

HAWAII STATE DEPARTMENT OF EDUCATION  
PROCUREMENT AND CONTRACTS BRANCH

MARCH 25, 2024

INVITATION FOR BIDS

**Number IFB D24-105**

SEALED BIDS

TO

**PROVIDE**

**REFUSE COLLECTION AND DISPOSAL SERVICES**

**FOR**

**VARIOUS SCHOOLS OF**

**THE HAWAII STATE DEPARTMENT OF EDUCATION**

**ON THE ISLAND OF KAUAI**

**will be received through the State of Hawaii eProcurement System (HlePRO) at  
<https://hiepro.ehawaii.gov/welcome.html> until 4:30 p.m., Hawaii Standard Time (HST)**

on

**APRIL 9, 2024**

Offerors interested in responding to this electronic solicitation must be registered on the HlePRO (<https://hiepro.ehawaii.gov/welcome.html>) in order to participate in this procurement. Registration is free. Once registered, Offerors can login to view and respond to the HlePRO solicitation.

Questions relating to this solicitation may be directed to Janice Selga, Procurement and Contracts Support Specialist, at telephone (808) 675-0130, via facsimile (808) 675-0133, or via email at [janice.selga@k12.hi.us](mailto:janice.selga@k12.hi.us).

PROVIDE REFUSE COLLECTION AND DISPOSAL SERVICES FOR VARIOUS SCHOOLS OF THE  
HAWAII STATE DEPARTMENT OF EDUCATION ON THE ISLAND OF KAUAI  
IFB D24-105

OFFER PAGE OF-1

Exact Legal Name of Offeror, including "dba" or "division" of a corporation (furnish the exact legal name of the entity under which an awarded contract, if any, will be executed):			
Address: Principal Place of Business (may not be a P.O. Box):			
Mailing Address (only if different):			
Payment Address (only if different)			
Offeror's Primary Contact Person: Name			
Title			
Telephone Number		Fax Number	
Email Address			
Federal Tax Identification Number:			
State of Hawaii General Excise Tax License Number:			
Type of Business Entity (check one):	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Other _____		
If other than a Sole Proprietorship:	Offeror is either:  <input type="checkbox"/> A <b>Hawaii business</b> incorporated or organized under the laws of the State of Hawaii; <b>OR</b>  <input type="checkbox"/> A <b>Compliant Non-Hawaii business</b> incorporated or organized under the laws of the State of _____ on (date) _____, and, if applicable, registered with the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii.  Names of all Offeror's parent, affiliate and subsidiary organizations: _____		

The undersigned has carefully read and understands the terms and conditions specified herein and hereby submits the following offer to provide the goods and/or perform the work specified herein, all in accordance with the true intent and meaning thereof, and further that the Offeror shall comply with all terms, conditions and requirements of the solicitation. The undersigned further understands and agrees that by submitting this offer, 1) the undersigned is declaring the undersigned's offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) the undersigned is certifying that the price(s) submitted was (were) independently arrived at without collusion.

\_\_\_\_\_  
Authorized (Original in ink) Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

The following offer is hereby submitted:

Offeror: \_\_\_\_\_

		(A)	(B)	(C)	(A) x (B) x (C)
ITEM NUMBER	Description	Bid Price Per Cubic Yard	Average Cubic Yards Per Month	Number of Months	TOTAL BID PRICE
1	Regular Refuse		1963	12	\$ -
2	Recyclable Cardboard		224	12	\$ -
3	Green Waste		93	12	\$ -
<b>TOTAL SUM BID PRICE (ITEMS 1 THROUGH 3)</b>					<b>\$ -</b>

**WAGE CERTIFICATE**

Subject:

Project Number	IFB D24-105
Project Description	Provide Refuse Collection and Disposal Services for Various Schools of The Hawaii Department of Education on the Island of Kauai

Pursuant to §103-55, HRS, I hereby certify that, if awarded a contract in excess of \$25,000.00, the services to be performed will be performed in accordance with the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work, if similar positions are listed in the classification plan of the public sector.

Services Performed by Laborers and Mechanics:

The Contractor or the Contractor’s subcontractor shall give a copy of the rates of wages to each laborer and mechanic employed under the contract by the Contractor at the time each laborer and mechanic is employed; provided that the Contractor does not have to provide the Contractor’s employees the wage rate schedules where there is a collective bargaining agreement.

2. All applicable laws of the Federal and State governments relating to workers’ compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

Contractor shall be obliged to notify its employees performing work under this contract of the provisions of §103-55, HRS, and the current wage rate for public employees performing similar work. The Contractor may meet this obligation by posting a notice to this effect in the Contractor’s place of business accessible to all employees, or the contractor may include such notice with each paycheck or pay envelope furnished to the employee

I understand that, in addition to the base wages required by §103-55, HRS, all payments required by Federal and State laws that employers must make for the benefit of their employees shall be paid.

Offeror \_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## **SPECIFICATIONS**

### **1. SCOPE**

The CONTRACTOR shall provide refuse collection and disposal services for various schools of the Hawaii State Department of Education on the Island of Kauai as listed in the attached Service Schedule for Regular Refuse (Exhibit B), Service Schedule for Cardboard Waste (Exhibit C), Service Schedule for Green Waste (Exhibit D), Kauai School Refuse Pickup Locations (Exhibit E), and the Official School Calendar (Exhibit F). Services to be provided shall include all labor, supervision, vehicles and equipment, refuse bins, materials, parts, tools, transportation, mileage, and any other services necessary to collect and dispose of refuse in accordance with these Specifications, the Special Conditions, and the General Conditions. In compliance with Kauai County's recycling program, services shall also include the separate collection of cardboard waste and green waste.

**The STATE reserves the right to add new schools to the contract.**

### **2. EQUIPMENT**

Vehicles and equipment used by the CONTRACTOR to collect and remove the refuse shall at all times be clean and well maintained, both mechanically and in appearance. All equipment used to collect and remove refuse shall be covered to prevent littering.

The CONTRACTOR shall provide on Exhibit A, a listing of equipment assigned to this contract, including description, capacity, and vehicle license numbers. Adequate resources shall be allocated to accommodate regular and/or extra pickups, unscheduled shutdowns and/or closings of Kekaha Landfill, and vehicle breakdowns and/or maintenance, in order to complete the refuse collection before 6:00 p.m. each scheduled day. If approved, substitutions shall be at no additional cost to the STATE.

### **3. BINS**

- 3.1. The number of bins required under this contract is specified in the attached Service Schedule. Larger bins may be used only with the written approval of the CA and/or POC. The STATE reserves the right to increase or decrease the number and size of bins when necessary.
- 3.2. Bins shall be of metal or plastic construction, with casters and plastic covers that can easily open and close. Requests for substitution may be approved; however, approval shall be made in writing to the CA and/or POC, at no additional cost to the STATE.
- 3.3. All bins installed at each school at the start of the contract period shall be clean, uniformly and freshly painted, and in good repair. In the event the incumbent CONTRACTOR shall be awarded a contract extension, the bins presently at the school sites must meet this requirement or be replaced with bins that meet this requirement. (Reference "Maintenance of Bins") If the CONTRACTOR who is awarded this contract is other than the CONTRACTOR currently providing the service, all refuse bins must be delivered to the school locations and be usable the day before the current contract ends to prevent any interruption of service to the schools.
- 3.4. The CONTRACTOR shall maintain an ample supply of spare bins to serve as replacements or additions, in order that refuse can be handled without delay.
- 3.5. When it is determined by the STATE that refuse other than that generated by the schools

is being emptied into the bins, the CONTRACTOR shall be required to furnish locks at specified locations and at no additional cost to the STATE.

- 3.6. The POC shall determine bin locations for schools.
- 3.7. The CONTRACTOR shall not be responsible for the condition of any bin that has been maliciously burned or painted with graffiti; however, by request, replacement bin(s) shall be provided at no additional cost to the STATE.
- 3.8. The CONTRACTOR shall provide a schedule, for the written approval of the CA and/or POC, for both the delivery of new bins at the beginning of the contract and the removal of bins at the end of the contract.
- 3.9. If the CONTRACTOR defaults in the performance under this contract or if the contract is cancelled by the STATE, the bins shall remain on site for use by the schools and an emergency Contractor until another Contractor shall be retained to provide refuse collection and disposal services. In that event, the bins currently in place at the time of termination shall be rented by the STATE until such time the STATE is able to retain a new Contractor for services and that new Contractor shall be able to provide bins at the schools. The bins shall be rented at the cost of \$1.00 per bin per day for three (3) cubic yard bins. The STATE shall notify the CONTRACTOR when the bins are no longer needed. The CONTRACTOR shall have fifteen (15) calendar days to remove the bins, after which the STATE shall assess storage fees of \$1.00 a bin per day. After thirty (30) calendar days (fifteen (15) calendar days after the removal notice) the bin shall become the property of the STATE.
- 3.10. The STATE reserves the right to place monitoring devices on the bins to verify the CONTRACTOR's compliance with contract requirements.

#### **4. MAINTENANCE OF BINS**

Sections 4.1 to 4.5 apply to regular refuse, cardboard waste and green waste collection. Sections 4.6 to 4.7 apply to the regular refuse collection.

- 4.1. The CONTRACTOR shall oil movable parts (included, but not limited to, hinges and casters) when necessary.
- 4.2. The CONTRACTOR shall provide equipment, water, and other materials required for maintenance.
- 4.3. The CONTRACTOR shall keep bins in good repair and appearance at the CONTRACTOR's own expense.
- 4.4. Any bin deemed by the CA and/or POC to be undesirable shall be replaced with an acceptable bin within three (3) calendar days of notification that the bin is unacceptable. The CONTRACTOR shall be responsible for contacting the CA and/or POC and notification for any action taken to correct the deficiency.
- 4.5. The CONTRACTOR shall ensure that all food service bins are cleaned, sanitized, and deodorized after every pickup.
- 4.6. The CONTRACTOR shall disinfect and deodorize all other bins every sixth week to the complete satisfaction of the CA and/or POC.
- 4.7. In addition to disinfecting and deodorizing bins every sixth week, the CONTRACTOR shall upon request disinfect and deodorize any bin that is soiled with wet rubbish or food

refuse. All disinfecting and deodorizing shall be done at the CONTRACTOR's plant and not at the schools. All bins for schools shall be replaced with a new or refurbished bin whenever requested, but in any event, at least once a year during summer vacation; no exceptions.

## 5. SCHEDULED INSPECTIONS OF BINS

The POC shall inspect all bins during the summer months preceding the new school year. The CONTRACTOR shall inform the CA where and when bins are replaced in order to allow the STATE, to determine adequacy. If the bins are not acceptable, the CONTRACTOR shall replace them within one (1) week of notice.

If the CONTRACTOR fails to replace bins within ten (10) days after being notified of dissatisfaction, either verbally or in writing by the CA and/or POC, then the STATE, shall purchase bins and the CONTRACTOR must pay for any and all resulting costs to the STATE, including but not limited to purchase price, tax(es), delivery, disposal, and transaction costs.

All work done and all materials furnished shall be subject to random periodic inspection and approval by the CA and/or POC to verify that the services rendered are in accordance with requirements and intentions of these Special Conditions, the Specifications, and the General Conditions. The CA and/or POC may require additional information as necessary to maintain a record of the service rendered, and also request that the CONTRACTOR accompany the CA and/or POC on field inspections to be scheduled periodically.

## 6. CUBIC YARDS PER MONTH

The cubic yards of refuse generated per month to be used in invoicing the STATE, each month shall be calculated as follows:

$$\begin{aligned} & \text{cubic yards per day times pickups per week times school weeks} \\ & \quad (\text{cubic yards/day} \times \text{pickups/week} \times \text{school weeks}) + \\ & \text{cubic yards per day times pickups per week times vacation weeks} \\ & \quad (\text{cubic yards/day} \times \text{pickups/week} \times \text{vacation weeks}) = \\ & \quad \text{Total Cubic Yards per Month} \end{aligned}$$

The CONTRACTOR shall submit monthly invoices based on the **actual** cubic yards per month multiplied by the bid price per cubic yard. The cubic yards per month will be adjusted as the number of bins or frequency of pickups increases or decreases, as authorized via the issuance of contract modifications or supplemental contract modifications in writing.

During the contract period, the STATE shall authorize extra pickups or extra bins to accommodate a school's special, one-time needs, but **not** on an ongoing basis. Additional services shall not be performed until prior written approval by the CA and/or POC has been granted. Payment for additional services shall be included on separate monthly invoices and payable at the same bid price per cubic yard. Charges for emergency services shall also be invoiced in this manner.

## 7. COLLECTION AND DISPOSAL

Sections 7.1 to 7.8 apply to regular refuse, cardboard waste and green waste collection. Section 7.9 applies to the regular refuse collection.

- 7.1. Bins shall be emptied completely during collection, with a minimum of spillage. Spillage of any type shall be completely picked up by the CONTRACTOR and the areas left free of any

debris and refuse. Additional bags of refuse that are located adjacent to the bins that are not the result of a missed pickup, shall be picked up as an Extra pickup and [invoiced separately](#) as an Extra and/or Emergency Refuse bid price per cubic yard at the appropriate category rate (regular refuse, recyclable cardboard, green waste). The CONTRACTOR is responsible for picking up all rubbish **including rubbish bags on the ground.**

- 7.2. Makeup for missed pickups shall be completed before 6:00 p.m. Hawaii Standard Time (HST) each scheduled day. If the pickup cannot be made up on the scheduled day, the CONTRACTOR shall notify the school and POC. The method of notification shall be by telephone or email to the POC.
- 7.3. The CONTRACTOR shall publish a Collection Schedule listing 1) school locations, 2) bin quantities and sizes, and 3) number of pick-ups with estimated pickup times for each school. The schedule shall be of sufficient precision to allow the school opportunity to assess the impact of school activities on the refuse collection. The schedule must be submitted within ten (10) business days after finalizing the contract and be approved in writing by the CA within ten (10) business days thereafter and will be maintained by the CA and will be used to record additions or deletions. The CONTRACTOR shall submit to the POC an annual updated inventory of all bins identified as follows: school name, location, size, and quantity. This listing shall be used to update the STATE list.
- 7.4. Once the schedule is published, deviation from the schedule must be approved by the CA.
- 7.5. Extra pickups shall be coordinated with the schools or office by the CA. Notification of extra pickups shall be provided to the CONTRACTOR by the CA. The method of notification shall be determined after the Notice to Proceed has been issued. The CONTRACTOR shall provide written notification (location and quantity) of any unscheduled extra pickups to the CA no later than 6:00 p.m. on the following day. The method of notification shall be determined after the Notice to Proceed has been issued. Verification of the extra pickups may require the submission of driver's logs for the two (2) days prior and two (2) days following the extra pickups.
- 7.6. During normal school hours, the CONTRACTOR shall verbally notify school personnel of any blocked bins that prevent the completion of the school's refuse collection. After notification, the CONTRACTOR shall wait a minimum of ten (10) minutes to allow school personnel to clear the obstruction before leaving the school.
- 7.7. The CONTRACTOR shall NOT wash, rinse or drain liquid from bins onto school property due to health, safety, and the Environmental Protection Agency (EPA) concerns. The CONTRACTOR shall be wholly responsible for any and all costs, fines, damages or other liabilities, foreseen and unforeseen, that may arise from or in connection with such washing, rinsing or draining liquid from bins (or other related containers) onto school property.
- 7.8. The CONTRACTOR shall dispose of all refuse collected by transporting to disposal sites that meet the requirements of local ordinance and regulations applicable to refuse disposal.
- 7.9. Empty refuse bins shall be returned to their stations in a condition that will be safe and accessible to the STATE. Bins with wet garbage or food shall be sprayed with disinfectant and deodorized to minimize maggot and odor problems for the regular refuse collection.



