

MANDATORY BID FORM

Bidders **must** download The Mandatory Bid Form 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 HlePRO online bid submission.

BID CHECKLIST

THE FOLLOWING ITEM IN THIS TABLE MUST BE ADDRESSED AND THE COMPLETED BID CHECKLIST SHALL BE UPLOADED WITH THE BIDDERS HIEPRO SUBMISSION.

REQUIREMENT DESCRIPTION	ACTION REQUIRED	COMPLETE
Review Notice to Bidders, Page 2	Read and understood	
Bid Requirements, Page 3-5	Read and understood	
Technical Specifications, Pages 6-9	Read and understood	
Special Provisions, Pages 10-15	Read and understood	
ATTACHMENT A	Read and understood	
Bid Checklist	Complete and attach to HlePRO	
Bid Price List	Complete, sign, and attach to HlePRO*	
Bid Signature Page	Complete, sign, and attach to HlePRO	
Business Classification Statement	Complete, sign, and attach to HlePRO	

* The University is not responsible for any errors in bid calculations or extensions not attributed to a system error.

BID PRICE LIST

The award, if awarded, shall be made to the responsible bidder submitting the lowest bid for the **TOTAL AGGREGATE BID (ITEMS 1 – 14)**. Bidder must bid on all items in order to be considered for award. Bids submitted for items listed shall include all costs to include all labor and equipment costs, shipping transportation and delivery costs (f.o.b. destination), assembly, installation, storage, insurance premiums, warranty costs, administrative support costs, expediting fees, and applicable fees and taxes (federal and State). **The total amount entered into HlePRO must be identical to the total amount provided herein.**

SUBMITTAL OF TECHNICAL DATA

With their bids, bidders shall submit manufacturer's literature or brochures with technical data and illustrations of the furniture being offered. **Technical data must demonstrate that the furniture being offered meets the minimum requirements of the Technical Specifications.** All bids will be evaluated by the information submitted at the time of bid opening; therefore, any changes/additions to the technical data should be noted.

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount</u>
01	Meeting table, per the Technical Specifications. Manufacturer and Model No. Offered: _____ Finish Offered: _____	1		\$ _____
02	Meeting table, per the Technical Specifications. Manufacturer and Model No. Offered: _____ Finish Offered: _____	1		\$ _____

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount</u>
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03	Stackable chairs, per the Technical Specifications.	42	X \$ _____	= \$ _____
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Manufacturer and Model No. Offered:

Upholstery Offered:

04	Boat shaped table, per the Technical Specifications.	1		\$ _____
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Manufacturer and Model No. Offered:

Finish Offered:

05	Conference room chairs, per the Technical Specifications.	20	X \$ _____	= \$ _____
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Manufacturer and Model No. Offered:

Finish Offered:

Upholstery Offered:

06	Service carts, per the Technical Specifications.	2	X \$ _____	= \$ _____
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Manufacturer and Model No. Offered:

Finish Offered:

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount</u>
07	Thread Hub, per the Technical Specifications Manufacturer and Model No. Offered: _____	1		\$_____
08	Storage cabinet, per the Technical Specifications. Manufacturer and Model No. Offered: _____ Finish Offered: _____	2	X \$_____	= \$_____
09	Storage cabinet, per the Technical Specifications. Manufacturer and Model No. Offered: _____ Finish Offered: _____	6	X \$_____	= \$_____
10	Workstations, per the Technical Specifications. Manufacturer and Model No. Offered: _____ Finish Offered: _____	5	X \$_____	= \$_____
11	Grommet package, per the Technical Specifications. Manufacturer and Model No. Offered: _____	2	X \$_____	= \$_____

(IF BY INDIVIDUAL)

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

(IF BY PARTNERSHIP)

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

(IF BY CORPORATION)

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