

INVITATION FOR BIDS (IFB) NO. 23-6222
TO
FURNISH AND DELIVER
ONE (1) TRACTOR AND ONE (1) FLATBED TRAILER
FOR
LEEWARD COMMUNITY COLLEGE
UNIVERSITY OF HAWAII
PEARL CITY, HAWAII

DECEMBER, 2022

BOARD OF REGENTS
UNIVERSITY OF HAWAII
HONOLULU, HAWAII

TABLE OF CONTENTS

IFB No. 23-6222 to Furnish and Deliver ONE (1) Tractor and ONE (1) Flatbed Trailer for
Leeward Community College, University of Hawaii, Pearl City, Hawaii

Section	Pages
Notice to Bidders.....	2
Bid Requirements.....	3 – 5
Technical Specifications.....	6
Special Provisions.....	7 - 9

**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. 23-6222, to Furnish and Deliver ONE (1) TRACTOR AND ONE (1) FLATBED TRAILER for Leeward Community College, University of Hawaii, Pearl City, Hawaii will be issued and awarded through the University's electronic procurement system (HlePRO). **Bids must be submitted via HlePRO no later than 2:30 p.m. HST, January 6, 2023. Bids received after the bid due date and time or not submitted via HlePRO will not be considered.**

Bidders are advised to allow ample time for submitting their bid to ensure the submission process is completed and timely. **Bidders are solely responsible for ensuring their bid submission is completed prior to the bid due date and time.** The University shall not be responsible for any delay or failure of Bidders in submitting a complete bid.

ELECTRONIC PROCUREMENT

Bidders interested in responding to this solicitation must be registered on HlePRO. To register, visit the URL: 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 is the system of record for issuing IFB No. 23-6222 and related amendments (including changes to the bid due date and time). In addition, HlePRO is the sole vehicle for Questions, Requests for Clarification, Bid Submittals (i.e., MANDATORY BID FORM and related attachments) and Notification of Award. Bidders shall review all special instructions in HlePRO related to this IFB which are made a part of this IFB through reference.

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 **4:00 p.m. HST, December 22, 2022**. Responses are scheduled to be posted on **December 28, 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: **December 19, 2022**

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

BID REQUIREMENTS

FURNISH AND DELIVER ONE (1) TRACTOR AND ONE (1) FLATBED TRAILER

Submission of the **MANDATORY BID FORM** via HlePRO confirms a bidder has carefully examined the INVITATION FOR BIDS (IFB) NO. 23-6222, TO FURNISH AND DELIVER ONE (1) TRACTOR AND ONE (1) FLATBED TRAILER FOR LEEWARD COMMUNITY COLLEGE, UNIVERSITY OF HAWAII, PEARL CITY, HAWAII, and offers to furnish and deliver the vehicles, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB) and shall complete delivery within **ONE (1) YEAR** (an extension may be requested prior to the completion date due to global supply chain issues) from the date designated in the Notice to Proceed, 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 per **TOTAL AGGREGATE AMOUNT (ITEMS 1 AND 2)**.

Prices for all items shall be F.O.B. destination, including all applicable charges and taxes.

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.

SUBSTITUTIONS TO BE APPROVED IN ADVANCE

The manufacturer and model numbers of items identified in the TECHNICAL SPECIFICATIONS are used as a measure of quality, style, size, appearance, and performance. All equipment must be new and unused. Used or refurbished equipment will not be considered.

Any brand or manufacture of equal or better quality and performance than that specified will be considered for acceptance by the University upon submission of a Request for Substitution (**BID REQUIREMENTS**, Page 5). The Request for Substitution must include a statement of variances which lists all features of the proposed substitution differing from the specifications and/or product specified and must further certify that the substitute has no other variant features. In addition, the Request for Substitution must include manufacturer's literature or brochures containing technical data and illustrations providing sufficient evidence to enable the University to evaluate each feature listed as a variance. The University may, at its discretion, reject or deny any submittal containing insufficient information or any substitution that it deems unequal, and the findings in these regards shall be accepted by the bidder as final and binding.

All requests for substitution of items shall be emailed to the Technical Representative, William Castillo, at wkcastil@hawaii.edu, no later than **4:00 p.m. HST, December 22, 2022**. The University shall not be required to consider any Request for Substitution received after this deadline.

The University may at its discretion reject or deny any substitution that it deems unequal, and the findings in this regard shall be accepted by the bidders as final and binding. Notification of approval or rejection/denial of substitution requests shall be included in the University's posting of its response to **QUESTIONS AND REQUESTS FOR CLARIFICATION** (see Notice to Bidders).