## 8. COLLECTION SCHEDULE

- 8.1. Collections will be made daily, Monday through Friday, in accordance with the Service Schedule attached. Changes in days designated for collection and disposal service (e.g., services may be scheduled for Tuesday a.m. through Saturday a.m.) require prior written approval by the CA and/or POC.
- 8.2. The CONTRACTOR shall submit, **no later than ten (10) business days after finalizing the contract**, a service schedule for each school listed herein, for written approval by the CA. Upon CA's approval, the schedule will be provided to each school. **No payment will be made until the schedule is approved.**
- 8.3. Thereafter, the CONTRACTOR shall adhere to the schedule as approved. The CONTRACTOR shall schedule pickups such that pickups are done approximately the same time of the day consistently throughout the contract (e.g., schools with morning pickups will have morning pickups throughout the contract, schools with afternoon pickups will have afternoon pickups throughout the contract) with the exception of Friday pickups.

The CONTRACTOR shall be advised that all Friday pickups shall be scheduled after 12:30 p.m. Those schools with morning pickups will therefore experience excessive trash on Friday afternoon since these schools will normally have two (2) days of lunch garbage (both Thursday and Friday) in the bin or on the ground.

- 8.4. Collections shall **NOT** be scheduled on school days at public schools during the hours listed below and collections shall not be made earlier than 6:00 a.m., or later than 6:00 p.m.

7:30 a.m. through 8:30 a.m., 11:00 a.m. through 12:30 p.m., and 2:00 p.m. through 3:00 p.m.

Any adjustments to the schedule shall be coordinated between the CONTRACTOR and the CA and/or POC. If pickups are executed after normal school hours (after 4:30 p.m.) and on weekends and/or on state holidays, bins blocked by vehicles will be the CONTRACTOR's responsibility as parking lot control is not maintained after hours.

- 8.5. Hours of collection scheduled for Saturdays and/or on state holidays shall be left to the discretion of the CONTRACTOR. The CONTRACTOR shall be responsible for the pickups even if the bins are blocked or the gates are properly secured, as the school shall not maintain parking lot control after normal school hours. Saturday pickups should be avoided because of security issues. If the CONTRACTOR requires Saturday pickup (for example, Tuesday - Saturday pickups), prior written approval must be obtained from both the CA and/or POC and STATE, School Principal or designee. The CONTRACTOR must, in these cases, provide keys and locks at no cost to the STATE.
- 8.6. If a collection is not made as scheduled, the CONTRACTOR shall reschedule the collection without penalty, provided the make-up collection is done by the 6:00 p.m. of the same day.
- 8.7. **Regular School Vacation Collection Schedule.** For schools operating on a **regular** school and summer schedule, pickups shall be reduced to twice a week for the following vacation periods:
  - 8.7.1. Fall Vacation (1 week)
  - 8.7.2. Winter Vacation (2 weeks)
  - 8.7.3. Spring Vacation (1 week)

8.7.4. Summer Vacation (begins two (2) weeks **after** school ends and ends two (2) weeks **before** school begins for a total of five (5) weeks) i.e., daily pickups shall be provided one (1) week after school ends, twice weekly pickups shall be provided during the five (5) summer weeks, and daily pickups shall be provided one (1) week before school starts. This service shall be provided at the same bid price and/or cubic yard.

The CONTRACTOR shall check with the CA and/or POC or STATE, website ([www.doe.k12.hi.us](http://www.doe.k12.hi.us)) each year for the exact fall, winter, spring, and summer vacation schedules.

8.9. **Summer School Session Collection Schedule.** The CONTRACTOR shall be scheduled to provide three (3) days per week pickup service for those schools with summer school sessions at the same contract price per cubic yard. It shall be the CONTRACTOR's responsibility to obtain from the CA and/or POC or the STATE's website ([www.doe.k12.hi.us](http://www.doe.k12.hi.us)) a listing of schools with summer school.

8.10. **Summer Cafeteria Collection Schedule.** The CONTRACTOR shall be scheduled to provide five (5) days per week service for cafeteria bins for all schools a) with summer meal service or b) with summer school meal service and at the same bid price per cubic yard. All other bins for those schools shall follow the appropriate collection schedule as previously indicated. It shall be the CONTRACTOR's responsibility to obtain from the CA or the STATE's website ([www.doe.k12.hi.us](http://www.doe.k12.hi.us)) a listing of schools with summer meal service.

The failure by the CONTRACTOR to comply with any of the terms of this agreement may result in delay and/or withholding of payment. The parties agree that the particular requirements stated herein are of great importance to the STATE and failure on the CONTRACTOR's part to perform may result in the withholding of payment unless and until the CONTRACTOR performs to STATE's satisfaction by meeting all of these requirements.

## 9. SAFETY PRECAUTIONS

The CONTRACTOR shall perform the work in a safe and cautious manner, since work is usually performed during school hours with work site being accessible to school children. The CONTRACTOR shall comply with all applicable safety regulations promulgated by the Occupational Safety and Health Administration (OSHA), EPA, and other governmental agencies.

The CONTRACTOR shall exercise caution during the execution of the work to prevent damage to any of the buildings, structures or landscaping. The CONTRACTOR shall restore all damage caused by the CONTRACTOR's negligence and at the CONTRACTOR's own expense, upon request by the STATE.

## 10. SECURITY REQUIREMENTS

The CONTRACTOR must be aware of the heightened security conditions at all STATE facilities under this contract. The CONTRACTOR must be aware of and must report to the CA and/or POC any suspicious activity or obvious breach of security in relation to or during the course of the work at any of the STATE facilities. The report must contain as much detailed information as possible. The CONTRACTOR must keep their work areas closed and secured, before, during, and after performing work; any doors and/or gates left open and unsecured may be liable for security breaches.

The CONTRACTOR's vehicles and personnel shall be properly identified with the CONTRACTOR's name, through company signage and/or logos, uniforms, name tags and/or identification cards, as appropriate, to comply with this requirement.

## 11. SERVICE REQUIREMENTS

The STATE shall notify the CONTRACTOR of any subsequent changes in container numbers and locations listed in the Service Schedule and furnish any other pertinent information necessary for the proper administration of the contract.

It is understood and agreed that, in addition to the schools listed herein, the CONTRACTOR shall be required to furnish services specified herein to any new school or any school not listed in this contract, when such services are required. The CONTRACTOR shall be notified of such requirements by a supplemental contract issued by the STATE. The STATE reserves the right to add or delete whole schools or portions of a school (single or multiple bins) to the contract and will make adjustments by supplemental contract. In the event the STATE increases services, the CONTRACTOR must accept the additional bins or services. Any increase or decrease in contract price for additional or deleted services shall be based on the bid price per cubic yard submitted and shall become binding only upon issuance of a supplemental contract by the STATE.

A Service Schedule listing 1) school locations, 2) bin quantities and sizes, and 3) number of pick-ups will be maintained by the CA and/or POC and shall be used to record additions or deletions. The CONTRACTOR shall also submit an annual updated inventory of all bins identified as follows: school and office name, location, size, and quantity. This listing shall be used to update the STATE's list.

## **SPECIAL CONDITIONS**

### **GENERAL INFORMATION**

#### **1. Addenda and Interpretations**

Discrepancies, omissions, or questions related to this solicitation shall be communicated in writing to the Hawaii State Department of Education, Procurement and Contracts Branch (PCB) via facsimile at (808) 675-0133 or e-mail to janice.selga@k12.hi.us for interpretation and must be received no later than (7) calendar days prior to the date fixed for the close of bids.

Interpretation(s), if any, and any supplemental instructions will be in the form of written addenda that will be made available to all HlePRO registered Offerors prior to the date fixed for the close of bids. Failure of any Offeror to receive any such addenda or interpretations shall not relieve the Offeror of any obligation under this solicitation. All addenda issued shall be incorporated into the resulting contract.

#### **2. Scope**

Work under this agreement shall consist of the furnishing of Refuse Collection and Disposal Services for Various Schools of the Hawaii Department of Education on the island of Kauai and shall be in accordance with these Special Conditions, the attached Specifications, and the State of Hawaii's General Conditions AG-008 (latest revision).

#### **3. Contract Administrator**

For purposes of this contract, Patrick Oyadomari, Program Manager or the Program Manager's successor, is designated Contract Administrator (CA). The CA can be contacted by telephone at 808-784-6831, via facsimile at 808-733-2102, or via e-mail at Patrick.Oyadomari@k12.hi.us.

The CA is responsible for:

- 3.1. the terms, conditions, quantities, specifications, scope of services, other contract terms, and all decisions relating to the contract;
- 3.2. monitoring the CONTRACTOR's work, documenting that the CONTRACTOR maintains the required insurance coverage (if applicable), resolving contract disputes and discrepancies, evaluating the work of the CONTRACTOR, assuring the services or goods are delivered as required in the contract, and processing payment for services rendered; and
- 3.3. notifying the Hawaii State Department of Education, PCB in the event of change in scope of work, change in the performance period, increase or decrease in total compensation, and/or changes in any other contract terms.

Notwithstanding the responsibilities set forth hereinabove, any coordination of services falling outside those articulated above shall remain with the head of the purchasing agency, as set forth in the attached General Conditions (see General Conditions, paragraph 1, entitled "Coordination of Services by the STATE.").

The CA has designated Gail Nakaahiki as Point-of-Contact (POC) for this contract. As such, the POC, or their successor, should be the initial contact on all matters related to this contract. The POC can be contacted by telephone at 808-241-3191, via facsimile at 808-274-3508, or via e-mail at Gail.Nakaahiki@k12.hi.us.

**4. Contract Period**

This contract shall commence on July 1, 2024 and shall end on June 30, 2025, subject to availability of funds as specified in the General Conditions.

Beyond June 30, 2025, this contract may be extended for not more than three (3) additional twelve (12)-month periods upon mutual written agreement of the parties, prior to expiration. As each option(s) to extend is mutually agreed upon, the CONTRACTOR shall be required to execute a supplement to the contract for each additional period. The contract price for the extended period shall remain the same or lower than the initial contract price, subject to any price adjustment allowed by the contract.

**OFFEROR INFORMATION**

**5. Offeror's Authority to Bid**

The STATE will not participate in determinations regarding an Offeror's authority to sell a service. If there are any questions or doubts regarding an Offeror's right or ability to obtain and sell a product or to render a service, the Offeror should resolve those issues prior to submitting a bid. If the Offeror's offer meets specifications and is acceptable and the bid price submitted is the lowest bid, the contract will be awarded to that Offeror.

**6. Offeror Qualifications**

In addition to meeting legal and any other requirements of this solicitation, Offeror must meet these qualifications to be considered for award.

6.1. Company Experience

Offerors shall have a minimum of two (2) consecutive years of experience (immediately prior to the bid opening date) in the business of refuse collection and disposal services and upon STATE request, shall certify full compliance with federal and state Department of Transportation (DOT) requirements in the last twelve (12) months. Offerors must be able to produce documentation to substantiate both experience and compliance requirements upon request.

6.2. Office Location

Offeror shall have an office within the County of Kauai from where business is conducted and from where the company is accessible to telephone calls for complaints or requests that need immediate attention. An answering service is not acceptable. Offer shall provide the requested information on Exhibit A.

6.3. Service Facility Location

Offeror shall be capable of furnishing refuse collection and disposal services for the STATE. Therefore, at the time of bidding and during the contract period, Offeror shall maintain a Kauai-based service facility capability of its own or through a third party. Service facility shall include warehousing for a readily available inventory of empty trash bins, trucks, and other equipment as needed or listed in this contract. Offer shall provide the requested information on Exhibit A.

6.4. Personnel

Offeror shall designate at least one (1) employee as the STATE point of contact (POC) for this contract. This individual shall be based in on Kauai and available during regular business hours, Monday through Friday excluding holidays, and shall be capable of answering questions, resolving problems, and providing sales, ordering, and follow-up assistance.

Offeror shall also have the requisite number of Refuse Collectors and/or Truck Drivers assigned to this contract who are regular employees of the Offeror at the time of submission of offer. Offeror shall furnish the above information for refuse collector and/or truck drivers to be assigned to this contract on the Exhibit A.

Failure on the Offeror's part to meet these requirements may result in rejection of bid. These requirements must remain in effect during the entire contract period. Failure to maintain these requirements may result in cancellation of award.

## **7. References**

Offeror shall provide the names of at least three (3) references in the State of Hawaii with whom Offeror has or is currently providing refuse collection and disposal services on a regular basis that is similar in scope and price to the services specified in this solicitation on the Exhibit A. Exhibit A shall be provided to the STATE within three (3) working days from STATE's request. The STATE reserves the right to contact these references to inquire about Offeror's past and/or current performance.

## **8. Site Inspection**

Prior to submittal of an offer, Offeror may inspect the schools to thoroughly familiarize themselves with existing conditions, rules and regulations, and the extent and nature of work to be performed, specifically the location and condition of the school bins, access to the bins, and location of school gates.

Offeror inspection is not mandatory; however, bid submission shall be evidence that the Offeror understands the scope of the project and shall comply with all requirements stated herein, if awarded the contract. Offerors must contact the CA to arrange for an inspection visit. No additional compensation, subsequent to bid opening, shall be allowed by reason of any misunderstanding or error regarding site conditions or work to be performed.

## **9. Responsibility of Offerors**

Offeror is advised that if awarded a contract under this solicitation, Offeror must furnish proof of compliance with the requirements of §103D-310(c), HRS as a pre-requisite to receiving a contract:

- 9.1. Chapter 237, General Excise Tax Law;
- 9.2. Chapter 383, Hawaii Employment Security Law;
- 9.3. Chapter 386, Workers' Compensation Law;
- 9.4. Chapter 392, Temporary Disability Insurance;
- 9.5. Chapter 393, Prepaid Health Care Act; and
- 9.6. Chapter 103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State of Hawaii.

Offeror should refer to the "Contract Execution" provision for further information regarding the above-mentioned requirements.

## **BID PREPARATION**

### **10. Offer Page OF-1**

Offeror is requested to submit the bid under the company's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable, and to indicate exact legal name in the appropriate space on Offer Page OF-1. Failure to do so may delay proper execution of the contract.

The authorized signature on the hard copy Offer Page OF-1 shall be an **original signature in ink**. Ink signatures are not required for electronic submission of a bid on HlePRO. The submission of the bid on HlePRO shall indicate the Offeror's intent to be bound.

**11. Taxable Transaction**

Unless the HRS exempts a person from paying the applicable general excise tax, work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS and Chapter 238, HRS, where applicable. Both out-of-state and Hawaii-based companies are advised that the gross receipts derived from this contract are subject to the general excise tax imposed by Chapter 237, HRS, at the current rate and, where applicable, to tangible property imported into the State of Hawaii for resale, subject to the applicable use tax imposed by Chapter 238, HRS.

Information on the Hawaii State Taxes administered by the Department of Taxation is available online at <http://tax.hawaii.gov>.

**12. Tax Exempt Transaction**

If, however, an Offeror is a person exempt by the HRS from paying the general excise tax and therefore not liable for the taxes on this solicitation, Offeror shall state its tax exempt status and cite the HRS chapter or section allowing the exemption.

For evaluation purposes, pursuant to §103D-1008, HRS, a tax-exempt bid submitted in response to a solicitation shall be increased by the applicable retail rate of general excise tax and the applicable use tax. Under no circumstance shall the dollar amount of the award include the aforementioned adjustment.

**13. Bid Price**

Bid price per cubic yard shall include all costs for labor, equipment (including refuse bins and vehicles), materials, transportation, mileage, supervision, all applicable taxes, all applicable recycling fund and solid waste management surcharges, any reimbursement costs, and any other incidental and operational expenses incurred to provide services as specified herein. Bid prices shall be the all-inclusive cost to the STATE; no other charges will be honored. In case of error in extension of bid price, bid price per cubic yard shall govern.

Bid price per cubic yard for all types of service (regular refuse, recyclable cardboard, and green waste) shall be applicable to additional services as requested by the STATE.

**14. Offeror Information**

Offeror shall provide information regarding its office and service location, the STATE's point-of-contact, on the Exhibit A. Exhibit A shall be provided to the STATE within three (3) working days from STATE's request.

