

**ATTACHMENT****MANDATORY BID FORM**

Bidders **must** download the MANDATORY BID FORM for IFB No. 23-6222 to Furnish and Deliver ONE (1) Tractor and ONE (1) Flatbed Trailer in its entirety (open, save, or print documents(s) on their own computer system), enter pricing where indicated, complete any other required information, sign all appropriate forms, and attach (upload) the completed MANDATORY BID FORM to their HiePRO online bid submission.

**BID CHECKLIST**

**BIDDERS SHALL ACKNOWLEDGE EACH ITEM BELOW AND UPLOAD THE COMPLETED BID CHECKLIST WITH THE BIDDERS HIEPRO SUBMISSION.**

DESCRIPTION	ACTION REQUIRED	BIDDER ACKNOWLEDGE
Notice to Bidders	Read and understood	
Bid Requirements	Read and understood	
Technical Specifications	Read and understood	
Special Provisions	Read and understood	
Requests for Substitution	Approved by the University (if applicable)	
Mandatory Bid Form - Bid Checklist	Completed and attached to HiePRO bid	
Mandatory Bid Form - Total Aggregate Amount	Completed and attached to HiePRO bid (University shall not be responsible for any errors in bid calculations or extensions)	
Mandatory Bid Form - Remittance Address	Completed and attached to HiePRO bid (if applicable)	
Mandatory Bid Form - Bid Signature Page	Completed, signed, and attached to HiePRO bid	
Mandatory Bid Form - Motor Vehicle License Selling Requirement	Completed, signed, and attached to HiePRO bid	
Mandatory Bid Form - Business Classification Statement	Completed, signed, and attached to HiePRO bid	

**TOTAL AGGREGATE AMOUNT (GROUPS A TO E)**

Bidders must bid on **ALL ITEMS** as per the **TECHNICAL SPECIFICATIONS** to be considered for award. Indicate the **Manufacturer and Model number** of the item that will be provided where indicated in the Description.

**ALL SUBSTITUTIONS MUST BE APPROVED IN ADVANCE (SEE BID REQUIREMENTS)**

All prices shall be F.O.B. destination including shipping, transportation and delivery charges, warranty costs, expediting fees and all applicable charges and taxes.

Bidders shall complete the line items below and must also enter the **TOTAL AGGREGATE AMOUNT** (ITEMS 1 AND 2) identically into HlePRO:

Line Item #	Description	Qty	Total
1	2023, International, MV607 SBA 4X2, or approved equivalent.  <b>MANUFACTURER AND MODEL #:</b>	1	\$
2	28' Single Axle Flatbed Trailer  <b>MANUFACTURER AND MODEL #:</b>	1	\$
<b>TOTAL AGGREGATE AMOUNT (ITEMS 1 AND 2)</b>			<b>\$</b>

**REMITTANCE ADDRESS**

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown above, please indicate remittance address below:

\_\_\_\_\_  
Street Address or P. O. Box

\_\_\_\_\_  
City State Zip Code

MOTOR VEHICLE LICENSE SELLING REQUIREMENT

The following information shall be submitted on this form by each bidder as a bid requirement:

Pursuant to Sections 437-2(a) and 437-7(h)(1), Hawaii Revised Statutes, the bidder must be licensed under this chapter in order to sell vehicles to any state or county agency.

Therefore, all prospective bidders who are interested in selling motor vehicles to the University shall provide proof that they do meet and satisfy the licensing requirement set forth in said statute by listing the license number in the spaces provided below:

STATE LICENSE NUMBER: \_\_\_\_\_

I certify that the information provided is true and correct to the best of my knowledge.

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

BY: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**(IF BY INDIVIDUAL)**

	NAME (Signature)	TYPED NAME
	D.B.A.	
FEDERAL TAXPAYER IDENTIFICATION NUMBER	ADDRESS	
	CITY	STATE      ZIP CODE
EMAIL ADDRESS	TELEPHONE NUMBER	FAX NUMBER

**(IF BY PARTNERSHIP)**

	OFFICIAL/LEGAL NAME OF FIRM	
FEDERAL TAXPAYER IDENTIFICATION NUMBER	NAME (Signature)	TYPED NAME
	PARTNER	
EMAIL ADDRESS	ADDRESS	
	CITY	STATE      ZIP CODE
	TELEPHONE NUMBER	FAX NUMBER

**(IF BY CORPORATION)**

	OFFICIAL/LEGAL NAME OF COMPANY	
FEDERAL TAXPAYER IDENTIFICATION NUMBER	*OFFICER (Signature)	TYPED NAME
EMAIL ADDRESS	TITLE	
	ADDRESS OF COMPANY	
	CITY	STATE      ZIP CODE
	TELEPHONE NUMBER	FAX NUMBER

**(SEAL)**

**IF LICENSED OR INCORPORATED TO DO BUSINESS WITHIN THE STATE OF HAWAII AND SUBJECT TO THE PROVISIONS OF THE HAWAII GENERAL EXCISE TAX LAWS, INDICATE GENERAL EXCISE TAX LICENSE NUMBER**

*\*For Corporations include evidence of the authority of this officer to submit a bid on behalf of the corporation, giving also, the address and names and addresses of the other officers.*

**NOTE:** FILL IN ALL BLANK SPACES WITH INFORMATION ASKED FOR OR BID MAY BE INVALIDATED.

**BUSINESS CLASSIFICATION CERTIFICATION STATEMENT**

**CONTRACTORS: Please complete the information below.** Terms used are taken from the U.S. Small Business Administration (SBA) Rules and Regulations (<https://www.sba.gov/>) and the U.S. Code of Federal Regulations (CFR). The term "controlled" refers to the management and daily operation of the business concern.

