors, trailer, and amphibious vehicles.

20. PAYMENT

The Contractor shall be remunerated upon submission of a properly executed original invoice indicating the contract number, to University of Hawaii at Hilo, Business Office, 200 West Kawili Street, Hilo, Hawaii 96720, no later than THIRTY (30) calendar days following submission of invoice and acceptance of services