**15. Labor Costs**

Offeror must indicate the percentage of the bid price per cubic yard that represents labor costs on the Exhibit A. This information will be used in calculating price adjustments, if applicable. Exhibit A shall be provided to the STATE within three (3) working days from STATE's request.

**16. Tipping and/or Disposal Fees**

Offeror must indicate on the Exhibit A, the percentage of the bid price per cubic yard that represents County of Kauai tipping and/or disposal fees. This information will be used in

calculating price adjustments, if applicable. Exhibit A shall be provided to the STATE within three (3) working days from STATE's request.

**17. Vehicles**

Offeror shall identify the type and number of vehicles to be used in providing services under this contract on the Exhibit A. Exhibit A shall be provided to the STATE within three (3) working days from STATE's request.

**18. References**

Offeror shall provide the names of at least three (3) references in the State of Hawaii with whom Offeror has or is currently providing refuse collection and disposal services on a regular basis that is similar in scope and price to the services specified in this solicitation on the Exhibit A. Exhibit A shall be provided to the STATE within three (3) working days from STATE's request. The STATE reserves the right to contact these references to inquire about Offeror's past and/or current performance.

**19. Personnel**

Offeror shall designate at least one (1) employee as the STATE point of contact (POC) for this contract. This individual shall be based in on Kauai and available during regular business hours, Monday through Friday excluding holidays, and shall be capable of answering questions, resolving problems, and providing sales, ordering, and follow-up assistance.

Offeror shall also have the requisite number of Refuse Collectors and/or Truck Drivers assigned to this contract who are regular employees of the Offeror at the time of submission of offer. Offeror shall furnish the above information for refuse collector and/or truck drivers to be assigned to this contract on the Exhibit A. Exhibit A shall be provided to the STATE within three (3) working days from STATE's request

**20. Wage Certificate**

Offeror shall complete and submit a *Wage Certificate* by which the Offeror certifies that services required will be performed pursuant to §103-55, HRS. Accordingly, Offeror should consider the public sector wage rates and/or benefits when preparing this bid, as applicable.

Although Item 1 of the *Wage Certificate* may not be applicable to this solicitation if there are no STATE or public sector employees performing work similar to the requirements herein, Item 2 of the certificate is applicable in all situations. Offeror is therefore advised that submission of the *Wage Certificate* is required.

Offeror shall refer to the Wage Certificate clause for additional information regarding this requirement.

**21. Liability Insurance**

Work included under this agreement requires the provision of liability and property damage insurance, to remain in full force and effect during the life of this contract. Offeror shall refer to *Liability Insurance* clause for additional information regarding this requirement.

Accordingly, Offeror should consider these insurance requirements when preparing their offer.

**22. Offer Guaranty**

An offer guaranty (bid bond) is not required for this IFB.



## **BID SUBMITTAL**

### **23. Submission of Bid**

**Offers will be received through the State of Hawaii eProcurement System (HlePRO) Public Procurement Notices Website at <https://hiepro.ehawaii.gov/welcome.html> no later than the date and time stated on the HlePRO.**

Submission of a bid shall constitute an incontrovertible representation by the Offeror of compliance with every requirement of this IFB, and that the IFB documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the work.

Before submitting a bid, each Offeror must:

- 23.1. examine the solicitation documents thoroughly for defects and questionable or objectionable material. Solicitation documents include this IFB, any attachments, plans referred to herein, and any other relevant documentation. Comments must be submitted in writing and received by the Hawaii State Department of Education, PCB no later than seven (7) calendar days prior to the date fixed for the close of bids. This will allow for issuance of addenda, if necessary.
- 23.2. become familiar with state, local, and federal laws, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work.

All bids shall be made through the HlePRO (<https://hiepro.ehawaii.gov/welcome.html>) on the solicitation document(s) available on the HlePRO. Offers shall be completed in accordance with the solicitation instructions, and addenda, if any.

The Specifications, Special Conditions, General Conditions and other documents referenced in or attached to the offer shall be considered a part of the offer submitted, whether or not attached to the offer at the time of submission. Such documents shall not be altered in any way; any alterations so made by the Offeror may result in rejection of the offer.

Offers will be received only until the hour and date set for the close of bids. Unless otherwise stated, Offeror shall submit only one (1) offer. If more than one offer is submitted, all offers shall be rejected for that item.

Hard copies of ALL ORIGINAL OFFER PAGES AND ANY OTHER APPLICABLE DOCUMENTS AS STATED IN THE SOLICITATION must also be received by the Hawaii State Department of Education, Procurement and Contracts Branch, 94-275 Mokuola Street, Room 200, Waipahu, Hawaii 96797, within five (5) working days after the bid closing date.

### **24. Confidential Information**

If an Offeror believes that any portion of Offeror's proposal contains information that should be withheld as confidential, then the Hawaii State Department of Education, PCB should be so advised in writing.

Offeror shall request in writing nondisclosure of designated trade secrets or other proprietary data to be confidential. Such data shall accompany the bid, be clearly marked, and shall be readily separable from the bid in order to facilitate eventual public inspection of the non-confidential portion of the bid.

Pursuant to Section 3-122-58, Hawaii Administrative Rules (HAR), the head of the purchasing agency or designee shall consult with the Department of the Attorney General and make a written determination in accordance with Chapter 92F, Hawaii Revised Statutes (HRS). If the request for confidentiality is denied, such information shall be disclosed as public information, unless the Offeror appeals the denial to the Office of Information Practices in accordance with Section 92F-42(12), HRS.

**25. Certification of Independent Cost Determination**

By submitting a bid in response to this solicitation, Offeror certifies as follows:

- 25.1. The costs in this IFB have been arrived at independently, without consultation, communication, or agreement with any other Offeror, as to any matter relating to such costs for the purpose of restricting competition.
- 25.2. Unless otherwise required by law, the costs which have been quoted in this IFB have not been knowingly disclosed by the Offeror prior to award, directly or indirectly, to any other Offeror or competitor prior to the award of the contract.
- 25.3. No other attempt has been made or will be made by the Offeror to solicit or implore any other person or firm to submit or not to submit a bid in response to this IFB for the purpose of restricting competition.

**26. Acceptance of Bid**

Acceptance of bid, if any, will be made within sixty (60) calendar days after the close of bids and the prices quoted by the Offeror shall remain firm for the sixty day period.

**BID EVALUATION**

**27. Disqualification of Offers**

Any one or more of the following causes will be considered as sufficient for disqualification of the offer:

- 27.1. Hard copy offer not signed by an authorized individual.
- 27.2. More than one offer from an individual, partnership, firm, organization, corporation, joint venture, or other legal entity under the same or different names.
- 27.3. Evidence of collusion among Offerors or prices obviously unbalanced, lack of responsibility and cooperation as shown by past work, being in arrears on existing contracts with the State of Hawaii, or defaulting on previous contract(s).
- 27.4. Lack of proper equipment and/or sufficient experience to perform the work contemplated.
- 27.5. Offer received after specified deadline for close of offers.
- 27.6. Evidence of any noncompliance with any applicable law, any unauthorized additions or deletions, of submission of conditional offer, incomplete offer, or irregularities of any kind which may make the offer incomplete, indefinite, or ambiguous as to its meaning.

**28. Method of Award**

Award, if made, shall be to the responsive and responsible Offeror submitting the lowest **Total Sum Bid Price for (Items 1 through 3)**. If the Total Sum Bid Price of the qualified low bid exceeds allotted funds, the STATE shall have the option to shorten the contract period or delete location(s) to allow award to be made within the allotted funds. Offeror must bid on all items to qualify for award.

In case of error in extension of bid price, bid price per cubic yard shall govern.

**29. Protest**

Pursuant to §103D-701, HRS and §3-126, HAR, "Legal and Contractual Remedies", an actual or prospective offeror who is aggrieved in connection with the solicitation or award may submit a protest. Any protest shall be submitted in writing to the Hawaii State Department of Education's Chief Procurement Officer, c/o the Procurement Office at the Waipahu Civic Center, 94-275 Mokuola Street, Room 200, Waipahu, Hawaii 96797.

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award.

The award(s), if any, resulting from this solicitation shall be posted on the HlePRO and shall be posted on the Hawaii Awards and Notices Data System (HANDS) website at <https://hands.ehawaii.gov/hands/awards>.

**CONTRACT EXECUTION**

**30. Contract Award**

The CONTRACTOR receiving award(s) of \$25,000 or more shall be required to enter into a formal written contract. Performance bonds are not required for this IFB. Upon execution of contract, the Hawaii State Department of Education will issue a fully executed copy to the CONTRACTOR. No work will be undertaken by the CONTRACTOR prior to the commencement date specified on the contract. The STATE is not liable for any work, contract costs, expenses, loss of profits, or any damages whatsoever incurred by the CONTRACTOR prior to official starting date.

**31. Responsibility of CONTRACTOR**

The CONTRACTOR shall furnish proof of compliance with these requirements of §3-122-112, HAR:

- 32.1. Chapter 237, General Excise Tax Law;
- 32.2. Chapter 383, Hawaii Employment Security Law;
- 32.3. Chapter 386, Workers' Compensation Law;
- 32.4. Chapter 392, Temporary Disability Insurance;
- 32.5. Chapter 393, Prepaid Health Care Act; and
- 32.6. One of the following:

- 32.6.1. That CONTRACTOR is registered and incorporated or organized under the laws of the State of Hawaii (hereinafter referred to as a "Hawaii business"); or
- 32.6.2. That CONTRACTOR is registered to do business in the State of Hawaii (hereinafter referred to as a "compliant non-Hawaii business").

The CONTRACTOR may demonstrate compliance by submitting an original consolidated CERTIFICATE OF VENDOR COMPLIANCE issued via the online system, "Hawaii Compliance Express." Detailed information about the system and regarding this online application process can be viewed at: <http://vendors.ehawaii.gov>.

**33. Hawaii Compliance Express.**

A *Certificate of Vendor Compliance* may be obtained through the Hawaii Compliance Express (HCE). This service allows CONTRACTORS to register online through a simple wizard interface

at <http://vendors.ehawaii.gov> . The *Certificate of Vendor Compliance* provides current compliance status as of the issuance date, satisfies requirements of Chapter 103D-310(c), HRS, and is therefore acceptable for contracting purposes. CONTRACTORS that elect to use HCE services are required to pay an annual registration fee of (at least) twelve dollars (\$12.00).

**34. Timely Submission of All Certificates**

The above certificates should be applied for and submitted to the Hawaii State Department of Education, PCB as soon as possible. If a valid certificate is not submitted on a timely basis for award, an offer otherwise responsive and responsible may not receive the award.

**35. Failure to Execute Contract**

Normally, award shall be made within sixty (60) calendar days after the close of bids but in no case will award be made until all necessary investigations are made. After award is made, failure on the CONTRACTOR's part to execute a contract as required within ten (10) calendar days (or such further time as the Superintendent may allow) after the Offeror has received the contract for execution shall be just cause for the annulment of the award. The Superintendent reserves the right to cancel or reject this solicitation or all offers in whole or in part when it is in the best interest of the STATE or to award the contract to the next lowest Offeror or may publish another call for tenders, if the lowest bid is non-responsive to the STATE's needs.

**36. Availability of Funds**

This contract is subject to the availability of funds. Pursuant to Section 103D-309, HRS, except in certain instances, no contract entered into between the STATE and the CONTRACTOR shall be binding or of any force unless the Chief Financial Officer (CFO) certifies that there is an available unexpended appropriation or balance of an appropriation over and above all outstanding contracts sufficient to cover the amount required by the contract.

If the contract calls for performance or payment in more than one fiscal year (July 1 to June 30), the CFO may certify only that portion of the total funds allocated to satisfy the STATE's obligations for payments in the current fiscal year. In that event, the STATE will not be liable for the unpaid balance beyond the end of the current fiscal year, and availability of funds in excess of the amount certified shall be contingent upon future appropriations or special fund revenues. All partially-funded contracts shall be enforceable only to the extent that funds are certified as available. The STATE agrees to notify the CONTRACTOR of such non-allocation at the earliest possible time. The STATE shall not be penalized in the event this provision is exercised. This provision is not meant to permit the STATE to terminate the contract in order to acquire similar equipment from a third party.

**37. Wage Certificate**

Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. The CONTRACTOR is advised that in the event of an increase in wage rates to public employees performing similar work during the contract period, employees shall be paid wages no less than those increased wages.

The CONTRACTOR is obliged to notify its employees performing work under this contract of the provisions of Section 103-55, HRS, and of the current wage rate for public employees performing similar work. The CONTRACTOR may meet this obligation by posting a notice to this effect in the CONTRACTOR's place of business in an area accessible to all employees, or the CONTRACTOR may include such notice with each paycheck or pay envelope furnished to the employee.

Effective July 1, 2024 the basic hourly wages paid to the State positions are as follows:

<u>Class</u>	<u>Hourly Rate</u>
Refuse Collector (BC05)	\$27.09
Truck Driver – Laborer (BC05)	\$27.09
Truck Driver (BC06)	\$28.17
Heavy Truck Driver (BC07)	\$29.30

For more information on the Class Specifications and Minimum Qualifications of the above-referenced Class title, please visit the State of Hawaii Department of Human Resources Development at the following website: <http://dhrd.hawaii.gov/>.

The STATE reserves the right to inspect the CONTRACTOR's wage records to ensure compliance with Section 103-55, HRS.

### **37.1. Services Performed by Laborers and Mechanics.**

37.1.1. The CONTRACTOR or the CONTRACTOR's subcontractor shall give a copy of the rates of wages to each laborer and mechanic employed by the CONTRACTOR at the time each laborer and mechanic is employed; provided that the CONTRACTOR does not have to provide the CONTRACTOR's employees the wage rate schedules where there is a collective bargaining agreement.

37.1.2. The STATE may withhold from the CONTRACTOR so much of the accrued payments as the STATE may consider necessary to pay the laborers and mechanics employed by the CONTRACTOR or any subcontractor on the job site the difference between the required wages and the wages received and not refunded by the laborers and mechanics.

37.1.3. A certified copy of all payrolls shall be submitted weekly to the STATE for review. The CONTRACTOR shall be responsible for the submission of certified copies of the payrolls of all subcontractors. The certification shall affirm that the payrolls are correct and complete, the wage rates contained therein are not less than the applicable rates, and the classifications set forth for each laborer or mechanic conform with the work the laborer or mechanic performed. Any certification discrepancy found by the STATE shall be reported to the CONTRACTOR and the Superintendent to effect compliance.

Payroll records for all laborers and mechanics working at the site of the work shall be maintained by the CONTRACTOR and the CONTRACTOR's subcontractors, if any, during the course of the work and preserved for a period of three (3) years thereafter. The records shall contain the name of each employee, the employee's correct classification, rate of pay, daily and weekly number of hours worked, deductions made and actual wages paid. The CONTRACTOR shall make payroll records available for examination within ten (10) days from the date of a written request by the STATE or any authorized representatives thereof.

### **38. Liability Insurance**

The CONTRACTOR shall maintain in full force and effect, during the life of this contract, liability and property damage insurance. This insurance shall protect the CONTRACTOR and the CONTRACTOR's subcontractors, if any, from claims for damages for personal injury, accidental death and property damage which may arise from operations under this contract, whether such

operations be by the CONTRACTOR or by a subcontractor or anyone directly or indirectly employed by either of them. If any subcontractor is involved in the performance of the contract, the insurance policy or policies shall name the subcontractor as additional insured.

As an alternative to the CONTRACTOR providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, CONTRACTOR may require subcontractor to provide its own insurance which meets the requirements herein. It is understood that a subcontractor's insurance policy(ies) are in addition to the CONTRACTOR's own policy or policies.