A bid which includes a substitution shall be considered only if the substitution has been approved by the University via the QUESTIONS AND REQUESTS FOR CLARIFICATION.

SAMPLE FORMAT FOR REQUEST FOR SUBSTITUTION

Date: _____

William Castillo
Senior Workforce Coordinator
Leeward Community College
Email: wkcastil@hawaii.edu

William Castillo:

Subject: **REQUEST FOR SUBSTITUTION**

Project Title: **IFB No. 23-6222 Furnish and Deliver ONE (1) Tractor and ONE (1) Flatbed Trailer for Leeward Community College, University of Hawaii, Pearl City, Hawaii**

In accordance with the "SUBSTITUTIONS TO BE APPROVED IN ADVANCE" section of the BID REQUIREMENTS, I hereby submit for substitution the attached technical brochure(s) and statement of variances for your review and approval for the item(s) shown below:

<u>ITEM</u>	<u>SPECIFIED BRAND</u>	<u>SUBSTITUTE OR ALTERNATE BRAND</u>	<u>MODEL NUMBER</u>	<u>VARIANT FEATURES</u>
-------------	------------------------	--------------------------------------	---------------------	-------------------------

I further certify that my request for substitution of the above items(s) has no other variant features.

Signature

Title

<p><u>NOTES:</u> PLEASE USE YOUR COMPANY'S LETTERHEAD IF NO VARIANT FEATURE, INDICATE "NONE"</p>

TECHNICAL SPECIFICATIONS

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

A. ONE (1) TRACTOR

2023, International MV607 SBA: Single Axle Cab & Chassis, Cummins B6.7 engine (240) HP, Allison (Auto) transmission (6 speed), Hydraulic brakes, 12000 lbs. front axle capacity, 21000 lbs. rear axle capacity, air conditioning.

Manufacturer and model numbers of items specified in the TECHNICAL SPECIFICATIONS are used as a measure of quality, style, size, appearance, and performance.

B. ONE (1) 28' SINGLE AXLE FLATBED TRAILER

All questions pertaining to the Technical Specifications must be submitted per the instructions in the QUESTIONS AND REQUESTS FOR CLARIFICATION section of the NOTICE TO BIDDERS. The submittal of a bid shall be considered as acceptance of the specifications as published.

Any manufacturer providing equal or better quality to the Technical Specifications will be considered for acceptance by the University upon submission of a written request for approval with manufacturer's literature or brochures containing technical data on the proposed items. The University may, at its discretion reject or deny any product offer that it deems to not be equivalent, and the findings in this regard shall be final and binding.

SPECIAL PROVISIONS

1. SCOPE

The Furnishing and Delivery of ONE (1) TRACTOR AND ONE (1) FLATBED TRAILER for Leeward Community College shall be in accordance with the terms and conditions of IFB No. 23-6222 and the General Provisions dated September 2013 included by reference. 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. 23-6222 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 William Castillo, Senior Workforce Coordinate, telephone: (808) 455-0501, and email: wkcastil@hawaii.edu.

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 vehicle being offered.

5. BRAND NAME OR EQUAL

The brand name and model number(s) mentioned are used in this specification as a measure of quality and performance. Any brand or manufacture of equal or better quality and performance than that specified will be considered for acceptance by the University. However, the University reserves the right to reject and deny any substitution that it may, in its discretion, deem unequal, and the findings in this regard shall be accepted by the bidder as final and binding.

6. DELIVERY

The Contractor shall contact the Technical Representative to coordinate delivery for the vehicle being furnished under this contract and deliver the vehicle to:

Leeward Community College
96-045 Ala Ike Street
Pearl City, Hawaii 96732

7. SERVICE OF VEHICLE

Access to local maintenance that meet warranty requirements.

8. MANUALS AND INSTRUCTIONS

The Contractor shall provide the University with operating and maintenance manuals of the vehicle furnished under this contract.

9. TRAINING

Training session prior to vehicle acceptance on electronic and start-up requirements specific to the vehicle. (i.e., required idle for five minutes prior to use.)

10. WARRANTY

The vehicle furnished shall be new and as specified. The Contractor shall warrant that all workmanship and materials of vehicle furnished under this contract shall be guaranteed for a period of FIVE (5) Years/100,000 miles 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.

11. PAYMENT

The Contractor shall be remunerated upon satisfactory delivery and acceptance of the vehicle, and submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to Leeward Community College, ATTN: Business Office, 96-045 Ala Ike Street, AD113, Pearl City, Hawaii 96732.

12. 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.

13. 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 Representative, 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 and 240-2, HRS, except for tractors, trailer, and amphibious vehicles.