

**State of Hawaii, Department of Health  
Developmental Disabilities Division  
Hospital & Community Dental Services Branch**

**HiePRO Solicitation Instructions  
Title: Dental Materials and Supplies**

**Scope of Service:**

State of Hawaii, Department of Health, Developmental Disabilities Division (DDD), Hospital & Community Dental Services Branch (HCDSB) is seeking quotes for delivery of dental materials and supplies. Deliveries shall be made by priority or express shipping by the United States Postal Services, United Parcel Services, or FedEx with tracking numbers.

Please refer to the Dental Materials and Supplies List attached hereto as Exhibit “A”.

**Location:**

Deliver to:  
State of Hawaii, Department of Health  
Developmental Disabilities Division  
Hospital & Community Dental Services Branch  
1700 Lanakila Avenue, Room #203  
Honolulu, Hawaii 96817

**Terms:**

- Dental materials and supplies shall be ordered and shipped throughout an eleven (11) month period.
- The Contract term is for an eleven (11) month period.
- Quantities listed in Exhibit “A” are for an eleven (11) month period. The total purchased quantity per item shall not exceed the “Total Annual Quantity” listed in Exhibit “A”.

**Instructions:**

- Refer to Exhibit “A” and the Exhibit “A” Instructions listed below.
- Please complete the sections highlighted in yellow in Exhibit A and submit complete Exhibit A when submitting a bid on HiePRO.
- The Contract shall be awarded based upon the “Total Price inclusive of all fees and taxes”.
- HiePRO, the State of Hawaii eProcurement system, requires a vendor to enter the total amount for this procurement. The amount submitted to HiePRO must match “Total Price inclusive of all fees and taxes” in Exhibit “A”.
- Vendors are also required to submit a “unit price” for each item that is calculated on the “unit quantity measure” multiplied by “cost per unit quantity measure” for **all listed**

**idental items** in order to be considered for the Contract award. No partial bids will be accepted.

- The “Unit Price Per Item with Tax” shall not exceed the actual unit price per item charged.
- The total annual quantity ordered per item shall not exceed the “Total Annual Quantity” per item listed in Exhibit “A”.
- Each order will be a minimum of \$100.00.
- All purchases are contingent on the availability of funds, which is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes.

**Qualifications:**

1. Prior to the commencement date of the contract, the Contractor shall procure at its sole expense and maintain insurance coverage acceptable to the State in full force and effect throughout the term of the Contract. The Contractor shall provide proof of insurance for the following minimum insurance coverage(s) and limit(s) in order to be awarded a contract. The type of insurance coverage is listed as follows:

**Commercial General Liability Insurance**

Commercial general liability insurance coverage against claims for bodily injury and property damage arising out of all operations, activities or contractual liability by the Contractor, its employees and subcontractors during the term of the Contract. This insurance shall include the following coverage and limits specified or required by any applicable law: bodily injury and property damage coverage with a minimum of \$1,000,000 per occurrence; personal and advertising injury of \$1,000,000 per occurrence; broadcasters’ liability insurance of \$1,000,000 per occurrence; and with an aggregated limit of \$2,000,000. The commercial general liability policy shall be written on an occurrence basis and the policy shall provide legal defense costs and expenses in addition to the limits of liability stated above. The Contractor shall be responsible for payment of any deductible applicable to this policy.

**Automobile Liability Insurance**

Automobile liability insurance covering owned, non-owned, leased, and hired vehicles with a minimum of \$1,000,000 for bodily injury for each person, \$1,000,000 for bodily injury for each accident, and \$1,000,000 for property damage for each accident.

**Workers’ Compensation**

Appropriate levels of per occurrence insurance coverage for workers’ compensation and any other insurance coverage required by Federal or State law.

The certificates of insurance shall contain the following clauses:

“The State of Hawaii and its officers and employees are additional insured with respect to operations performed for the State of Hawaii.”

“It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.”

2. The Contractor shall submit a copy of current and signed W-9 prior to the start date.

**Exhibit “A” Instructions:**

- **Exhibit “A” is organized into three (3) sections:**

**A. SECTION A, PART 1: GENERIC ITEMS**

1. Provide “Unit Quantity” and “Cost Per Unit Quantity”.
2. Any brand is acceptable for each specific item described.

**B. SECTION A, PART 2: BRAND NAME ITEMS**

1. Provide “Unit Quantity” and “Cost Per Unit Quantity”.
2. “Cost Per Unit Quantity” is only for the specific brand identified.  
No substitutions of other brands shall be permitted.

**C. SECTION B: GENERIC GROUPS AND BRAND NAME ITEMS**

**GENERIC GROUPS**

1. Provide “Unit Quantity” and “Cost Per Unit Quantity”.
2. The “Unit Price Per Item with Tax” is the amount HCDSB will pay to purchase any specific unit item described within each group of items.
3. Any brand is acceptable for each specific item described.

**BRAND NAME ITEMS**

1. Provide “Unit Quantity” and “Cost Per Unit Quantity”.
2. The “Unit Price Per Item with Tax” is the amount HCDSB will pay to purchase any specific unit item described within each group of items.
3. The “Unit Price Per Item with Tax” is only for the specific brand identified.  
No substitutions of other brands shall be permitted.

**D. SECTION C: TOTAL CALCULATIONS**

1. Provide “Total Price for Shipping/Freight/Handling/Fuel costs and any other fees” for all orders placed during the contract period. Each order will be a minimum of \$100.00.
2. The Contract shall be awarded based upon the lowest “Total Price inclusive of all fees and taxes”.
3. HiePRO requires a vendor to enter the total amount for this procurement. The amount submitted to HiePRO needs to match the “Total Price inclusive of all fees taxes” amount specified in “Exhibit A”.