The following minimum insurance coverage(s) and limit(s) shall be provided by the CONTRACTOR, including its subcontractor(s) where appropriate:

- Commercial General Liability: \$2,000,000 aggregate  
(Occurrence Form) \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- Workers' Compensation: The CONTRACTOR shall maintain workers' compensation and employer's liability insurance that comply with statutory limits. (if applicable)
- Automobile Liability: \$1,000,000 per accident  
(Combined Single Limit)

General liability and automobile liability policies required by this contract, including a subcontractor's policy, shall contain the following clause:

- 38.1. "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."
- 38.2. "The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the contract, including supplemental agreements. Each insurance policy shall be written by 1) an insurance company licensed to do business in the State of Hawaii, or 2) if not licensed by the State of Hawaii, an insurance company which meets §431:8-301, Hawaii Revised Statutes.

Upon CONTRACTOR's execution of the contract, the CONTRACTOR agrees to deposit with the STATE certificate(s) of insurance necessary to satisfy the STATE that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificate(s) therefore on deposit with the STATE during the entire term of this contract, including those of its subcontractor(s), where appropriate. Upon request by the STATE, CONTRACTOR shall be responsible for furnishing a copy of the policy(ies).

Failure of the CONTRACTOR to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the STATE to exercise any or all of the remedies provided herein.

The procuring of such required insurance shall not be construed to limit CONTRACTOR's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy(ies) of insurance, CONTRACTOR shall be obligated for the full and total amount of any damage, injury, or loss caused by the CONTRACTOR, its employees, officers, or agents, in connection with this Contract.

CONTRACTOR shall notify the STATE, via written notice within twenty-four (24) hours should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration.

**CONTRACT PRICE ADJUSTMENTS**

**All requests for contract price adjustments shall be in writing and shall be addressed and submitted to the Contract Administrator in accordance with the following conditions:**

**39. Adjustment Pursuant to Section 103-55, HRS – Wage Rates**

At the time of contract award, only the current wages of STATE employees performing similar work were known. Should these wages increase during any period of the contract including supplements, the CONTRACTOR may request an increase in contract price. The increase requested must result in increase in wages to the CONTRACTOR's employees performing the work under this agreement, including any increase in benefits required by law that are automatically increased as a result of increased wages, such as federal old age benefits, workers' compensation, temporary disability insurance, unemployment insurance, and prepaid public health insurance.

CONTRACTOR's request for increase must meet the following criteria:

- 39.1. At the time of request, CONTRACTOR shall provide documentation to show that the CONTRACTOR is in compliance with §103-55, HRS, i.e., the employees are being paid no less than the known wages of the STATE position listed herein. Documentation shall include the employees' payroll records and a statement that the employees' services are being engaged for this contract.
- 39.2. At the time of bidding, the CONTRACTOR must have specified on the appropriate Offer page, the percentage of the bid price that represents labor costs. If the CONTRACTOR fails to specify the percentage, the CONTRACTOR's request for increase will not be considered.
- 39.3. Request for increase must be made in writing to the STATE, Department of Education, PCB on a timely basis.
  - 39.3.1. Request for increase for the initial contract period must be made as soon as practicable after the STATE wage agreements are made public. Approval request will be retroactive to the date of increase for STATE employees.
  - 39.3.2. Request for increase for a supplemental period of the contract must be made prior to the start of the supplement. CONTRACTOR should call the Purchasing Specialist named on the cover of this IFB to obtain the current wage information.

Note that if a price adjustment is not requested by the CONTRACTOR for any extended contract period, it cannot be requested during a future extension period. For example, if a price adjustment is requested during the second contract extension period but not during the first contract extension period, the price adjustment, if approved, will include an adjustment for the second extension period only, not both the first and second extension period – it is not retroactive.

If the CONTRACTOR meets the above criteria in its request for contract price increase, the following formula shall be used to calculate the increase.

First Increase:  $WI = (XY) (Z) + FB$

Subsequent Increase(s):  $WI = AZ + FB$

Whereby

WI	=	Dollar amount increase in Bid Price/Cubic Yard due to an increase in state wages occurring subsequent to bid opening date;
X	=	Original Bid Price/Cubic Yard;
Y	=	Percentage of Bid Price/Cubic Yard designated by Contractor as representing labor cost;
Z	=	Percentage increase in wages paid to state employees performing similar work
FB	=	Additional costs for those benefits required by statute, directly related to the allowed increase in wages paid to Contractor's employees;
A	=	That portion of the current Bid Price/Cubic Yard representing wages (this amount is X times Y plus any previous increase(s) in Bid Price/Cubic Yard resulting from increase in state wages).

In order to be considered for price adjustment, Offeror must indicate on the appropriate Offer page the percentage of the unit price offer that represents labor. The percentage will not change during the term of the contract, including the extension period, and will be used to calculate the increase in price allowed herein.

The increase shall be reflected in either a contract modification or in the supplemental agreement issued for any extended period of the initial contract.

#### **40. Adjustment Pursuant to Increase in Tipping and/or Disposal Fees**

Offerors shall include in their bid prices, the cost for the County of Kauai tipping and/or disposal fee. If the County's tipping and/or disposal fees are increased, the CONTRACTOR may request adjustment(s) to the contracted bid price per cubic yard, subsequent to bid opening provided the request is made in writing to the Procurement Officer. Documentation of tipping and/or disposal fee increase(s) satisfactory to the STATE, Department of Education, must be submitted with the request.

- 40.1. At the time of bidding, the CONTRACTOR must have specified on the appropriate Offer page, the percentage of the bid price that represents Disposal Fees. If the CONTRACTOR fails to specify the percentage, the CONTRACTOR's request for increase will not be considered.
- 40.2. Request for increase must be made in writing to the STATE, Department of Education, PCB on a timely basis.
  - 40.2.1. Request for increase for the initial contract period must be made as soon as practicable after the increase in Tipping and/or Disposal Fees. Approval request will be retroactive to the date of increase for Tipping and/or Disposal Fees.
  - 40.2.2. Request for increase for a supplemental period of the contract must be made prior to the start of the supplement.

Note that if a price adjustment is not requested by the CONTRACTOR for any extended contract period, it cannot be requested during a future extension period. For example, if a price adjustment is requested during the second contract extension period but not during the first contract extension period, the price adjustment, if approved, will include an adjustment for the second extension period only, not both the first and second extension period – it is not retroactive.

If the CONTRACTOR meets the above criteria in its request for contract price increase, the following formula shall be used to calculate the increase.



First Increase:  $LI = (XY) \times (Z)$

Subsequent Increase(s):  $LI = AZ$

whereby, LI = Dollar amount increase in contract price per cubic yard due to an increase in the County of Kauai tipping and/or disposal fees occurring subsequent to bid opening date;

X = Original contract price per cubic yard;

Y = Percentage of bid price per cubic yard designated by CONTRACTOR as representing the County of Kauai tipping and/or disposal fees and solid waste management fees if applicable;

Z = Percentage increase in the County of Kauai tipping and/or disposal fees and; solid waste management fees if applicable;

A = Portion of the current contract price per cubic yard representing tipping and/or disposal fees and; solid waste management fees if applicable; (this amount is X multiplied by Y plus any previous increase(s) in contract price per cubic yard resulting from increase(s) in the County of Kauai tipping and/or disposal fees).

In order to be considered for price adjustment, Offeror must indicate on the appropriate Offer page the percentage of the unit price offer that represents Tipping and/or Disposal Fees. The percentage will not change during the term of the contract, including the extension period, and will be used to calculate the increase in price allowed herein.

The increase shall be reflected in either a contract modification or in the supplemental agreement issued for any extended period of the initial contract.

**41. Adjustment Pursuant to Change in the Number of Pickups or Containers**

The total contract price is based on the maximum amount of refuse to be generated per contract period. The STATE reserves the right to increase or decrease the number of pickups and/or bins at the same bid price. These increases and decreases shall be made only upon written authorization and approval of a supplemental contract for permanent changes to the current collection schedule. The STATE also reserves the right to request additional and sporadic services (e.g., extra pickups or extra bins) not specified herein or not incorporated into the contract by supplemental contract. All additional costs resulting from changes in refuse pickups or the number of refuse bins shall be computed based the current bid price per cubic yard.

**42. New Locations**

The STATE reserves the right to add new schools to the contract. The new schools shall be serviced only upon authorization by the Procurement Officer and the additional cost per month shall be calculated based on the bid price per cubic yard.

**43. Emergency Calls**

CONTRACTOR agrees to make unscheduled collections upon request by the Contract Administrator or Point of Contact. Such "emergency calls" shall be completed within twenty-four (24) hours after notification. The bid price per cubic yard will be used as the basis for "emergency call" charges.

## **PERFORMANCE OF CONTRACT**

### **44. Authority of the Hawaii State Department of Education**

The Hawaii State Department of Education shall decide all questions which may arise as to the work performed, as to the manner of such performance, as to the interpretation of any term, condition or provision, as to the applicability and interpretation of any law, rule or regulation, policies and procedures, as to compensation, or additional reason to service, and as to any other matter which may arise under the contract. The decision of the Hawaii State Department of Education in such matters shall be final provided that decision is not in violation of law and not arbitrary, capricious or characterized by abuse of discretion.

### **45. Inspections**

All work done and all materials furnished shall be subject to random periodic inspection and approval by the CA to verify that the services rendered are in accordance with requirements and intentions of these Special Conditions, the Specifications, and the General Conditions. The CA may require additional information as necessary to maintain a record of the service rendered, and also request that the CONTRACTOR accompany by the CA on field inspections to be scheduled periodically.

### **46. Relief Available to STATE**

In addition to all rights and remedies available to the STATE provided in this Contract or otherwise provided under law, if the CONTRACTOR is in non-compliance with contract requirements, the STATE may:

- 46.1. Suspend Payments – Temporarily withhold or disallow all or part of the billing cost and/or payments pending correction of a deficiency or a non-submission of a required deliverable by the CONTRACTOR;
- 46.2. Suspend Referrals – Suspend referrals to the CONTRACTOR should the CONTRACTOR fail to comply with any of the requirements or other term(s) or condition(s) of this Contract and, further, the STATE may maintain the suspension of referrals until such time as the deficiency or non-compliance is corrected and the CONTRACTOR's corrective actions are determined to be acceptable by the STATE; and
- 46.3. Seek Reimbursement – Seek reimbursement from the CONTRACTOR or withhold future payments for any funds paid to the CONTRACTOR subsequent to a determination that such was unauthorized, fraudulently obtained, or inappropriately billed.
- 46.4. Seek Market Value – In the event the CONTRACTOR fails, refuses or neglects to perform the services in accordance with the requirements of these Special Conditions, the Scope of Services or the General Conditions, the STATE reserves the right to purchase, in the open market, a corresponding quantity of the services specified herein and to deduct from any monies due or that may thereafter become due to the CONTRACTOR, the difference between the price named in the contract and the actual cost to the STATE. In case any money due the CONTRACTOR is insufficient for said purpose, the CONTRACTOR shall pay the difference upon demand from the STATE. The STATE may also utilize all other remedies provided by law.

### **47. Confidentiality Obligations**

While performing under this agreement, the CONTRACTOR may receive, be exposed to or acquire confidential information. Such information may include names, addresses, telephone numbers, birthdates, social security numbers, medical information, and other educational,

student, or personal employment information. The information may be in written or oral form, fixed in hard copy or contained in a computer database or computer readable form. Hereinafter, such language shall be collectively referred to as "Confidential Information."

The CONTRACTOR, including its employees, agents, representatives, and assigns shall abide by the following with regards to Confidential Information: (i) They shall not disclose to any unauthorized party any Confidential Information, except as specifically permitted by the STATE and subject to the STATE's limitations on confidentiality of information and relevant legal requirements of the State to include, but not limited to the Family Educational Rights and Privacy Act ("FERPA"). Permission will be granted through a formal written agreement concerning the disclosure of personally identifiable information (PII) from student education records, signed by the STATE and the CONTRACTOR, and must be provided as an attachment to this agreement; (ii) They shall only permit access to Confidential Information to employees, agents, representatives, and assigns having a specific need to know in connection with performance under this agreement; and (iii) They shall advise each of their employees, agents, representatives, and assigns of their obligations to keep such Confidential Information confidential in compliance with all relevant state and federal laws.

CONTRACTOR, its employees, agents, representatives, or assigns shall ensure the security of the Confidential Information. The CONTRACTOR shall provide the STATE with a list of individuals (by name and position) who are authorized to handle the Confidential Information (hereinafter referred to as "Authorized Handlers"). Authorized Handlers shall ensure the security of the Confidential Information. Only Authorized Handlers shall have access to the Confidential Information, which will be kept on password protected computers with the hard copy documents kept in a locked file cabinet. CONTRACTOR shall ensure that procedures exist to prohibit access to the Confidential Information by anyone other than an Authorized Handler.

CONTRACTOR will be responsible for safeguarding the confidentiality of all Confidential Information it receives from the STATE and shall safeguard and protect such documents from unauthorized use, handling, or viewing. CONTRACTOR shall be liable to the STATE and to any person whose records the CONTRACTOR receives custody of under this agreement for records protection for any unpermitted release, viewing, or loss of such records. CONTRACTOR shall assume liability responsibility for records protection and for the inappropriate or unlawful release of Confidential Information. CONTRACTOR shall return all documents containing Confidential Information upon completion of the services CONTRACTOR is contracted to provide under this agreement.

- 47.1 Prior Written Approval: CONTRACTOR may not i) share Confidential Information or any other data received under this agreement, ii) publish, or iii) distribute such information without the prior written approval of the STATE.
- 47.2 In the event of termination of this agreement, CONTRACTOR shall return to STATE all Confidential Information, including student information, received under this agreement and further agrees to destroy any and all copies of, or references to, any Confidential Information, including student information, shared by STATE as a result of this agreement. CONTRACTOR shall certify in writing that all such copies have been destroyed or returned to the STATE.

#### **48. Exclusion of Specific Workers**

The STATE reserves the right to require the CONTRACTOR to remove an employee, agent, subcontractor or volunteer (Worker) from performing work under this contract. The Contract Administrator shall notify the CONTRACTOR in writing and this exclusion of a specific Worker(s) shall take effect as indicated on the notice. The CONTRACTOR may appeal this decision to the Contract Administrator, in writing within ten (10) working days of receipt of the notice. Removal of the employee, agent, subcontractor or volunteer shall remain in effect pending the outcome of the

appeal. This provision shall not infringe upon the right of the CONTRACTOR to employ the removed individual, but shall apply to any work requiring interaction with the STATE, its employees or students.

**49. Records Retention**

Should the CONTRACTOR be aware of or be made aware of any dispute, disagreement, or request relating to the files, books, or records prior to their destruction, the CONTRACTOR shall retain the files, books, and records until said dispute, disagreement, or request has been fully resolved, including any potential lawsuits or appeals. Said files, books, and records may thereafter be destroyed upon obtaining the agreement of the STATE.

**PAYMENT**

**50. Invoicing**

CONTRACTOR shall submit original invoice to the following address:

Hawaii State Department of Education  
Auxiliary Services Branch  
c/o Kauai District Office  
3060 Eiwa Street Room 305  
Lihue, HI 96766  
Attention: Gail Nakaahiki

Invoice should reference both the contract number and the solicitation number.

**51. Payment**

Section 103-10, HRS, provides that the STATE shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. For this reason, the STATE may reject any bid submitted with a condition requiring payment within a shorter period. Further, the STATE may 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, which requires payment within a shorter period or interest payment not in conformance with statute.

The **final payment** on the contract shall be for services rendered during the billing period just prior to the contract anniversary date.

The following shall accompany the final payment invoice:

- 51.1. A valid (not over 2 months old) and **original Tax Clearance Certificate** (TCC) must accompany the final payment invoice. In accordance with Section 103-53, HRS, all the CONTRACTORS must provide a TCC from the State of Hawaii Department of Taxation and the U.S. Internal Revenue Service as a prerequisite to receipt of final payment.
- 51.2. The *Certification of Compliance for Final Payment* (DOE Form-22) with an original signature of an authorized representative of the CONTRACTOR.
- 51.3. In lieu of the above, the CONTRACTOR may submit an original *Certificate of Vendor Compliance* as issued via the online system, also referred to as "Hawaii Compliance Express". Details regarding this online application process can be viewed at: <http://vendors.ehawaii.gov/hce/>.

