

INVITATION FOR BIDS (IFB) NO. 24-7778
TO
FURNISH AND DELIVER
TWO (2) 4-WHEEL DRIVE SPORT UTILITY VEHICLES
FOR
UNIVERSITY OF HAWAII AT HILO
HILO, HAWAII

JANUARY 2024

BOARD OF REGENTS
UNIVERSITY OF HAWAII
HONOLULU, HAWAII

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IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID PACKAGE.

NOTICE TO BIDDERS

The University of Hawaii IFB No. 24-7778, to Furnish and Deliver TWO (2) 4-Wheel Drive Sport Utility Vehicles for the University of Hawaii at Hilo, Hilo, Hawaii is issued and will be awarded through the State of Hawaii's electronic procurement system (HlePRO). **All bid responses must be submitted electronically through HlePRO no later than 2:30 p.m., February 05, 2024.** Bids received after the due date and time or received in a form other than electronically through HlePRO will not be considered.

Bidders are advised that they should not wait until the last minute to submit their bid through HlePRO. Bidders are solely responsible for ensuring that their electronic submission through HlePRO is complete and all necessary files (Mandatory Bid Form) are attached to their bid prior to the IFB due date and time. The University shall not be responsible for any delay or failure of any Bidder to submit any materials updated through the IFB process on a timely basis.

Electronic Procurement

Bidders interested in responding to this electronic solicitation must be registered on HlePRO. To register, visit the following link:

https://hiepro.ehawaii.gov/videos/video/vendor_registration.html. Reference the Vendor Quick Reference Guide for additional information at <https://hiepro.ehawaii.gov/static-resources/VendorQuickReferenceGuide.pdf>.

HlePRO will be the system of record for the issuance of the IFB, to receive the Mandatory Bid Form and other Bid requirements, issue Amendments, and make award for the IFB. Amendments and other information and materials provided through HlePRO, may include additions or changes with respect to the due date and time.

Special instructions in HlePRO related to this solicitation are incorporated herein and made a part of this IFB through reference. Bidders shall review all special instructions located in HlePRO.

Questions and Clarifications

All questions and requests for clarifications must be submitted electronically through HlePRO. Questions must be submitted by **January 25, 2024** Responses will be posted on **January 29, 2024**.

The University may refuse to answer any questions received outside of HlePRO or after the Questions/Answers deadline.

David Lassner
President, University of Hawaii

Posting Date: **January 23, 2024**

Vendors are responsible for notifying the Procurement Specialist Scott Shimoda (e-mail: scottmhs@hawaii.edu) for accessibility concerns related to this IFB

NOTICE TO BIDDER

BID REQUIREMENTS
TO
FURNISH AND DELIVER
TWO (2) 4 WHEEL DRIVE SPORT UTILITY VEHICLES
FOR THE
UNIVERSITY OF HAWAII AT HILO

By attaching The Mandatory Bid Form to HlePRO, the bidder has carefully examined the INVITATION FOR BIDS (IFB) NO. 24-7778, TO FURNISH AND DELIVER TWO (2) 4-WHEEL DRIVE SPORT UTILITY VEHICLES FOR THE UNIVERSITY OF HAWAII AT HILO, HILO, HAWAII, and offers to furnish and deliver the vehicles, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB) and shall complete delivery within **One Hundred and Eighty (180) consecutive calendar days** from the date designated in the Notice to Proceed, as follows:

TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **BASIC BID, TOTAL AMOUNT**.

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.

3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the vehicles. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

All vehicles must be equipped with original equipment manufacturer (OEM) components that meet or exceed the “Required Specifications” set forth herein. Aftermarket modifications, alterations, or retrofits shall not be accepted, unless explicitly allowed for in the Technical Specifications.

<u>Category</u>	<u>Required Specification</u>
Condition & Year	New, 2023 or newer
Type	5-Passenger 4 Wheel Drive
Body Details	4X4 Sport Utility Vehicle
Engine	Minimum V-6
Fuel System	Gas
Transmission	Five (5) speed 4X4 geared automatic transmission with automatic front locking hubs, cannot be continuously variable transmission (CVT)
Axle Ratio	3.73
Air Bags	Front, side, and knee
Color, Exterior	Any Color but White, (Due to limited visibility in snow)
Color, Interior	Manufacturer's standard
Steering	Power-assisted. Tilt and telescoping steering column
Suspension	Heavy duty suspension to meet minimum gross vehicle weight
Brakes	Heavy duty power assisted brakes with four-wheel anti-lock brake system (ABS)
Wheelbase	100" minimum
Seats	Seating to accommodate five (5) adults
Air Conditioning	Manufacturer's standard
Windows	Front and passenger seat power windows
Windshield	Two-speed with intermittent windshield wipers and washer system
Wheels and tires	Five full sized all terrain tires appropriately rated for the minimum gross vehicle weight

