

DEPARTMENT OF EDUCATION

PROCUREMENT AND CONTRACTS BRANCH

April 24, 2023

ADDENDUM A

TO

REQUEST FOR PROPOSALS

RFP D23-082

PROVIDE PALM PRUNING AND MAINTENANCE SERVICES
TO VARIOUS HAWAII STATE DEPARTMENT OF EDUCATION
SCHOOLS AND OFFICES ON OAHU, HONOLULU AND WINDWARD DISTRICTS

PART I: The following change is hereby made:

- **Revise RFP Section 3.2.1, Quotations Process, last paragraph as follows:**

If CONTRACTOR is unable to provide sufficient documentation of their capacity to perform within the specified timeframe, the STATE reserves the right to offer the work to the CONTRACTOR that submitted the next lowest price quote. In addition, the STATE reserves the right to include incomplete or outstanding Delivery Orders to determine CONTRACTOR's capacity to complete the work within the specified timeframe. The STATE will offer the work to the CONTRACTOR with the lowest Total Sum Price for that Quote Form and the capacity to complete the work within the required timeframe and will issue the work as a Delivery Order (DO).

PART II: The following is a brief summary of the Pre-Proposal Conference that occurred on April 14, 2023:

The Pre-Proposal Conference was held on April 14, 2023 at 10:00 a.m. HST. The conference provided a review of the following RFP sections: 1.4 Procurement Timetable, 1.13 Disqualification of Offers, 1.19.1 Vendor List, 3.2 State's Use of the Vendor List, 3.3 Palm Care Scope of Work, 3.4 Arborist, 4.6 Proposal Organization and Content, 5.2 Evaluation Criteria, with a strong recommendation to review the entire RFP in careful detail. Attendees were encouraged to submit their proposal ahead of the due date to allow for time to resolve technical issues with uploading their proposal, if any. Attendees had an opportunity to informally ask questions related to the RFP but no questions were asked. Everyone was thanked for their participation and interest in the RFP.

PART III: This addendum is hereby issued to respond to the following question:

- Q1: Do we have to fill out and submit all the forms again if we're already pre-approved by the DOE?**
- A1: Yes. This is a new RFP and will be a new resultant Vendor List. To be considered for award, all forms will need to be completely filled as part of your proposal and submitted via the HlePRO. All proposals will be evaluated as received according to the evaluation criteria specified in the RFP.