## **APPROVALS**

### **52. State of Hawaii's General Conditions**

The Special Conditions shall serve to supplement the General Conditions; both documents remain part of the contract with full force and effect. In the case of a conflict between the General Conditions and Special Conditions, the Special Conditions shall control to the extent necessary to resolve the conflict.

### **53. Approvals**

Any agreement arising out of this offer may be subject to the approval of the Department of the Attorney General as to form, and is subject to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

Offeror: \_\_\_\_\_

**EXHIBIT A**  
**OFFEROR INFORMATION**

Offeror shall provide the Exhibit A, including attachments if applicable, within three (3) working days from STATE's request.

A. Percentage of bid price per cubic yard that represents **labor** costs: \_\_\_\_\_%

B. Percentage of bid price per cubic yard that represents County **tipping/disposal fee**, if applicable: \_\_\_\_\_%

C. List of vehicles assigned to this contract:

	<u>Description</u>	<u>Capacity (tons)</u>	<u>License No.</u>
1.	_____		
2.	_____		
3.	_____		
4.	_____		

D. Offeror shall provide information regarding **Company Experience**:

a. Number of consecutive years of experience (immediately prior to bid opening date) in the business of refuse collection and disposal services: \_\_\_\_\_ years

b. Offeror certifies full compliance with federal and state DOT requirements within the last twelve (12) months (immediately prior to the bid opening): Yes \_\_\_\_\_ No \_\_\_\_\_

E. Offeror shall provide the following **Office Location**:

Contact Name: \_\_\_\_\_  
Office  
Street Address (on Kauai): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Cell Telephone: \_\_\_\_\_

Fax No: \_\_\_\_\_ (Answering service and/or machine is not acceptable)

F. Offeror shall provide the following **Service Facility Location**:

Contact Name: \_\_\_\_\_  
Service Facility  
Street Address (on Kauai): \_\_\_\_\_

Offeror: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Cell Telephone: \_\_\_\_\_

Fax No: \_\_\_\_\_

**G. Offeror Personnel**

Offeror shall designate at least one (1) employee as the STATE point of contact (POC) for this contract. This individual shall be based in Kauai and available during regular business hours, Monday through Friday excluding holidays, and shall be capable of answering questions, resolving problems, and providing sales, ordering, and follow-up assistance. Offer shall provide the requested information on Exhibit A.

Point of Contact (POC) Name \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

**H. List of Refuse Collectors and/or Truck Drivers Assigned to this Contract**

Offeror shall list all employees who will be servicing this contract (e.g. Refuse Collector, Truck Driver) and include the number of years with the company. Offer shall provide the requested information on Exhibit A.

	Name	Number of Years with Company
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

**I. References**

Offeror shall provide the names of at least three (3) references in the State of Hawaii with whom Offeror has or is currently providing refuse collection and disposal services on a regular basis that is similar in scope and price to the services specified in this solicitation on the Exhibit A. Exhibit A shall be provided to the STATE within three (3) working days from STATE's request. The STATE reserves the right to contact these references to inquire about Offeror's past and/or current performance.

Offeror: \_\_\_\_\_

	<u>Name</u>	<u>Address</u>	<u>Contact</u>	<u>Telephone</u>	<u>Annual Value</u>
1.	_____	_____	_____	_____	\$ _____
2.	_____	_____	_____	_____	\$ _____
3.	_____	_____	_____	_____	\$ _____
					<b>Total Combined Annual Value: \$ _____</b>



# KAUAI SCHOOLS REFUSE PICKUP 2024-2025

## SERVICE SCHEDULE DURING SCHOOL SESSION SY2024-2025

*The following service schedule represents the DOE's requirements during the regular school year*

	6 CUBIC YARD CONTAINER					3 CUBIC YARD CONTAINER					TOTALS DURING SESSION	
	5 / WK	3 / WK	2 / WK	1 / WK	CU. YDS/WK	5 / WK	3 / WK	2 / WK	1 / WK	CU. YDS/WK	TTL CU. YDS/WK	TTL CU. YDS
Eleele Elementary		1			18			2		12	30	1,290
Hanalei Elementary		1			18		1			9	27	1,161
Kalaheo Elementary					0	1	1			24	24	1,032
Kamakahelei Middle					0	1	1			24	24	1,032
Kapaa Elementary					0	2	1			39	39	1,677
Kapaa High	1		1		42		1			9	51	2,193
Kapaa Middle	1				30					0	30	1,290
Kauai High	1				30	1		3		33	63	2,709
Kaumualii Elementary					0	1	1			24	24	1,032
Kekaha Elementary	1				30				1	3	33	1,419
Kilauea Elementary					0		1	1		15	15	645
Koloa Elementary		1			18	1				15	33	1,419
Waimea Canyon					0	1	2			33	33	1,419
Waimea High					0	1	2	1		39	39	1,677
Wilcox Elementary	1				30					0	30	1,290
<b>Session Totals</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>216</b>	<b>9</b>	<b>11</b>	<b>7</b>	<b>1</b>	<b>279</b>	<b>495</b>	<b>21,285</b>

## SERVICE SCHEDULE DURING BREAKS

*The following service schedule represents the DOE's requirements during breaks in the school year*

	6 CUBIC YARD CONTAINER					3 CUBIC YARD CONTAINER					TOTALS DURING BREAK	
	5 / WK	3 / WK	2 / WK	1 / WK	CU. YDS/WK	5 / WK	3 / WK	2 / WK	1 / WK	CU. YDS/WK	TTL CU YDS /WK	TTL CU. YDS
Eleele Elementary				1	6				2	6	12	108
Hanalei Elementary					0		1			9	9	81
Kalaheo Elementary					0			2	1	15	15	135
Kamakahelei Middle					0			2		12	12	108
Kapaa Elementary					0		1	1	1	18	18	162
Kapaa High				2	12			1	1	9	21	189
Kapaa Middle			1		12					0	12	108
Kauai High			1		12		1	2	2	27	39	351
Kaumualii Elementary					0		1	1		15	15	135
Kekaha Elementary			1		12				1	3	15	135
Kilauea Elementary					0			1	1	9	9	81
Koloa Elementary				1	6			1		6	12	108
Waimea Canyon					0		1	2		21	21	189
Waimea High					0		1	2	1	24	24	216
Wilcox Elementary			1	1	18					0	18	162
<b>Break Totals</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>78</b>	<b>0</b>	<b>6</b>	<b>15</b>	<b>10</b>	<b>174</b>	<b>252</b>	<b>2,268</b>

<b>TOTAL</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>294</b>	<b>9</b>	<b>17</b>	<b>22</b>	<b>11</b>	<b>453</b>	<b>747</b>	<b>23,553</b>
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# KAUAI SCHOOLS REFUSE PICKUP 2024-2025

The 2024-2025 school year is comprised of 40 weeks of instruction with 12 weeks of breaks. Due to the needs of schools, the exact schedule for the period July 1, 2024 to June 30, 2025 is as follows:

## Schedule for Kauai Schools Refuse Pickup

From	To	Status	Session Weeks	Break Weeks
July 1, 2024	July 20, 2024	Break		3
July 22, 2024	August 3, 2024	Break but follow Session Schedule	2	
August 5, 2024	October 5, 2024	Session	9	
October 7, 2024	October 12, 2024	Fall Break		1
October 14, 2024	December 21, 2024	Session	10	
December 23, 2024	January 4, 2025	Winter Break & Semester Break Day		2
January 6, 2025	March 15, 2025	Session	10	
March 17, 2025	March 22, 2025	Spring Break		1
March 24, 2025	May 31, 2025	Session	10	
June 2, 2025	June 14, 2025	Break but follow Session Schedule	2	
June 16, 2025	June 28, 2025	Break		2
		<b>Total</b>	<b>43</b>	<b>9</b>

*Summer Break*            5 weeks (9 weeks - 4 weeks that are breaks but follow session schedule)

*Fall Break*                1 week

*Winter Break*            2 weeks

*Spring Break*            1 week

**No Refuse Pickup on state holidays**

**No Refuse Pickup on teacher only days - January 6, 2025 & Teacher Institute Day (Feb 2025 TBD)**

# KAUAI SCHOOLS REFUSE PICKUP 2024-2025

## CARDBOARD SERVICE SCHEDULE DURING SCHOOL SESSION SY2024-2025

*The following service schedule represents the DOE's requirements during the regular school year*

	6 Cubic Yard	3 Cubic Yard	3 Cubic Yard	TOTALS AUGUST TO MAY	
	1 / WK	2 / WK	1 / WK	TTL CU. YDS/WK	TTL CU. YDS
Eleele Elementary			1	3	129
Hanalei Elementary			1	3	129
Kalaheo Elementary			1	3	129
Kamakahahei Middle			1	3	129
Kapaa Elementary			1	3	129
Kapaa High		1		6	258
Kapaa Middle			1	3	129
Kauai High		1		6	258
Kaumualii Elementary			1	3	129
Kekaha Elementary			1	3	129
Kilauea Elementary			1	3	129
Koloa Elementary			1	3	129
Waimea Canyon			1	3	129
Waimea High		1		6	258
Wilcox Elementary	1			6	258
<b>Totals</b>	<b>6</b>	<b>18</b>	<b>33</b>	<b>57</b>	<b>2,451</b>

## CARDBOARD SERVICE SCHEDULE DURING SUMMER BREAK

*The following service schedule represents the DOE's requirements during summer break*

	6 Cubic Yard	3 Cubic Yard	3 Cubic Yard	TOTALS JULY & JUNE	
	2 / MO	4 / MO	2 / MO	TTL CU. YDS/MO	TTL CU. YDS
Eleele Elementary			1	6	12
Hanalei Elementary			1	6	12
Kalaheo Elementary			1	6	12
Kamakahahei Middle			1	6	12
Kapaa Elementary			1	6	12
Kapaa High		1		12	24
Kapaa Middle			1	6	12
Kauai High		1		12	24
Kaumualii Elementary			1	6	12
Kekaha Elementary			1	6	12
Kilauea Elementary			1	6	12
Koloa Elementary			1	6	12
Waimea Canyon			1	6	12
Waimea High		1		12	24
Wilcox Elementary	1			12	24
<b>Totals</b>	<b>12</b>	<b>36</b>	<b>66</b>	<b>114</b>	<b>228</b>

<b>TOTALS</b>					<b>2,679</b>
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# KAUAI SCHOOLS REFUSE PICKUP 2024-2025

## GREEN WASTE SERVICE SCHEDULE SY2024-2025

*The following service schedule represents the DOE's requirements during the calendar year*

	6 Cubic Yard	6 Cubic Yard	3 Cubic Yard	3 Cubic Yard	3 Cubic Yard	GREEN WASTE TOTALS	
	2 / MONTH	1 / MONTH	1 / MONTH	2 / MONTH	4 / MONTH	TTL CU. YDS/MONTH	TTL CU. YDS for 12 months
Eleele Elementary				1		6	72
Hanalei Elementary			1			3	36
Kalaheo Elementary			1			3	36
Kamakahahelei Middle		1				6	72
Kapaa Elementary				1		6	72
Kapaa High				1		6	72
Kapaa Middle				1		6	72
Kauai High	1	1				18	216
Kaumualii Elementary				1		6	72
Kekaha Elementary				1		6	72
Kilauea Elementary			1			3	36
Koloa Elementary			1			3	36
Waimea Canyon				1		6	72
Waimea High					1	12	144
Wilcox Elementary			1			3	36
<b>Totals</b>	<b>12</b>	<b>12</b>	<b>15</b>	<b>42</b>	<b>12</b>	<b>93</b>	<b>1,116</b>

## KAUAI SCHOOLS REFUSE PICKUP 2024-2025

	<b>CONTACT PERSON</b>	<b>EMAIL ADDRESS</b>	<b>PHONE/FAX#</b>	<b>ADDRESS</b>
ELE'ELE ELEM	Allison Carveiro, Principal Jessica Gomes, TA SASA Johnny Vaivao, TA Head Custodian	allison.carveiro@k12.hi.us jessica.gomes@k12.hi.us johnny.vaivao@k12.hi.us	335-2111 OFFICE 335-8415 FAX	4750 ULIU LI ROAD ELE'ELE, HI 96705
HANA LEI ELEM	Deena Moraes, Principal Elizabeth Coleman, TA SASA James Avilla, Head Custodian	deena.moraes@k12.hi.us elizabeth.coleman@k12.hi.us james.avilla@k12.hi.us	826-4300 OFFICE 826-4302 FAX	5-5415 KUHIO HWY HANA LEI, HI 96714
KALAHEO ELEM	Brian Godsill, Principal Karin Bukoski-Tecson, SASA Leah Bacle-Toledo, Head Custodian	brian.godsill@k12.hi.us karin.bukoski-tecson@k12.hi.us leah.hiramoto_bacle_toledo@k12.hi.us	332-6801 OFFICE 332-6804 FAX	4400 MAKAA RD KALAHEO, HI 96741
KAPAA ELEMENTARY	Salynn Gonsalves, Principal Jennifer Barretto, SASA Charlene McGee, Head Custodian	salynn.gonsalves@k12.hi.us jennifer.barretto@k12.hi.us charlene.mcgee@k12.hi.us	821-4424 OFFICE FAX 821-4431	4886 KAWAIHAU RD KAPAA, HI 96746
KAPA'A MIDDLE	Paul Zina, Principal Stacy Texeira, SASA Wanda Ibia, Head Custodian	paul.zina@k12.hi.us stacy.mizutani-texeira@k12.hi.us wanda.ibia@k12.hi.us	821-4460 OFFICE 821-6967 FAX	4867 OLOHENA RD KAPA'A, HI 96746
KAPA'A HIGH	Tommy John Cox, Principal Kerrileen (Nani) Lizama, SASA Andrew Winchester, Head	tommy.cox@k12.hi.us nani.lizama@k12.hi.us andrew.winchester@k12.hi.us	821-4400 OFFICE 821-4420 FAX	4695 MAILIHUNA RD KAPA'A, HI 96746
CHIEFESS KAMAKAHELEI MIDDLE	Jean Morris, Principal Lulu Cummings, SASA Jaime Villon, Head Custodian	jean.morris@k12.hi.us lucia.cummings@k12.hi.us jaime.villon@k12.hi.us	241-3200 OFFICE 241-3210 FAX	4431 NUHOU ST LIHU'E, HI 96766
KAUAI HIGH	Marlene Leary, Principal Marlene Wong, SASA Alex Dalisay, Head Custodian	marlene.leary@k12.hi.us marlene.wong@k12.hi.us alejandro.dalisay@k12.hi.us	274-3160 OFFICE 274-3170 FAX	3577 LALA RD LIHU'E, HI 96766
KING KAUMUALI'I ELEM	Jason Yoshida, Principal Cathy Haraguchi, SASA Randal Gusman, Head Custodian	jason.yoshida@k12.hi.us cathy.haraguchi@k12.hi.us randal.gusman@k12.hi.us	241-3150 OFFICE 241-3159 FAX	4380 HANAMA'ULU RD LIHUE, HI 96766
KEKAHA ELEM	Joseph Hicks, Principal Maile Reinhardt, SASA Parnell Legaspi, Head Custodian	joseph.hicks@k12.hi.us maile.reinhardt@k12.hi.us parnell.legaspi@k12.hi.us	337-7655 OFFICE 337-7657 FAX	8140 KEKAHA ROAD KEKAHA, HI 96752
KILAUEA ELEM	Fig Mitchell, Principal Jeana Nakamura, SASA Mitsu Yokotake, Head Custodian	fig.mitchell@k12.hi.us jeana.nakamura@k12.hi.us roswell.yokotake@k12.hi.us	828-1212 OFFICE 828-2034 FAX	2440 KOLO RD KILAUEA, HI 96754
KOLOA ELEM	Leila.Maeda-Kobayashi, Principal Wendy I Nakamura, SASA Kealii Inouye, Head Custodian	leila.maeda-kobayashi@k12.hi.us wendy.i.nakamura@k12.hi.us kealii.inouye@k12.hi.us	742-8460 OFFICE 742-8466 FAX	3223 PO'IPU RD KOLOA, HI 96756
WAIMEA CANYON MIDDLE	Ray Carvalho, Principal Keone Tango, SASA Adele Kanahale, Head Custodian	ray.carvalho@k12.hi.us keone.tango@k12.hi.us adelaida.kanahale@k12.hi.us	338-6830 OFFICE 338-6832 FAX	9555 HUAKAI STREET WAIMEA, HI 96796
WAIMEA HIGH	Mahina Anguay, Principal Roslynn Samio, SASA Vanessa Akana, Head Custodian	mahina.anguay@k12.hi.us roslynn.samio@k12.hi.us vanessa.akana@k12.hi.us	338-6800 OFFICE 338-6807 FAX	9707 TSUCHIYA ROAD WAIMEA, HI 96796
WILCOX ELEM	Corey Nakamura, Principal Shanlyn Apilado, SASA William Silva, Head Custodian	corey.nakamura@k12.hi.us shanlyn.apilado@k12.hi.us william.silva@k12.hi.us	274-3150 OFFICE 274-3152 FAX	4319 HARDY ST LIHU'E, HI 96766

