

INVITATION FOR BIDS (IFB) NO. 24-974

PROVIDE ELECTRIC KILNS

FOR

WINDWARD COMMUNITY COLLEGE

KANE`OHE, 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. 24-974, to Provide Electric Kilns, Windward Community College, Kane`ohe, Hawai`i, will be issued via the Hawaii Electronic Procurement System (HlePRO). **Bids must be submitted via HlePRO no later than 2:30 p.m. HST, April 26, 2024. Bids received after the bid due date and time or not submitted via HlePRO will not be considered.**

Bidders are advised to allow ample time for submitting their bid to ensure the submission process is completed and timely. **Bidders are solely responsible for ensuring their bid submission is completed prior to the bid due date and time.** The University shall not be responsible for any delay or failure of Bidders in submitting a complete bid.

ELECTRONIC PROCUREMENT

Bidders interested in responding to this solicitation must be registered on HlePRO. To register, visit the URL: 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](https://hiepro.ehawaii.gov/static-resources/VendorQuickReferenceGuide.pdf).

HlePRO is the system of record for issuing IFB No. 24-974 and related amendments (including changes to the bid due date and time). In addition, HlePRO is the sole vehicle for Questions, Requests for Clarification, Bid Submittals (i.e., MANDATORY BID FORM and related attachments) and Notification of Award. Bidders shall review all special instructions in HlePRO related to this IFB which are made a part of this IFB through reference.

QUESTIONS AND REQUESTS FOR CLARIFICATION

Questions and Requests for Clarification regarding the Technical Specifications or any other aspect of the IFB must be submitted via HlePRO by **2:00 p.m. HST, April 18, 2024**. Responses are scheduled to be posted on **April 22, 2024**.

The University shall not be required to answer Questions or Requests for Clarification not submitted via HlePRO or received after the Questions and Requests for Clarification deadline.

David Lassner
President, University of Hawaii

Posting Date: April 15, 2024

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

BID REQUIREMENTS

PROVIDE ELECTRIC KILNS

Submission of the **MANDATORY BID FORM** via HlePRO confirms a bidder has carefully examined the INVITATION FOR BIDS (IFB) NO. 24-974, PROVIDE ELECTRIC KILNS, WINDWARD COMMUNITY COLLEGE, KANE`OHE, HAWAI`I, and offers to provide the electric kilns to Windward Community College, 45-720 Kea`ahala Road, Hale Palanakila 216, Ceramics Studio, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB). Delivery shall be completed within **EIGHT (8) months** from the date designated in the Notice to Proceed.

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 University shall make a single award to the lowest responsible and responsive bidder on the **TOTAL AGGREGATE BID**.

Prices for all items shall be F.O.B. destination including shipping, handling, delivery and off-loading to secure curb area and all applicable charges and taxes.

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.

SUBSTITUTIONS TO BE APPROVED IN ADVANCE

The manufacturer and model numbers of items identified in the TECHNICAL SPECIFICATIONS are used as a measure of quality, style, size, appearance, and performance. All equipment must be new and unused. Used or refurbished equipment will not be considered.

Any brand or manufacture of equal or better quality and performance than that specified will be considered for acceptance by the University upon submission of a Request for Substitution (**BID REQUIREMENTS**, Page 5). The Request for Substitution must include a statement of variances which lists all features of the proposed substitution differing from the specifications and/or product specified and must further certify that the substitute has no other variant features. In addition, the Request for Substitution must include manufacturer's literature or brochures containing technical data and illustrations providing sufficient evidence to enable the University to evaluate each feature listed as a variance. The University may, at its discretion, reject or deny any submittal containing insufficient information or any substitution that it deems unequal, and the findings in these regards shall be accepted by the bidder as final and binding.

All requests for substitution of items shall be emailed to the Technical Representative, Bryce Myers, at brycenm@hawaii.edu, no later than **2:00 p.m. HST, April 18, 2024**. The University shall not be required to consider any Request for Substitution received after this deadline.

The University may at its discretion reject or deny any substitution that it deems unequal, and the findings in this regard shall be accepted by the bidders as final and binding. Notification of approval or rejection/denial of substitution requests shall be included in the University's posting of its response to **QUESTIONS AND REQUESTS FOR CLARIFICATION** (see Notice to Bidders).

A bid which includes a substitution shall be considered only if the substitution has been approved by the University via the QUESTIONS AND REQUESTS FOR CLARIFICATION.

SAMPLE FORMAT FOR REQUEST FOR SUBSTITUTION

Date: _____

Bryce Myers
Assistant Professor in Art
Windward Community College
Phone: (808) 295-7659
Email: brycenm@hawaii.edu

Bryce Myers:

Subject: **REQUEST FOR SUBSTITUTION**

Project Title: **IFB No. 24-974 Provide Electric Kilns, Windward Community College,
Kane`ohe, Hawai`i**

In accordance with the "SUBSTITUTIONS TO BE APPROVED IN ADVANCE" section of the BID REQUIREMENTS, I hereby submit for substitution the attached technical brochure(s) and statement of variances for your review and approval for the item(s) shown below:

<u>ITEM</u>	<u>SPECIFIED BRAND</u>	<u>SUBSTITUTE OR ALTERNATE BRAND</u>	<u>MODEL NUMBER</u>	<u>VARIANT FEATURES</u>
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I further certify that my request for substitution of the above items(s) has no other variant features.