The company identified below (check all that apply):

- 1. \_\_\_\_\_ **IS NOT** a small business concern as defined in the regulations  
**(If you checked here, STOP. GO TO CERTIFICATION BELOW.)**
- \_\_\_\_\_ **IS a small business concern**, defined as one that is independently owned and operated, is organized for profit, is not dominant in its field, meets the SBA size standard eligibility (see reverse side of this form for examples of size standards), is registered and has its status represented in the U.S. Government's System for Award Management (SAM) database. See <http://www.sba.gov/content/what-sbas-definition-small-business-concern>.
- 2. \_\_\_\_\_ IS a **small disadvantaged business concern** of which at least 51% is unconditionally and directly owned and controlled by one or more socially disadvantaged and economically disadvantaged persons who are U.S. citizens. See 13 CFR 124.105 for exceptions.
- 3. \_\_\_\_\_ IS a **women-owned small business concern** of which at least 51% is unconditionally and directly owned and controlled by one or more women who are U.S. citizens. See 13 CFR 127.
- 4. \_\_\_\_\_ IS a **HUBZone small business concern** that meets the certification eligibility requirements set by the U.S. SBA. See 13 CFR 126.
- 5. \_\_\_\_\_ IS a **veteran-owned small business concern** of which at least at least 51% is unconditionally and directly owned by one or more veterans or service-disabled veterans. See 38 CFR 74.
- 6. \_\_\_\_\_ IS a **service-disabled veteran-owned small business concern** of which at least 51% is unconditionally and directly owned by one or more service-disabled veterans. In the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more service-disabled veterans. The management and daily business operations of which are controlled by one or more service-disabled veterans, or in the case of a veteran with a permanent and severe disability, a spouse or permanent caregiver of such veteran. See 13 CFR 125.11 et al.

**CERTIFICATION**

I hereby certify the information supplied herein to be true and correct. (Any misrepresentation shall be subject to the provisions stated in item B on the next page.)

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Company Officer

Company Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Type of Goods/Services: \_\_\_\_\_

North American Industry Classification System (NAICS) Code: \_\_\_\_\_

- A. A small business concern is one that is independently owned and operated, is organized for profit, is not dominant in its field, has a place of business in the U.S., and operates primarily within the U.S. or makes a significant contribution to the U.S. economy. Size standard eligibility is based on the average number of employees for the preceding 12 months or on sales volume averaged over a 3-year period. See 13 CFR 121.201 for size standards identified by NAICS codes. The size standards for a few industries are shown below and are subject to change at any time.
1. SPECIALTY TRADE CONTRACTORS – “Small” if average annual receipts for preceding 3 years do not exceed \$15 million.
  2. CONSTRUCTION, GENERAL CONTRACTORS – “Small” if average annual receipts for preceding 3 years do not exceed \$36.5 million.
  3. MANUFACTURING – “Small” if 500 employees or less, except for some specific products which will increase the complement of employees to 750 or 1,000.
  4. TRANSPORTATION – “Small” if average annual receipts for preceding 3 years do not exceed the amount shown for specific services.  
\$27.5 million – general freight trucking, local.
  5. WHOLESALE TRADE, DURABLE AND NON-DURABLE GOODS – “Small” if 100 employees or less.
  6. RETAIL TRADE – “Small” if average annual receipts for preceding 3 years do not exceed the amount shown for specific products.  
\$7.5 million – hardware stores.
  7. SERVICES – “Small” if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:
    - a) \$27.5 million – computer systems design services, custom computer programming services  
\$20.5 million – security guards and patrol services
    - b) \$18 million – janitorial services
    - c) \$38.5 million – passenger car rental
    - d) \$32.5 million – office machinery and equipment rental & leasing
    - e) \$7.5 million – general automotive repair

Annual receipts of a concern which has been in business for less than 3 complete fiscal years means the total receipts for the period the concern has been in business divided by the number of weeks in business, multiplied by 52. See 13 CFR 121.104.

- B. Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm’s status as a small business concern, a qualified HUBZone small business concern, a small business concern owned and controlled by socially and economically disadvantaged individuals, or a small business concern owned and controlled by women in order to obtain a contract to be awarded under the preference programs established pursuant to 15 U.S.C. sections 637(a), 637(d), 638, 644, or 657(a), shall:
1. Be punished by imposition of fine, imprisonment, or both;
  2. Be subject to administrative remedies including suspension and debarment; and
  3. Be ineligible for participation in a program conducted under the authority of the Small Business Investment Act of 1958.