# Hawaii State Department of Education 2024-2025 OFFICIAL SCHOOL CALENDAR

**Teachers' Work Year** - 1st Semester: July 30, 2024 - January 6, 2025; 2nd Semester: January 7, 2025 - June 2, 2025

**Students' Work Year** - 1st Semester: August 5, 2024 - December 20, 2024; 2nd Semester: January 7, 2025 - May 30, 2025

Week	Student	Teacher	Su	M	T	W	Th	F	Sa		
Days	Days										
0	0		<b>July 2024</b>								
1	0	4	21	22	23	24	25	26	27	<b>1st SEMESTER - 89 Student Days (Ends December 20)</b>	
2	5	9	28	29	30	31	1	2	3	July 30: Teachers' First Day	
3	9	13	<b>August</b>								
4	14	18	4	5	6	7	8	9	10	July 30 - August 2: Teacher Work Days (no students)	
5	19	23	11	12	13	14	15	16	17	August 5: Students' First Day	
6	23	27	18	19	20	21	22	23	24	August 16: Statehood Day	
7	28	32	25	26	27	28	29	30	31	Q1 43 days  Ends Oct. 4	
8	33	37	<b>September</b>								
9	38	42	1	2	3	4	5	6	7	September 2: Labor Day	
10	43	47	8	9	10	11	12	13	14		
11			15	16	17	18	19	20	21		
12	48	52	22	23	24	25	26	27	28		
13	53	57	29	30	1	2	3	4	5		
14	58	62	<b>October</b>								
15	62	66	6	7	8	9	10	11	12	October 7-11: Fall Break***	
16	66	70	13	14	15	16	17	18	19		
17	69	73	20	21	22	23	24	25	26		
18	74	78	27	28	29	30	31	1	2		
19	79	83	<b>November</b>								
20	84	88	3	4	5	6	7	8	9	November 5: Election Day	
21	89	93	10	11	12	13	14	15	16	November 11: Veterans' Day	
22			17	18	19	20	21	22	23	November 28: Thanksgiving	
23			24	25	26	27	28	29	30	November 29: School Holiday****	
24	93	98	<b>December</b>								
25	98	103	1	2	3	4	5	6	7	December 23-January 6: Winter Break****/****	
26	102	107	8	9	10	11	12	13	14		
27	107	112	15	16	17	18	19	20	21		
28	112	117	22	23	24	25	26	27	28		
29	116	122	29	30	31	1	2	3	4	<b>2nd SEMESTER - 93 Student Days (Ends May 30)</b>	
30	120	126	5	6	7	8	9	10	11	December 25: Christmas	
31	125	131	12	13	14	15	16	17	18	January 1: New Year's Day	
32	130	136	19	20	21	22	23	24	25	January 6: Teacher Workday (no students*)	
33	135	141	26	27	29	28	29	30	1	January 20: Dr. Martin Luther King Jr Day	
34			<b>February</b>								
35	139	145	2	3	4	5	6	7	8	February 10-14: Institute Day	
36	144	150	9	10	11	12	13	14	15	(One day with no students during the week.)	
37	149	155	16	17	18	19	20	21	22	Date for each island TBD.)	
38	153	159	23	24	25	26	27	28	1	February 17: Presidents' Day	
39	158	164	<b>March</b>								
40	163	169	2	3	4	5	6	7	8	March 17 - 21: Spring Break***	
41	168	174	9	10	11	12	13	14	15	March 26: Kuhio Day	
42	173	179	16	17	18	19	20	21	22		
43	178	184	23	24	25	26	27	28	29		
44	182	188	<b>April</b>								
45	182	189	6	7	8	9	10	11	12	April 18: Good Friday	
-2^	+1^^		13	14	15	16	17	18	19		
180	190		20	21	22	23	24	25	26		
			27	28	29	30	1	2	3		
			<b>May</b>								
			4	5	6	7	8	9	10	May 26: Memorial Day	
			11	12	13	14	15	16	17	May 30: Last Day for Students and Second Semester Ends**	
			18	19	20	21	22	23	24		
			25	26	27	28	29	30	31		
			<b>June</b>								
			1	2	3	4	5	6	7	June 2: Last Day for Teachers	
			8	9	10	11	12	13	14		

Approved October 21, 2021

<p>^2 Instructional days shall be converted to a non-student day for school planning and collaboration.</p>	<p>^^The employer may assign up to 6 additional hours, in half hour blocks (an "equivalent day") for training and meetings beyond the teacher's regular work day.</p>	<p><b>OFFICIAL STATE HOLIDAYS: 2024-2025 SCHOOL YEAR</b></p>																								
		<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Statehood Day:</td> <td style="width: 33%;">August 16, 2024</td> <td style="width: 33%;">New Year's Day:</td> <td style="width: 33%;">January 1, 2025</td> </tr> <tr> <td>Labor Day:</td> <td>September 2, 2024</td> <td>Dr. Martin Luther King Jr. Day:</td> <td>January 20, 2025</td> </tr> <tr> <td>Election Day:</td> <td>November 5, 2024</td> <td>Presidents' Day:</td> <td>February 17, 2025</td> </tr> <tr> <td>Veterans' Day:</td> <td>November 11, 2024</td> <td>Prince Jonah Kuhio Kalaniana'ole Day:</td> <td>March 26, 2025</td> </tr> <tr> <td>Thanksgiving Day:</td> <td>November 28, 2024</td> <td>Good Friday:</td> <td>April 18, 2025</td> </tr> <tr> <td>Christmas Day:</td> <td>December 25, 2024</td> <td>Memorial Day:</td> <td>May 26, 2025</td> </tr> </table>	Statehood Day:	August 16, 2024	New Year's Day:	January 1, 2025	Labor Day:	September 2, 2024	Dr. Martin Luther King Jr. Day:	January 20, 2025	Election Day:	November 5, 2024	Presidents' Day:	February 17, 2025	Veterans' Day:	November 11, 2024	Prince Jonah Kuhio Kalaniana'ole Day:	March 26, 2025	Thanksgiving Day:	November 28, 2024	Good Friday:	April 18, 2025	Christmas Day:	December 25, 2024	Memorial Day:	May 26, 2025
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\*Teacher workday between semesters: January 6 \*\*Commencement exercises: No sooner than May 23, 2025  
 \*\*\*For 10-month teachers - Intersession: Oct. 7-11; Recesses: Dec. 23-Jan. 3 and March 17-21  
 \*\*\*\*For 12-month teachers - Paid break days include the day after Thanksgiving: Nov. 29 and Winter Break: Dec. 23-Jan. 3  
 Educational Officer & Teacher Institute Days: TBD (one day per island)

# GENERAL CONDITIONS

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## GENERAL CONDITIONS

1. Coordination of Services by the STATE. The head of the purchasing agency ("HOPA") (which term includes the designee of the HOPA) shall coordinate the services to be provided by the CONTRACTOR in order to complete the performance required in the Contract. The CONTRACTOR shall maintain communications with HOPA at all stages of the CONTRACTOR'S work, and submit to HOPA for resolution any questions which may arise as to the performance of this Contract. "Purchasing agency" as used in these General Conditions means and includes any governmental body which is authorized under chapter 103D, HRS, or its implementing rules and procedures, or by way of delegation, to enter into contracts for the procurement of goods or services or both.
2. Relationship of Parties: Independent Contractor Status and Responsibilities, Including Tax Responsibilities.
  - a. In the performance of services required under this Contract, the CONTRACTOR is an "independent contractor," with the authority and responsibility to control and direct the performance and details of the work and services required under this Contract; however, the STATE shall have a general right to inspect work in progress to determine whether, in the STATE'S opinion, the services are being performed by the CONTRACTOR in compliance with this Contract. Unless otherwise provided by special condition, it is understood that the STATE does not agree to use the CONTRACTOR exclusively, and that the CONTRACTOR is free to contract to provide services to other individuals or entities while under contract with the STATE.
  - b. The CONTRACTOR and the CONTRACTOR'S employees and agents are not by reason of this Contract, agents or employees of the State for any purpose, and the CONTRACTOR and the CONTRACTOR'S employees and agents shall not be entitled to claim or receive from the State any vacation, sick leave, retirement, workers' compensation, unemployment insurance, or other benefits provided to state employees.
  - c. The CONTRACTOR shall be responsible for the accuracy, completeness, and adequacy of the CONTRACTOR'S performance under this Contract. Furthermore, the CONTRACTOR intentionally, voluntarily, and knowingly assumes the sole and entire liability to the CONTRACTOR'S employees and agents, and to any individual not a party to this Contract, for all loss, damage, or injury caused by the CONTRACTOR, or the CONTRACTOR'S employees or agents in the course of their employment.
  - d. The CONTRACTOR shall be responsible for payment of all applicable federal, state, and county taxes and fees which may become due and owing by the CONTRACTOR by reason of this Contract, including but not limited to (i) income taxes, (ii) employment related fees, assessments, and taxes, and (iii) general excise taxes. The CONTRACTOR also is responsible for obtaining all licenses, permits, and certificates that may be required in order to perform this Contract.
  - e. The CONTRACTOR shall obtain a general excise tax license from the Department of Taxation, State of Hawaii, in accordance with section 237-9, HRS, and shall comply with all requirements thereof. The CONTRACTOR shall obtain a tax clearance certificate from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of the Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid and submit the same to the STATE prior to commencing any performance under this Contract. The CONTRACTOR shall also be solely responsible for meeting all requirements necessary to obtain the tax clearance certificate required for final payment under sections 103-53 and 103D-328, HRS, and paragraph 17 of these General Conditions.
  - f. The CONTRACTOR is responsible for securing all employee-related insurance coverage for the CONTRACTOR and the CONTRACTOR'S employees and agents that is or may be required by law, and for payment of all premiums, costs, and other liabilities associated with securing the insurance coverage.



- g. The CONTRACTOR shall obtain a certificate of compliance issued by the Department of Labor and Industrial Relations, State of Hawaii, in accordance with section 103D-310, HRS, and section 3-122-112, HAR, that is current within six months of the date of issuance.
- h. The CONTRACTOR shall obtain a certificate of good standing issued by the Department of Commerce and Consumer Affairs, State of Hawaii, in accordance with section 103D-310, HRS, and section 3-122-112, HAR, that is current within six months of the date of issuance.
- i. In lieu of the above certificates from the Department of Taxation, Labor and Industrial Relations, and Commerce and Consumer Affairs, the CONTRACTOR may submit proof of compliance through the State Procurement Office's designated certification process.

3. Personnel Requirements.

- a. The CONTRACTOR shall secure, at the CONTRACTOR'S own expense, all personnel required to perform this Contract.
- b. The CONTRACTOR shall ensure that the CONTRACTOR'S employees or agents are experienced and fully qualified to engage in the activities and perform the services required under this Contract, and that all applicable licensing and operating requirements imposed or required under federal, state, or county law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents are complied with and satisfied.

4. Nondiscrimination. No person performing work under this Contract, including any subcontractor, employee, or agent of the CONTRACTOR, shall engage in any discrimination that is prohibited by any applicable federal, state, or county law.

5. Conflicts of Interest. The CONTRACTOR represents that neither the CONTRACTOR, nor any employee or agent of the CONTRACTOR, presently has any interest, and promises that no such interest, direct or indirect, shall be acquired, that would or might conflict in any manner or degree with the CONTRACTOR'S performance under this Contract.

6. Subcontracts and Assignments. The CONTRACTOR shall not assign or subcontract any of the CONTRACTOR'S duties, obligations, or interests under this Contract and no such assignment or subcontract shall be effective unless (i) the CONTRACTOR obtains the prior written consent of the STATE, and (ii) the CONTRACTOR'S assignee or subcontractor submits to the STATE a tax clearance certificate from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR'S assignee or subcontractor have been paid. Additionally, no assignment by the CONTRACTOR of the CONTRACTOR'S right to compensation under this Contract shall be effective unless and until the assignment is approved by the Comptroller of the State of Hawaii, as provided in section 40-58, HRS.

a. Recognition of a successor in interest. When in the best interest of the State, a successor in interest may be recognized in an assignment contract in which the STATE, the CONTRACTOR and the assignee or transferee (hereinafter referred to as the "Assignee") agree that:

- (1) The Assignee assumes all of the CONTRACTOR'S obligations;
- (2) The CONTRACTOR remains liable for all obligations under this Contract but waives all rights under this Contract as against the STATE; and
- (3) The CONTRACTOR shall continue to furnish, and the Assignee shall also furnish, all required bonds.

b. Change of name. When the CONTRACTOR asks to change the name in which it holds this Contract with the STATE, the procurement officer of the purchasing agency (hereinafter referred to as the "Agency procurement officer") shall, upon receipt of a document acceptable or satisfactory to the

Agency procurement officer indicating such change of name (for example, an amendment to the CONTRACTOR'S articles of incorporation), enter into an amendment to this Contract with the CONTRACTOR to effect such a change of name. The amendment to this Contract changing the CONTRACTOR'S name shall specifically indicate that no other terms and conditions of this Contract are thereby changed.

