

INVITATION FOR BIDS (IFB) NO. 24-094

TO

FURNISH AND DELIVER

VEHICLES

FOR

FLEET SERVICES

UNIVERSITY OF HAWAII AT MANOA

HONOLULU, HAWAII

MARCH, 2024

BOARD OF REGENTS

UNIVERSITY OF HAWAII

HONOLULU, HAWAII

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

NOTICE TO BIDDERS

The University of Hawaii IFB No. 24-094, to Furnish and Deliver Vehicles for Fleet Services, University of Hawaii at Manoa, Honolulu, Hawaii is issued and will be awarded through the State of Hawaii's electronic procurement system (HlePRO). **All bid responses must be submitted electronically through HlePRO no later than 2:30 p.m., April 15, 2024.** Bids received after the due date and time or received in a form other than electronically through HlePRO will not be considered.

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

Electronic Procurement

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

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

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

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

Questions and Clarifications

All questions and requests for clarifications must be submitted electronically through HlePRO. Questions must be submitted by **April 3, 2024 at 4:00 p.m. Hawaii Standard Time.** Responses will be posted on **April 8, 2024.** The University may refuse to answer any questions received outside of HlePRO or after the Questions/Answers deadline.

David Lassner
President, University of Hawaii

Posting Date: March 27, 2024

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

BID REQUIREMENTS
TO
FURNISH AND DELIVER
VEHICLES
FOR
FLEET SERVICES
UNIVERSITY OF HAWAII AT MANOA

By attaching The Mandatory Bid Form to HlePRO, the bidder has carefully examined the INVITATION FOR BIDS (IFB) NO. 24-094, TO FURNISH AND DELIVER VEHICLES FOR FLEET SERVICES, UNIVERSITY OF HAWAII AT MANOA, HONOLULU, HAWAII, and offers to furnish and deliver the vehicles, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB) and shall complete delivery within **One Hundred Twenty (120) consecutive calendar days** from the date designated in the Notice to Proceed, as follows:

TAX LIABILITY

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

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **TOTAL AGGREGATE BID (ITEM NOS. 1 & 2)**.

NOTE TO BIDDERS

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

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

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

TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the vehicles. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid. All vehicle specifications shall be complete upon delivery of vehicles the University.

Item No. 1 - Furnish and Deliver FOUR (4) New Full-Size, 2-Wheel Drive, ¾ Ton Pickup Truck with Regular Cab, 2023 or later, with the following specifications:

<u>Category</u>	<u>Required Minimum Specifications</u>
Condition & Year	New, 2023 or later
Type	Full-size, 2-Wheel Drive, ¾ Ton Pickup Truck with Regular Cab
Gross Vehicle Weight	Manufacturer's Specification
Engine	V-6 or V-8
Fuel System	E-85, Flexible-Fuel System or Unleaded
Transmission	FOUR (4)-speed, automatic with overdrive
Air Bags	Manufacturer's Specification
Color, Exterior	White
Color, Interior	Manufacturer's Specification
Steering	Power-assisted
Brakes	Power front disc with anti-lock
Wheelbase	Manufacturer's Specification
Seats	Manufacturer's Specification
Air Conditioning	Manufacturer's Specification
Door Locks	Manufacturer's Specification
Windows	Manufacturer's Specification
Mirrors	Manufacturer's Specification
Audio	Manufacturer's Specification
Rustproofing	Entire vehicle in accordance with Federal Standard 297-D.
Undercoating	Manufacturer's Specification
Safety	Must meet all Federal and State safety requirements

Warranty	Maximum care extended warranty, 7 years/75,000 miles. Zero (\$0) deductible.
Miscellaneous	<ul style="list-style-type: none"> • Towing Package • Factory equipped roadside accessories/spare tire and vehicle jack • TWO (2) sets of original keys with remote entry • Operator and service manuals, and if available, ONE (1) repair manual

Item No. 2 - Furnish and Deliver THREE (3) New 5-Passenger Cargo Van, 2023 or later, with the following specifications:

<u>Category</u>	<u>Required Minimum Specifications</u>
Condition & Year	New, 2023 or later
Type	Full-size, 5-Passenger Cargo Van
Gross Vehicle Weight	Manufacturer's Specification
Engine	V-6 or V-8
Fuel System	E-85, Flexible-Fuel System or Unleaded
Transmission	FOUR (4)-speed, automatic with overdrive
Air Bags	Manufacturer's Specification
Color, Exterior	White
Color, Interior	Manufacturer's Specification
Steering	Power-assisted
Brakes	Power front disc with anti-lock
Wheelbase	Manufacturer's Specification
Seats	5-passenger seating
Air Conditioning	Manufacturer's Specification
Door Locks	Manufacturer's Specification
Windows	Front power windows. Windows all around
Mirrors	Manufacturer's Specification
Door Type	Hinged side/hinged rear cargo door
Rustproofing	Entire vehicle in accordance with Federal Standard 297-D.
Undercoating	Manufacturer's Specification

Safety	Must meet all Federal and State safety requirements
Warranty	Maximum care extended warranty, 7 years/75,000 miles. Zero (\$0) deductible.
Miscellaneous	<ul style="list-style-type: none">• Factory equipped roadside accessories/spare tire and vehicle jack• TWO (2) sets of original keys with remote entry• Operator and service manuals, and if available, ONE (1) repair manual

All questions pertaining to the Technical Specifications must be submitted electronically through HlePRO. Questions must be submitted April 3, 2024. Responses will be posted on April 8, 2024.

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

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

SPECIAL PROVISIONS

1. SCOPE

The Furnishing and Delivery of Vehicles for Fleet Service, University of Hawaii at Manoa, Honolulu, Hawaii shall be in accordance with the terms and conditions of IFB No. 24-094 and the General Provisions dated September 2013 included by reference. Copies of the General Provisions are available at the Office of Procurement and Real Property Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at:

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

2. AUTHORITY

IFB No. 24-094 is issued under the provisions of the Hawaii Revised Statutes, Chapters 103 and 103D. All prospective bidders are charged with presumptive knowledge of all requirements of the cited legal authorities. Submission of a valid executed bid by any prospective bidder shall constitute an affirmation of such knowledge on the part of such prospective bidder.

3. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Mr. Jason Perreira, Assistant Fleet Services Manager, telephone (808) 956-3297 or (808) 590-5399.

4. SUBMITTAL OF TECHNICAL DATA

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

5. DELIVERY

Delivery of all vehicles shall be made within ONE-HUNDRED TWENTY (120) consecutive calendar days from the date designated in the Notice to Proceed. The Contractor shall contact the Technical Representative to coordinate delivery for the vehicles being furnished under this contract. All vehicles shall be delivered to University of Hawaii at Manoa Fleet Services, 2027 East-West Road, Honolulu, Hawaii 96822.

6. MANUALS AND INSTRUCTIONS

The Contractor shall provide the University with operating and maintenance manuals of the vehicles furnished under this contract except when hardcopy manuals or CD versions are no longer produced by the vehicle manufacturer for distribution.

7. WARRANTY

The vehicles furnished shall be new and as specified. The Contractor shall warrant that all workmanship and materials of vehicles furnished under this contract shall be guaranteed for a period of SEVEN (7) years/75,000 miles from the date of acceptance. The Contractor shall replace and/or repair any defective workmanship and/or materials at no cost to the University during the period of warranty, provided such defects are not due to abuse or negligence on the part of the University.

8. MAINTENANCE

Maintenance and spare parts shall be available locally. All maintenance services must be prompt and effective and shall be performed by qualified mechanics.

9. PAYMENT

The Contractor shall be remunerated upon satisfactory delivery and acceptance of the vehicle, and submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to Auxiliary Services Fiscal Office, 1951 East-West Road, Honolulu, Hawaii 96822.

10. CERTIFICATES REQUIRED

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

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

11. STATE LICENSE FOR SELLING MOTOR VEHICLES

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

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