

JOSH GREEN, M.D.
Governor

SYLVIA LUKE
Lt. Governor



WENDY L. GADY
Executive Director

STATE OF HAWAII
AGRIBUSINESS DEVELOPMENT CORPORATION
235 S. Beretania Street, Suite 205
Honolulu, HI 96813
Phone: (808) 586-0186 Fax: (808) 586-0189

RFQ-23-200-100

Utility Trailer, Oahu
August 25, 2023

INSTRUCTION TO BIDDERS

1. INTRODUCTION

Pursuant to §103D-302, Hawaii Revised Statutes, the State of Hawaii, Agribusiness Development Corporation (hereinafter referred to as "ADC") is accepting sealed bid offers to furnish and deliver one utility trailer in accordance with the following specification. All costs including labor, delivery, taxes and any associated cost shall be included in the bid provided by the Bidder.

2. TERMS AND ACRONYMS USED HEREIN

Procurement Officer	=	The Executive Director of the Agribusiness Development Corp.
State	=	All agencies, including Agribusiness Development Corporation, participating in this agreement.
CPO	=	The Chief Procurement Officer of the State Procurement Office of the State of Hawaii.
SPO	=	State Procurement Office of the State of Hawaii, located at 1151 Punchbowl Street, Room 416, Honolulu, Hawaii 96813, P.O. Box 119, Honolulu, Hawaii 96810-0119.
ADC	=	Agribusiness Development Corporation, located at 235 South Beretania Street, Room, 205, Honolulu, Hawaii 96813.
103D	=	103D General Conditions
Bidder or Offeror	=	Any individual, partnership, firm, corporation, joint venture, or other entity submitting directly or through a duly authorized representative or agent, a bid/quote for the good, service, or construction contemplated.

CA	=	Contract Administrator
GET	=	General Excise Tax
GC	=	State of Hawaii, Office of the Attorney General, 103D General Conditions, and/or Department of Land and Natural Resources Interim General Conditions, 1994, as amended
HRS	=	Hawaii Revised Statutes
HAR	=	Hawaii Administrative Rules
IFB	=	Invitation for Bids
RFQ	=	Request for Quote

3. INSTRUCTIONS

In addition to detailed specifications herein, the following requirements shall form a part of these specifications:

A. Vendor shall furnish and deliver one new utility trailer (trailer) in accordance with the following specifications, complete in-place. The trailer shall be delivered to Waiahole Water Systems at 99-941 Halawa Valley Rd., Aiea, HI 96701 and placed at an approved location.

B. Requests for substitutions of any equipment or material specified or indicated will be considered if the proposed substitution is judged to be equal or superior for the particular purpose or application specified; or if proof is established that the materials specified or indicated are not available.

C. Substitution requests must include side by side specification comparisons between the specified item and the proposed substitution.

D. All materials incorporated on the trailer shall be new, without flaws or defects, and of quality and performance specified. All material coverages delivered to the project are the property of Agribusiness Development Corporation (ADC).

E. ADC, or designee, will accept delivery and responsibility after a physical inventory performed by a representative of ADC and the vendor.

F. All certificates of warranty shall be turned over to ADC.

G. Warranty trailer, complete, in-place, for a period of 12 months from date of shipment, or as quoted, whichever shall be longer. This warranty does not include vandalism, negligence by others, or acts of God.

4. **AUTHORITY**

This RFQ is issued under the provisions of the State Procurement Code (HRS Chapter 103D) and the State Procurement Office's applicable Directives, Circulars, and administrative rules. All prospective Offerors are charged with the presumptive knowledge of all applicable legal authorities. Submission of a valid executed offer by any prospective Offeror shall constitute admission of such knowledge on the part of such prospective Offeror.

Any Agreement arising out of this offer is subject to the approval of the State Department of the Attorney General, as to form and to all further approvals as required by statutes, administrative rule, order, or other directives.

5. **PROCUREMENT OFFICER**

The Procurement Officer is responsible for administering and overseeing the Contract, including monitoring and assessing performance. The Procurement Officer for the Contract is:

Ken Nakamoto
Project Manager
Agribusiness Development Corporation
235 South Beretania Street, Room 205
Honolulu, Hawaii 96813
Phone: (808) 586-0087, Facsimile: (808)586-0189

6. **BID PREPARATION**

Bid Submittal: Bids shall be submitted through HlePRO.

NO OFFERS WILL BE ACCEPTED AFTER THE DEADLINE SET FOR SUBMITTING OFFERS.

Legal Name. Offers shall be submitted using the Offeror's exact legal name as registered with the State Department of Commerce and Consumer Affairs.

Offer Price. The offer price shall be the all-inclusive price to perform the services as specified herein. The offer price shall be the all-inclusive price and includes, but is not limited to, all labor, taxes, shipping, and any other costs for providing the services herein.

Acceptance of offer, if any, shall be made within thirty (30) calendar days after the opening of offers, and the prices quoted by the Offeror shall remain firm for the thirty (30) day period or longer as mutually agreed upon by the Offeror and the State.

Submission of Questions and Quote:

- **Questions:** Interested Offeror's shall submit their questions on HlePRO before the deadline of Friday, September 1, 2023, 2:00 p.m. Answers will be posted by HlePRO on Tuesday, September 5, 2023, 4:00 p.m.
- **Quotes:** Quotes shall be submitted on HlePRO no later than 2:00 p.m. on Friday, September 8, 2023. The price shall be all-inclusive of taxes, and any other incidental costs.

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7. DELIVERY DATE

The trailer shall be delivered to the Agribusiness Development Corporation on Oahu on or before November 3, 2023.

The following documents shall be included with the trailer upon delivery to the above-specified location:

1. Notarized Certificate of Bill of Sale;
2. Certificate of Weight and Measures (required if factory-furnished weight is unavailable), which shall include make, model number, and year. Verified weight in pounds must be officially machine-stamped (handwritten weight shall not be accepted);
3. Certificate of origin; and
4. 12-month Warranty

8. PAYMENT

Acceptance of payment for the vehicle delivered will not be made with the inclusion of the required documents and certificates.

Section 103-10, HRS, provides that the State shall have sixty (60) calendar days after receipt of invoice for satisfactory delivery of goods or performance of the services, to make payment in accordance with the Purchase Order. For this reason, the State will reject any bid submitted with a condition requiring payment within a shorter period. Further, the State will reject any bid submitted with a condition requiring interest payments greater than that allowed by §103-10, HRS, as amended.

The State will not recognize any requirement established by the Contractor and communicated to the State after award of the contract that requires payment within a shorter period or interest payment not in conformance with statute.

The State will base payment on invoices submitted by the Contractor for satisfactorily completed delivery of the goods.

*****UTILITY TRAILER SPECIFICATION*****

- **Width-83"**
- **Length-Floor Length 16'**
- **Tandem Axle**
- **Drive up Ramp to load tractor**
- **Powder Coated-Any Color**
- **3"x3" Pipe Rail**
- **Can safely transport minimum load of 5000 lbs**
- **Receiver hitch compatible. This is the hitch that is on the truck.**