- c. Reports. All assignment contracts and amendments to this Contract effecting changes of the CONTRACTOR'S name or novations hereunder shall be reported to the chief procurement officer (CPO) as defined in section 103D-203(a), HRS, within thirty days of the date that the assignment contract or amendment becomes effective.
  - d. Actions affecting more than one purchasing agency. Notwithstanding the provisions of subparagraphs 6a through 6c herein, when the CONTRACTOR holds contracts with more than one purchasing agency of the State, the assignment contracts and the novation and change of name amendments herein authorized shall be processed only through the CPO's office.
7. Indemnification and Defense. The CONTRACTOR shall defend, indemnify, and hold harmless the State of Hawaii, the contracting agency, and their officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all attorneys' fees, and all claims, suits, and demands therefore, arising out of or resulting from the acts or omissions of the CONTRACTOR or the CONTRACTOR'S employees, officers, agents, or subcontractors under this Contract. The provisions of this paragraph shall remain in full force and effect notwithstanding the expiration or early termination of this Contract.
  8. Cost of Litigation. In case the STATE shall, without any fault on its part, be made a party to any litigation commenced by or against the CONTRACTOR in connection with this Contract, the CONTRACTOR shall pay all costs and expenses incurred by or imposed on the STATE, including attorneys' fees.
  9. Liquidated Damages. When the CONTRACTOR is given notice of delay or nonperformance as specified in paragraph 13 (Termination for Default) and fails to cure in the time specified, it is agreed the CONTRACTOR shall pay to the STATE the amount, if any, set forth in this Contract per calendar day from the date set for cure until either (i) the STATE reasonably obtains similar goods or services, or both, if the CONTRACTOR is terminated for default, or (ii) until the CONTRACTOR provides the goods or services, or both, if the CONTRACTOR is not terminated for default. To the extent that the CONTRACTOR'S delay or nonperformance is excused under paragraph 13d (Excuse for Nonperformance or Delay Performance), liquidated damages shall not be assessable against the CONTRACTOR. The CONTRACTOR remains liable for damages caused other than by delay.
  10. STATE'S Right of Offset. The STATE may offset against any monies or other obligations the STATE owes to the CONTRACTOR under this Contract, any amounts owed to the State of Hawaii by the CONTRACTOR under this Contract or any other contracts, or pursuant to any law or other obligation owed to the State of Hawaii by the CONTRACTOR, including, without limitation, the payment of any taxes or levies of any kind or nature. The STATE will notify the CONTRACTOR in writing of any offset and the nature of such offset. For purposes of this paragraph, amounts owed to the State of Hawaii shall not include debts or obligations which have been liquidated, agreed to by the CONTRACTOR, and are covered by an installment payment or other settlement plan approved by the State of Hawaii, provided, however, that the CONTRACTOR shall be entitled to such exclusion only to the extent that the CONTRACTOR is current with, and not delinquent on, any payments or obligations owed to the State of Hawaii under such payment or other settlement plan.
  11. Disputes. Disputes shall be resolved in accordance with section 103D-703, HRS, and chapter 3-126, Hawaii Administrative Rules ("HAR"), as the same may be amended from time to time.
  12. Suspension of Contract. The STATE reserves the right at any time and for any reason to suspend this Contract for any reasonable period, upon written notice to the CONTRACTOR in accordance with the provisions herein.
    - a. Order to stop performance. The Agency procurement officer may, by written order to the CONTRACTOR, at any time, and without notice to any surety, require the CONTRACTOR to stop all or any part of the performance called for by this Contract. This order shall be for a specified

period not exceeding sixty (60) days after the order is delivered to the CONTRACTOR, unless the parties agree to any further period. Any such order shall be identified specifically as a stop performance order issued pursuant to this section. Stop performance orders shall include, as appropriate: (1) A clear description of the work to be suspended; (2) Instructions as to the issuance of further orders by the CONTRACTOR for material or services; (3) Guidance as to action to be taken on subcontracts; and (4) Other instructions and suggestions to the CONTRACTOR for minimizing costs. Upon receipt of such an order, the CONTRACTOR shall forthwith comply with its terms and suspend all performance under this Contract at the time stated, provided, however, the CONTRACTOR shall take all reasonable steps to minimize the occurrence of costs allocable to the performance covered by the order during the period of performance stoppage. Before the stop performance order expires, or within any further period to which the parties shall have agreed, the Agency procurement officer shall either:

- (1) Cancel the stop performance order; or
- (2) Terminate the performance covered by such order as provided in the termination for default provision or the termination for convenience provision of this Contract.

b. Cancellation or expiration of the order. If a stop performance order issued under this section is cancelled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, the CONTRACTOR shall have the right to resume performance. An appropriate adjustment shall be made in the delivery schedule or contract price, or both, and the Contract shall be modified in writing accordingly, if:

- (1) The stop performance order results in an increase in the time required for, or in the CONTRACTOR'S cost properly allocable to, the performance of any part of this Contract; and
- (2) The CONTRACTOR asserts a claim for such an adjustment within thirty (30) days after the end of the period of performance stoppage; provided that, if the Agency procurement officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this Contract.

c. Termination of stopped performance. If a stop performance order is not cancelled and the performance covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop performance order shall be allowable by adjustment or otherwise.

d. Adjustment of price. Any adjustment in contract price made pursuant to this paragraph shall be determined in accordance with the price adjustment provision of this Contract.

### 13. Termination for Default.

a. Default. If the CONTRACTOR refuses or fails to perform any of the provisions of this Contract with such diligence as will ensure its completion within the time specified in this Contract, or any extension thereof, otherwise fails to timely satisfy the Contract provisions, or commits any other substantial breach of this Contract, the Agency procurement officer may notify the CONTRACTOR in writing of the delay or non-performance and if not cured in ten (10) days or any longer time specified in writing by the Agency procurement officer, such officer may terminate the CONTRACTOR'S right to proceed with the Contract or such part of the Contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency procurement officer may procure similar goods or services in a manner and upon the terms deemed appropriate by the Agency procurement officer. The CONTRACTOR shall continue performance of the Contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

b. CONTRACTOR'S duties. Notwithstanding termination of the Contract and subject to any directions from the Agency procurement officer, the CONTRACTOR shall take timely, reasonable, and

necessary action to protect and preserve property in the possession of the CONTRACTOR in which the STATE has an interest.

- c. Compensation. Payment for completed goods and services delivered and accepted by the STATE shall be at the price set forth in the Contract. Payment for the protection and preservation of property shall be in an amount agreed upon by the CONTRACTOR and the Agency procurement officer. If the parties fail to agree, the Agency procurement officer shall set an amount subject to the CONTRACTOR'S rights under chapter 3-126, HAR. The STATE may withhold from amounts due the CONTRACTOR such sums as the Agency procurement officer deems to be necessary to protect the STATE against loss because of outstanding liens or claims and to reimburse the STATE for the excess costs expected to be incurred by the STATE in procuring similar goods and services.
- d. Excuse for nonperformance or delayed performance. The CONTRACTOR shall not be in default by reason of any failure in performance of this Contract in accordance with its terms, including any failure by the CONTRACTOR to make progress in the prosecution of the performance hereunder which endangers such performance, if the CONTRACTOR has notified the Agency procurement officer within fifteen (15) days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of a public enemy; acts of the State and any other governmental body in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the CONTRACTOR shall not be deemed to be in default, unless the goods and services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit the CONTRACTOR to meet the requirements of the Contract. Upon request of the CONTRACTOR, the Agency procurement officer shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the CONTRACTOR'S progress and performance would have met the terms of the Contract, the delivery schedule shall be revised accordingly, subject to the rights of the STATE under this Contract. As used in this paragraph, the term "subcontractor" means subcontractor at any tier.
- e. Erroneous termination for default. If, after notice of termination of the CONTRACTOR'S right to proceed under this paragraph, it is determined for any reason that the CONTRACTOR was not in default under this paragraph, or that the delay was excusable under the provisions of subparagraph 13d, "Excuse for nonperformance or delayed performance," the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to paragraph 14.
- f. Additional rights and remedies. The rights and remedies provided in this paragraph are in addition to any other rights and remedies provided by law or under this Contract.

#### 14. Termination for Convenience.

- a. Termination. The Agency procurement officer may, when the interests of the STATE so require, terminate this Contract in whole or in part, for the convenience of the STATE. The Agency procurement officer shall give written notice of the termination to the CONTRACTOR specifying the part of the Contract terminated and when termination becomes effective.
- b. CONTRACTOR'S obligations. The CONTRACTOR shall incur no further obligations in connection with the terminated performance and on the date(s) set in the notice of termination the CONTRACTOR will stop performance to the extent specified. The CONTRACTOR shall also terminate outstanding orders and subcontracts as they relate to the terminated performance. The CONTRACTOR shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated performance subject to the STATE'S approval. The Agency procurement officer may direct the CONTRACTOR to assign the CONTRACTOR'S right, title, and interest under terminated orders or subcontracts to the STATE. The CONTRACTOR must still complete the performance not terminated by the notice of termination and may incur obligations as necessary to do so.

- c. Right to goods and work product. The Agency procurement officer may require the CONTRACTOR to transfer title and deliver to the STATE in the manner and to the extent directed by the Agency procurement officer:

- (1) Any completed goods or work product; and
- (2) The partially completed goods and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the CONTRACTOR has specifically produced or specially acquired for the performance of the terminated part of this Contract.

The CONTRACTOR shall, upon direction of the Agency procurement officer, protect and preserve property in the possession of the CONTRACTOR in which the STATE has an interest. If the Agency procurement officer does not exercise this right, the CONTRACTOR shall use best efforts to sell such goods and manufacturing materials. Use of this paragraph in no way implies that the STATE has breached the Contract by exercise of the termination for convenience provision.

- d. Compensation.

- (1) The CONTRACTOR shall submit a termination claim specifying the amounts due because of the termination for convenience together with the cost or pricing data, submitted to the extent required by chapter 3-122, HAR, bearing on such claim. If the CONTRACTOR fails to file a termination claim within one year from the effective date of termination, the Agency procurement officer may pay the CONTRACTOR, if at all, an amount set in accordance with subparagraph 14d(3) below.
- (2) The Agency procurement officer and the CONTRACTOR may agree to a settlement provided the CONTRACTOR has filed a termination claim supported by cost or pricing data submitted as required and that the settlement does not exceed the total Contract price plus settlement costs reduced by payments previously made by the STATE, the proceeds of any sales of goods and manufacturing materials under subparagraph 14c, and the Contract price of the performance not terminated.
- (3) Absent complete agreement under subparagraph 14d(2) the Agency procurement officer shall pay the CONTRACTOR the following amounts, provided payments agreed to under subparagraph 14d(2) shall not duplicate payments under this subparagraph for the following:
  - (A) Contract prices for goods or services accepted under the Contract;
  - (B) Costs incurred in preparing to perform and performing the terminated portion of the performance plus a fair and reasonable profit on such portion of the performance, such profit shall not include anticipatory profit or consequential damages, less amounts paid or to be paid for accepted goods or services; provided, however, that if it appears that the CONTRACTOR would have sustained a loss if the entire Contract would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss;
  - (C) Costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to subparagraph 14b. These costs must not include costs paid in accordance with subparagraph 14d(3)(B);
  - (D) The reasonable settlement costs of the CONTRACTOR, including accounting, legal, clerical, and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated portion of the Contract and for the termination of subcontracts thereunder, together with reasonable storage, transportation, and other costs incurred in connection with the protection or disposition of property allocable to the terminated portion of this Contract. The total sum to be paid the CONTRACTOR under this subparagraph shall not exceed the

total Contract price plus the reasonable settlement costs of the CONTRACTOR reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under subparagraph 14d(2), and the contract price of performance not terminated.

- (4) Costs claimed, agreed to, or established under subparagraphs 14d(2) and 14d(3) shall be in accordance with Chapter 3-123 (Cost Principles) of the Procurement Rules.

15. Claims Based on the Agency Procurement Officer's Actions or Omissions.

a. Changes in scope. If any action or omission on the part of the Agency procurement officer (which term includes the designee of such officer for purposes of this paragraph 15) requiring performance changes within the scope of the Contract constitutes the basis for a claim by the CONTRACTOR for additional compensation, damages, or an extension of time for completion, the CONTRACTOR shall continue with performance of the Contract in compliance with the directions or orders of such officials, but by so doing, the CONTRACTOR shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion; provided:

- (1) Written notice required. The CONTRACTOR shall give written notice to the Agency procurement officer:

- (A) Prior to the commencement of the performance involved, if at that time the CONTRACTOR knows of the occurrence of such action or omission;

- (B) Within thirty (30) days after the CONTRACTOR knows of the occurrence of such action or omission, if the CONTRACTOR did not have such knowledge prior to the commencement of the performance; or

- (C) Within such further time as may be allowed by the Agency procurement officer in writing.

- (2) Notice content. This notice shall state that the CONTRACTOR regards the act or omission as a reason which may entitle the CONTRACTOR to additional compensation, damages, or an extension of time. The Agency procurement officer, upon receipt of such notice, may rescind such action, remedy such omission, or take such other steps as may be deemed advisable in the discretion of the Agency procurement officer;

- (3) Basis must be explained. The notice required by subparagraph 15a(1) describes as clearly as practicable at the time the reasons why the CONTRACTOR believes that additional compensation, damages, or an extension of time may be remedies to which the CONTRACTOR is entitled; and

- (4) Claim must be justified. The CONTRACTOR must maintain and, upon request, make available to the Agency procurement officer within a reasonable time, detailed records to the extent practicable, and other documentation and evidence satisfactory to the STATE, justifying the claimed additional costs or an extension of time in connection with such changes.

b. CONTRACTOR not excused. Nothing herein contained, however, shall excuse the CONTRACTOR from compliance with any rules or laws precluding any state officers and CONTRACTOR from acting in collusion or bad faith in issuing or performing change orders which are clearly not within the scope of the Contract.

c. Price adjustment. Any adjustment in the price made pursuant to this paragraph shall be determined in accordance with the price adjustment provision of this Contract.

16. Costs and Expenses. Any reimbursement due the CONTRACTOR for per diem and transportation expenses under this Contract shall be subject to chapter 3-123 (Cost Principles), HAR, and the following guidelines:

- a. Reimbursement for air transportation shall be for actual cost or coach class air fare, whichever is less.
- b. Reimbursement for ground transportation costs shall not exceed the actual cost of renting an intermediate-sized vehicle.
- c. Unless prior written approval of the HOPA is obtained, reimbursement for subsistence allowance (i.e., hotel and meals, etc.) shall not exceed the applicable daily authorized rates for inter-island or out-of-state travel that are set forth in the current Governor's Executive Order authorizing adjustments in salaries and benefits for state officers and employees in the executive branch who are excluded from collective bargaining coverage.

17. Payment Procedures; Final Payment; Tax Clearance.

- a. Original invoices required. All payments under this Contract shall be made only upon submission by the CONTRACTOR of original invoices specifying the amount due and certifying that services requested under the Contract have been performed by the CONTRACTOR according to the Contract.
- b. Subject to available funds. Such payments are subject to availability of funds and allotment by the Director of Finance in accordance with chapter 37, HRS. Further, all payments shall be made in accordance with and subject to chapter 40, HRS.
- c. Prompt payment.
  - (1) Any money, other than retainage, paid to the CONTRACTOR shall be disbursed to subcontractors within ten (10) days after receipt of the money in accordance with the terms of the subcontract; provided that the subcontractor has met all the terms and conditions of the subcontract and there are no bona fide disputes; and
  - (2) Upon final payment to the CONTRACTOR, full payment to the subcontractor, including retainage, shall be made within ten (10) days after receipt of the money; provided that there are no bona fide disputes over the subcontractor's performance under the subcontract.
- d. Final payment. Final payment under this Contract shall be subject to sections 103-53 and 103D-328, HRS, which require a tax clearance from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid. Further, in accordance with section 3-122-112, HAR, CONTRACTOR shall provide a certificate affirming that the CONTRACTOR has remained in compliance with all applicable laws as required by this section.

18. Federal Funds. If this Contract is payable in whole or in part from federal funds, CONTRACTOR agrees that, as to the portion of the compensation under this Contract to be payable from federal funds, the CONTRACTOR shall be paid only from such funds received from the federal government, and shall not be paid from any other funds. Failure of the STATE to receive anticipated federal funds shall not be considered a breach by the STATE or an excuse for nonperformance by the CONTRACTOR.

19. Modifications of Contract.

- a. In writing. Any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract permitted by this Contract shall be made by written amendment to this Contract, signed by the CONTRACTOR and the STATE, provided that change orders shall be made in accordance with paragraph 20 herein.
- b. No oral modification. No oral modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract shall be permitted.