<u>Category</u>	<u>Required Specification</u>
Mirrors	One (1) center rear view mirror plus two (2) remotely operated side view door mirrors located on each side of the vehicle
Rustproofing	Entire vehicle in accordance with Federal Standard 297-D.
Gauges	Numerical gauges to monitor vehicle's speed, feu level, oil pressure, engine temperature and with an ammeter or voltmeter to monitor the vehicle's battery
Radio	AM/FM/CD or MP3 player with clock, hands free Bluetooth capability
Safety	Must meet all Federal and State safety requirements
Keys & Manual	THREE (3) sets of original keys with remote entry. ONE (1) operator and service manual
Delivery	Delivery to be made to: Center for Mauna Kea Stewardship 640 N. A'ohuku Place Hilo, HI 96720 Vehicles shall have a full tank of fuel and operational with on site driver's orientation for safe operation and maintenance.

All questions pertaining to the Technical Specifications must be submitted electronically through HlePRO. Questions must be submitted by **January 25, 2024**. Responses will be posted on **January 29, 2024**.

The University may refuse to answer any questions received outside of HlePRO or after the Questions/Answers deadline.

Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing in accordance with the General Provisions to the Office of Procurement Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.

SPECIAL PROVISIONS

1. SCOPE

The Furnishing and Delivery of TWO (2) 4-WHEEL DRIVE SPORT UTILITY VEHICLES for the University of Hawaii at Hilo, Hilo, Hawaii shall be in accordance with the terms and conditions of IFB No. 24-7778 and the General Provisions dated September 2013 included by reference. The General Provisions may be viewed at:

<https://www.hawaii.edu/procurement/vendor-info/terms-and-conditions/general-provisions-for-goods-and-services/>

2. AUTHORITY

IFB No. 24-7778 is issued under the provisions of the Hawaii Revised Statutes, Chapters 103 and 103D. All prospective bidders are charged with presumptive knowledge of all requirements of the cited legal authorities. Submission of a valid executed bid by any prospective bidder shall constitute an affirmation of such knowledge on the part of such prospective bidder.

3. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Ms. Nahua Guilloz, Director of Stewardship, telephone (808) 933-3195, or email: gullioz@hawaii.edu.

4. SUBMITTAL OF TECHNICAL DATA

With their bids, bidders shall submit, in duplicate, manufacturer's literature or brochures with technical data and illustrations of the vehicles being offered.

5. DELIVERY

The Contractor shall contact the Technical Representatives to coordinate delivery for the vehicles being furnished under this contract.

6. MANUALS AND INSTRUCTIONS

The Contractor shall provide the University with operating and maintenance manuals of the vehicles furnished under this contract.

7. WARRANTY

The vehicles furnished shall be new and as specified. The Contractor shall warrant that all workmanship and materials of vehicles furnished under this contract shall be guaranteed for a minimum period of THREE (3) years/36,000 miles from the date of acceptance. The Contractor shall replace and/or repair any defective workmanship

and/or materials at no cost to the University during the period of warranty, provided such defects are not due to abuse or negligence on the part of the University.

8. PAYMENT

The Contractor shall be remunerated upon satisfactory delivery and acceptance of the vehicles, and submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to University of Hawaii at Hilo, Business Office, 200 W. Kawili Street, Hilo, Hawaii 96720.

9. CERTIFICATES REQUIRED

Prior to delivery, the Contractor shall obtain the following and deliver to the University together with the vehicles:

- a. Hawaii Safety Inspection Certificate (in duplicate) and decal;
- b. Motor Vehicle Registration Certificate (completed and signed); and
- c. Odometer Certificate.

10. STATE LICENSE FOR SELLING MOTOR VEHICLES

Chapter 437, Hawaii Revised Statutes, provides for regulating and licensing of motor vehicle manufacturers and distributors, and their branches and representatives, motor vehicle dealers, salesmen, auctions and auctioneers and any other persons engaged in the business of selling or purchasing motor vehicles in the State of Hawaii; therefore, all prospective bidders who are interested in selling motor vehicles to the University of Hawaii shall provide proof that they do meet and satisfy the licensing requirement set forth in said statute by listing the license number in the space provided on the Mandatory Bid Form.

"Motor vehicle" includes any vehicle, motor vehicle, or truck, as defined in Sections 249-1 and 240-2, HRS, except for tractors, trailer, and amphibious vehicles.