Signature

Title

**NOTES: PLEASE USE YOUR COMPANY'S LETTERHEAD
IF NO VARIANT FEATURE, INDICATE "NONE"**

TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the electric kilns required by the University of Hawaii. The Technical Specifications listed herein are the minimum requirements and are **mandatory** for an accepted bid.

Electrical Specifications of existing kilns/hook ups:
Voltage 240v, 1 PHASE
Kilowatts 19kw
Amp 125A existing, Breaker Panel rated 600A
Kilns must be DIRECT WIRED to match existing hookups
Dimensions and Design:
Front Loading, with approx. 12 cu ft of STACKING space
Outside Dimension/Footprint:
<i>Existing</i> kilns are approx. 48" w x 48" d x 72" h
<i>New</i> kilns must be less than 52" w and 76" h to fit existing space
Interior Stacking Space:
Stacking space should be approx. 24" w x 24" d x 36" h.
Design should facilitate loading and unloading:
Door opens fully, unobstructed, Left Hinge preferred.
Arched ceiling extends fully to the door to accommodate loading of taller/delicate pieces without tilting
Construction of Kiln, Exterior:
Kiln frame construction and exterior shell should be made of heavy gauge welded steel, coated for protection from corrosion, including integrated base/stand
Base/stand should include bolt-in anchor points (not wheels)
Construction of Kiln, Interior:
Interior walls should be lined completely with K-Type Insulating Firebrick (NOT hardbrick or fiber); additional insulation may be high-temp fiber or similar
Kiln must be rated for regular firings up to Cone 10, approx. 2350'
Heating Elements (coils) should be heavy duty
Heating Elements (Coils) should be housed in channelized, Hard-Ceramic Element Holders
Heating Elements must be divided into three zones for controlled firing
Heating Elements (Coils) must be incorporated into the door construction
Instrumentation/Firing Controls:
Bartlett-style digital or touch-screen controller system (like V6-CF or Genesis), including:
<ul style="list-style-type: none"> • Multi-Segment Ramp/Soak, Programmable 0 to 2350 F/Cone 10 • 3-Zone Control for Elements • Includes High Limit Back Up Safety Control or similar • Preferably w/Digital App for monitoring firings and as teaching tool
Thermocouples must be Type-S (any upgrade must be included and installed)
Must include door shut-off mechanism

Venting System:
Must include kiln-specific Downdraft Venting System with Controller
Additional Accessories:
Must include one Shelving Kit per kiln
Warranty:
Minimum of TWO (2) Years or Standard Manufacturer's Warranty
SPECIAL INSTRUCTIONS and ADDITIONAL NOTES:
Freight transport must include delivery and off-loading from truck to secure curb area at the Windward Community College, 45-720 Kea`ahala Road, Ceramics Studio, Hale Palanakila 216.
Bid must be valid for 120 days.

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 Providing of Electric Kilns, shall be in accordance with the terms and conditions of IFB No. 24-974 and the General Provisions dated September 2013 included by reference. The General Provisions may be viewed at:

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

2. AUTHORITY

IFB No. 24-974 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 Bryce Myers, Assistant Professor of Art, telephone (808) 295-7659 or email: brycenm@hawaii.edu.

4. DISCONTINUED MODELS

If any of the models specified are discontinued prior to the time of delivery, the Contractor shall provide to the University a letter from the manufacturer, on company letterhead, stating the item number and manufacturer model being discontinued, the replacement manufacturer and model number, and verifying statement that the replacement meets or exceeds the minimum Technical Specifications. The Contractor shall furnish and deliver the replacement model at the original bid price.

5. ADDITIONAL QUANTITIES AT TIME OF AWARD

The University, at its sole discretion, shall be allowed to order additional quantities of items, based on the unit prices offered at the time of award, if additional funds are available.

6. DELIVERY

Prior to delivery, the Contractor shall contact the Technical Representative to coordinate delivery. Delivery date should be as soon as possible and completed within **EIGHT (8) months** from date the Notice to Proceed date.

All items to be delivered to: Windward Community College, 45-720 Kea`ahala Road, Hale Palanakila 216, Ceramics Studio, Kane`ohe, Hawai`i 96744.

7. MANUALS AND INSTRUCTIONS

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

8. WARRANTY

The equipment furnished shall be new and as specified. Used or refurbished equipment will not be accepted. The Contractor shall warrant that all workmanship and materials of equipment furnished under this contract shall be guaranteed for a minimum of **TWO (2) years or the Standard Manufacturer's Warranty** 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.

9. PAYMENT

The Contractor shall be remunerated upon satisfactory delivery of the products and submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to Windward Community College, ATTN: Business Office, 45-720 Keaahala Road, Kane`ohe, Hawai`i 96744.