- c. Agency procurement officer. By written order, at any time, and without notice to any surety, the Agency procurement officer may unilaterally order of the CONTRACTOR:
    - (A) Changes in the work within the scope of the Contract; and
    - (B) Changes in the time of performance of the Contract that do not alter the scope of the Contract work.
  - d. Adjustments of price or time for performance. If any modification increases or decreases the CONTRACTOR'S cost of, or the time required for, performance of any part of the work under this Contract, an adjustment shall be made and this Contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined, where applicable, in accordance with the price adjustment clause of this Contract or as negotiated.
  - e. Claim barred after final payment. No claim by the CONTRACTOR for an adjustment hereunder shall be allowed if written modification of the Contract is not made prior to final payment under this Contract.
  - f. Claims not barred. In the absence of a written contract modification, nothing in this clause shall be deemed to restrict the CONTRACTOR'S right to pursue a claim under this Contract or for a breach of contract.
  - g. Head of the purchasing agency approval. If this is a professional services contract awarded pursuant to section 103D-303 or 103D-304, HRS, any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract which increases the amount payable to the CONTRACTOR by at least \$25,000.00 and ten per cent (10%) or more of the initial contract price, must receive the prior approval of the head of the purchasing agency.
  - h. Tax clearance. The STATE may, at its discretion, require the CONTRACTOR to submit to the STATE, prior to the STATE'S approval of any modification, alteration, amendment, change, or extension of any term, provision, or condition of this Contract, a tax clearance from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid.
  - i. Sole source contracts. Amendments to sole source contracts that would change the original scope of the Contract may only be made with the approval of the CPO. Annual renewal of a sole source contract for services should not be submitted as an amendment.
20. Change Order. The Agency procurement officer may, by a written order signed only by the STATE, at any time, and without notice to any surety, and subject to all appropriate adjustments, make changes within the general scope of this Contract in any one or more of the following:
- (1) Drawings, designs, or specifications, if the goods or services to be furnished are to be specially provided to the STATE in accordance therewith;
  - (2) Method of delivery; or
  - (3) Place of delivery.
- a. Adjustments of price or time for performance. If any change order increases or decreases the CONTRACTOR'S cost of, or the time required for, performance of any part of the work under this Contract, whether or not changed by the order, an adjustment shall be made and the Contract modified in writing accordingly. Any adjustment in the Contract price made pursuant to this provision shall be determined in accordance with the price adjustment provision of this Contract. Failure of the parties to agree to an adjustment shall not excuse the CONTRACTOR from proceeding with the Contract as changed, provided that the Agency procurement officer promptly and duly makes the provisional adjustments in payment or time for performance as may be reasonable. By



proceeding with the work, the CONTRACTOR shall not be deemed to have prejudiced any claim for additional compensation, or any extension of time for completion.

- b. Time period for claim. Within ten (10) days after receipt of a written change order under subparagraph 20a, unless the period is extended by the Agency procurement officer in writing, the CONTRACTOR shall respond with a claim for an adjustment. The requirement for a timely written response by CONTRACTOR cannot be waived and shall be a condition precedent to the assertion of a claim.
- c. Claim barred after final payment. No claim by the CONTRACTOR for an adjustment hereunder shall be allowed if a written response is not given prior to final payment under this Contract.
- d. Other claims not barred. In the absence of a change order, nothing in this paragraph 20 shall be deemed to restrict the CONTRACTOR'S right to pursue a claim under the Contract or for breach of contract.

21. Price Adjustment.

- a. Price adjustment. Any adjustment in the contract price pursuant to a provision in this Contract shall be made in one or more of the following ways:
  - (1) By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
  - (2) By unit prices specified in the Contract or subsequently agreed upon;
  - (3) By the costs attributable to the event or situation covered by the provision, plus appropriate profit or fee, all as specified in the Contract or subsequently agreed upon;
  - (4) In such other manner as the parties may mutually agree; or
  - (5) In the absence of agreement between the parties, by a unilateral determination by the Agency procurement officer of the costs attributable to the event or situation covered by the provision, plus appropriate profit or fee, all as computed by the Agency procurement officer in accordance with generally accepted accounting principles and applicable sections of chapters 3-123 and 3-126, HAR.
- b. Submission of cost or pricing data. The CONTRACTOR shall provide cost or pricing data for any price adjustments subject to the provisions of chapter 3-122, HAR.

22. Variation in Quantity for Definite Quantity Contracts. Upon the agreement of the STATE and the CONTRACTOR, the quantity of goods or services, or both, if a definite quantity is specified in this Contract, may be increased by a maximum of ten per cent (10%); provided the unit prices will remain the same except for any price adjustments otherwise applicable; and the Agency procurement officer makes a written determination that such an increase will either be more economical than awarding another contract or that it would not be practical to award another contract.

23. Changes in Cost-Reimbursement Contract. If this Contract is a cost-reimbursement contract, the following provisions shall apply:

- a. The Agency procurement officer may at any time by written order, and without notice to the sureties, if any, make changes within the general scope of the Contract in any one or more of the following:
  - (1) Description of performance (Attachment 1);
  - (2) Time of performance (i.e., hours of the day, days of the week, etc.);
  - (3) Place of performance of services;

- (4) Drawings, designs, or specifications when the supplies to be furnished are to be specially manufactured for the STATE in accordance with the drawings, designs, or specifications;
  - (5) Method of shipment or packing of supplies; or
  - (6) Place of delivery.
- b. If any change causes an increase or decrease in the estimated cost of, or the time required for performance of, any part of the performance under this Contract, whether or not changed by the order, or otherwise affects any other terms and conditions of this Contract, the Agency procurement officer shall make an equitable adjustment in the (1) estimated cost, delivery or completion schedule, or both; (2) amount of any fixed fee; and (3) other affected terms and shall modify the Contract accordingly.
  - c. The CONTRACTOR must assert the CONTRACTOR'S rights to an adjustment under this provision within thirty (30) days from the day of receipt of the written order. However, if the Agency procurement officer decides that the facts justify it, the Agency procurement officer may receive and act upon a proposal submitted before final payment under the Contract.
  - d. Failure to agree to any adjustment shall be a dispute under paragraph 11 of this Contract. However, nothing in this provision shall excuse the CONTRACTOR from proceeding with the Contract as changed.
  - e. Notwithstanding the terms and conditions of subparagraphs 23a and 23b, the estimated cost of this Contract and, if this Contract is incrementally funded, the funds allotted for the performance of this Contract, shall not be increased or considered to be increased except by specific written modification of the Contract indicating the new contract estimated cost and, if this contract is incrementally funded, the new amount allotted to the contract.
24. Confidentiality of Material.
- a. All material given to or made available to the CONTRACTOR by virtue of this Contract, which is identified as proprietary or confidential information, will be safeguarded by the CONTRACTOR and shall not be disclosed to any individual or organization without the prior written approval of the STATE.
  - b. All information, data, or other material provided by the CONTRACTOR to the STATE shall be subject to the Uniform Information Practices Act, chapter 92F, HRS.
25. Publicity. The CONTRACTOR shall not refer to the STATE, or any office, agency, or officer thereof, or any state employee, including the HOPA, the CPO, the Agency procurement officer, or to the services or goods, or both, provided under this Contract, in any of the CONTRACTOR'S brochures, advertisements, or other publicity of the CONTRACTOR. All media contacts with the CONTRACTOR about the subject matter of this Contract shall be referred to the Agency procurement officer.
26. Ownership Rights and Copyright. The STATE shall have complete ownership of all material, both finished and unfinished, which is developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract, and all such material shall be considered "works made for hire." All such material shall be delivered to the STATE upon expiration or termination of this Contract. The STATE, in its sole discretion, shall have the exclusive right to copyright any product, concept, or material developed, prepared, assembled, or conceived by the CONTRACTOR pursuant to this Contract.
27. Liens and Warranties. Goods provided under this Contract shall be provided free of all liens and provided together with all applicable warranties, or with the warranties described in the Contract documents, whichever are greater.

28. Audit of Books and Records of the CONTRACTOR. The STATE may, at reasonable times and places, audit the books and records of the CONTRACTOR, prospective contractor, subcontractor, or prospective subcontractor which are related to:
- a. The cost or pricing data, and
  - b. A state contract, including subcontracts, other than a firm fixed-price contract.

29. Cost or Pricing Data. Cost or pricing data must be submitted to the Agency procurement officer and timely certified as accurate for contracts over \$100,000 unless the contract is for a multiple-term or as otherwise specified by the Agency procurement officer. Unless otherwise required by the Agency procurement officer, cost or pricing data submission is not required for contracts awarded pursuant to competitive sealed bid procedures.

If certified cost or pricing data are subsequently found to have been inaccurate, incomplete, or noncurrent as of the date stated in the certificate, the STATE is entitled to an adjustment of the contract price, including profit or fee, to exclude any significant sum by which the price, including profit or fee, was increased because of the defective data. It is presumed that overstated cost or pricing data increased the contract price in the amount of the defect plus related overhead and profit or fee. Therefore, unless there is a clear indication that the defective data was not used or relied upon, the price will be reduced in such amount.

30. Audit of Cost or Pricing Data. When cost or pricing principles are applicable, the STATE may require an audit of cost or pricing data.

31. Records Retention.

- (1) Upon any termination of this Contract or as otherwise required by applicable law, CONTRACTOR shall, pursuant to chapter 487R, HRS, destroy all copies (paper or electronic form) of personal information received from the STATE.
- (2) The CONTRACTOR and any subcontractors shall maintain the files, books, and records that relate to the Contract, including any personal information created or received by the CONTRACTOR on behalf of the STATE, and any cost or pricing data, for at least three (3) years after the date of final payment under the Contract. The personal information shall continue to be confidential and shall only be disclosed as permitted or required by law. After the three (3) year, or longer retention period as required by law has ended, the files, books, and records that contain personal information shall be destroyed pursuant to chapter 487R, HRS or returned to the STATE at the request of the STATE.

32. Antitrust Claims. The STATE and the CONTRACTOR recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the purchaser. Therefore, the CONTRACTOR hereby assigns to STATE any and all claims for overcharges as to goods and materials purchased in connection with this Contract, except as to overcharges which result from violations commencing after the price is established under this Contract and which are not passed on to the STATE under an escalation clause.

33. Patented Articles. The CONTRACTOR shall defend, indemnify, and hold harmless the STATE, and its officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all attorneys fees, and all claims, suits, and demands arising out of or resulting from any claims, demands, or actions by the patent holder for infringement or other improper or unauthorized use of any patented article, patented process, or patented appliance in connection with this Contract. The CONTRACTOR shall be solely responsible for correcting or curing to the satisfaction of the STATE any such infringement or improper or unauthorized use, including, without limitation: (a) furnishing at no cost to the STATE a substitute article, process, or appliance acceptable to the STATE, (b) paying royalties or other required payments to the patent holder, (c) obtaining proper authorizations or releases from the patent holder, and (d) furnishing such security to or making such arrangements with the patent holder as may be necessary to correct or cure any such infringement or improper or unauthorized use.

34. Governing Law. The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, shall be governed by the laws of the State of Hawaii. Any action at law or in equity to enforce or interpret the provisions of this Contract shall be brought in a state court of competent jurisdiction in Honolulu, Hawaii.
35. Compliance with Laws. The CONTRACTOR shall comply with all federal, state, and county laws, ordinances, codes, rules, and regulations, as the same may be amended from time to time, that in any way affect the CONTRACTOR'S performance of this Contract.
36. Conflict Between General Conditions and Procurement Rules. In the event of a conflict between the General Conditions and the procurement rules, the procurement rules in effect on the date this Contract became effective shall control and are hereby incorporated by reference.
37. Entire Contract. This Contract sets forth all of the agreements, conditions, understandings, promises, warranties, and representations between the STATE and the CONTRACTOR relative to this Contract. This Contract supersedes all prior agreements, conditions, understandings, promises, warranties, and representations, which shall have no further force or effect. There are no agreements, conditions, understandings, promises, warranties, or representations, oral or written, express or implied, between the STATE and the CONTRACTOR other than as set forth or as referred to herein.
38. Severability. In the event that any provision of this Contract is declared invalid or unenforceable by a court, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining terms of this Contract.
39. Waiver. The failure of the STATE to insist upon the strict compliance with any term, provision, or condition of this Contract shall not constitute or be deemed to constitute a waiver or relinquishment of the STATE'S right to enforce the same in accordance with this Contract. The fact that the STATE specifically refers to one provision of the procurement rules or one section of the Hawaii Revised Statutes, and does not include other provisions or statutory sections in this Contract shall not constitute a waiver or relinquishment of the STATE'S rights or the CONTRACTOR'S obligations under the procurement rules or statutes.
40. Pollution Control. If during the performance of this Contract, the CONTRACTOR encounters a "release" or a "threatened release" of a reportable quantity of a "hazardous substance," "pollutant," or "contaminant" as those terms are defined in section 128D-1, HRS, the CONTRACTOR shall immediately notify the STATE and all other appropriate state, county, or federal agencies as required by law. The Contractor shall take all necessary actions, including stopping work, to avoid causing, contributing to, or making worse a release of a hazardous substance, pollutant, or contaminant, and shall promptly obey any orders the Environmental Protection Agency or the state Department of Health issues in response to the release. In the event there is an ensuing cease-work period, and the STATE determines that this Contract requires an adjustment of the time for performance, the Contract shall be modified in writing accordingly.
41. Campaign Contributions. The CONTRACTOR is hereby notified of the applicability of 11-355, HRS, which states that campaign contributions are prohibited from specified state or county government contractors during the terms of their contracts if the contractors are paid with funds appropriated by a legislative body.
42. Confidentiality of Personal Information.
- a. Definitions.
- "Personal information" means an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either name or data elements are not encrypted:
- (1) Social security number;
  - (2) Driver's license number or Hawaii identification card number; or

- (3) Account number, credit or debit card number, access code, or password that would permit access to an individual's financial information.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

"Technological safeguards" means the technology and the policy and procedures for use of the technology to protect and control access to personal information.

b. Confidentiality of Material.

- (1) All material given to or made available to the CONTRACTOR by the STATE by virtue of this Contract which is identified as personal information, shall be safeguarded by the CONTRACTOR and shall not be disclosed without the prior written approval of the STATE.
- (2) CONTRACTOR agrees not to retain, use, or disclose personal information for any purpose other than as permitted or required by this Contract.
- (3) CONTRACTOR agrees to implement appropriate "technological safeguards" that are acceptable to the STATE to reduce the risk of unauthorized access to personal information.
- (4) CONTRACTOR shall report to the STATE in a prompt and complete manner any security breaches involving personal information.
- (5) CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect that is known to CONTRACTOR because of a use or disclosure of personal information by CONTRACTOR in violation of the requirements of this paragraph.
- (6) CONTRACTOR shall complete and retain a log of all disclosures made of personal information received from the STATE, or personal information created or received by CONTRACTOR on behalf of the STATE.

c. Security Awareness Training and Confidentiality Agreements.

- (1) CONTRACTOR certifies that all of its employees who will have access to the personal information have completed training on security awareness topics relating to protecting personal information.
- (2) CONTRACTOR certifies that confidentiality agreements have been signed by all of its employees who will have access to the personal information acknowledging that:
  - (A) The personal information collected, used, or maintained by the CONTRACTOR will be treated as confidential;
  - (B) Access to the personal information will be allowed only as necessary to perform the Contract; and
  - (C) Use of the personal information will be restricted to uses consistent with the services subject to this Contract.

d. Termination for Cause. In addition to any other remedies provided by this Contract, if the STATE learns of a material breach by CONTRACTOR of this paragraph by CONTRACTOR, the STATE may at its sole discretion:

- (1) Provide an opportunity for the CONTRACTOR to cure the breach or end the violation; or
- (2) Immediately terminate this Contract.

In either instance, the CONTRACTOR and the STATE shall follow chapter 487N, HRS, with respect to notification of a security breach of personal information.

e. Records Retention.

- (1) Upon any termination of this Contract or as otherwise required by applicable law, CONTRACTOR shall, pursuant to chapter 487R, HRS, destroy all copies (paper or electronic form) of personal information received from the STATE.
- (2) The CONTRACTOR and any subcontractors shall maintain the files, books, and records that relate to the Contract, including any personal information created or received by the CONTRACTOR on behalf of the STATE, and any cost or pricing data, for at least three (3) years after the date of final payment under the Contract. The personal information shall continue to be confidential and shall only be disclosed as permitted or required by law. After the three (3) year, or longer retention period as required by law has ended, the files, books, and records that contain personal information shall be destroyed pursuant to chapter 487R, HRS or returned to the STATE at the request of the STATE.