

Employees' Retirement System of the State of Hawaii.



Release
Date:
07/19/2024

Request for Quote, (RFQ) State of Hawaii eProcurement, (HiePRO) RFQ # 25000117

Sealed Competitive Quotes for (2) RICOH/FUJITSU FI-7700 FLAT BED SCANNERS OR EQUIVALENT

State of Hawaii, Department of Budget & Finance, Employees' Retirement System

Governance:

This solicitation is issued under the provisions of Hawaii Revised Statutes (HRS) Chapter 103D and its administrative rules thereof. All applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission, understanding and compliance application of such knowledge on the part of such prospective offeror

eProcurement:

This is an electronic solicitation. Offered through HiePRO, State of Hawaii eProcurement system, (hiepro.ehawaii.gov). All offers are to be received in HiePRO by RFQ closure which is 6/25/2024 @ 4:00 pm HST. Offers are required to be received prior to RFQ closure in HiePRO in order to be considered by the State, no hardcopies will be considered.

Compliance:

Offerors are to be duly registered to do business in the State of Hawaii via DCCA registration, (cca.hawaii.gov/resources) and to be compliant in Hawaii Compliance Express (vendors.ehawaii.gov/hce) by the date and time of this RFQ closure, in order to be considered.

Communication:

The State's Point of Contact for this RFQ is ERS Procurement & Inventory Management Section, Steven J. Melendrez, PMO, (steven.melendrez@hawaii.gov & cc to: dbf.ers.procure@hawaii.gov & larry.wolfe@hawaii.gov). Modification to this specification shall be made by a written addendum to this RFQ in HiePRO.

Mr. Thomas Williams
Executive Director

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NOTICE TO OFFERORS

This RFQ # 25000117 is issued by the State of Hawaii electronic Procurement system, HIePRO (<https://hiepro.ehawaii.gov/solicitation>) and authorized under State of Hawaii HRS 103D-302 and the State Procurement Office.

The Employees' Retirement System (ERS) of the State of Hawaii is soliciting responses to this RFQ from Qualified computer hardware peripheral and service group providers. Offeror is to respond to this procurement by providing a complete proposal which responds to the requirements herein this specification with the requisite offer sheets in application for award candidacy consideration before the due date/time closing of this solicitation

The Awardee will be provided a Notice to Proceed and, or a fully executed Purchase Order for their price quote which is to be firm and fixed to encumber all products, labor, taxes and fees required by this specification to provide the requisite products and services specified herein.

For an Offeror to be considered for award, Offerors are to have an office in Hawaii and be duly registered to do business in the State of Hawaii via DCCA registration, (cca.hawaii.gov/resources/) and to be compliant in Hawaii Compliance Express (vendors.ehawaii.gov/hce) by the due date/time of the closing of this RFQ in HIePRO

Services and support is required during standard business hours of Monday thru Friday 0745 to 4:30 pm HST at ERS Offices, 201 Merchant Street, Honolulu, Hawaii 96813.

Offerors shall respond to this RFQ electronically and shall provide a full proposal with ancillary documents which are to be uploaded in HIePRO. Offeror's price quote is to be annotated in Offer Form OF-2 and attached to the Offeror's proposal for submittal. The Offeror's sum price quote for combined products and services shall be placed on Offer Form, OF-2.

This total sum price quote shall also be placed by the Offeror in the Offer quote section of this RFQ in HIePRO which shall be the offeror's firm and fixed price including taxes. The same entry in HIePRO and on the OF-2, cost of products & services, is the rubic used for price judging. Offeror quote is to be fully encumbered, firm and fixed, lump sum inclusive of all labor,travel, taxes and fees etc including all costs in or associated with the providing and performing of the products and services as described by this specification.

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OFFEROR QUALIFICATIONS

1. Offeror is to be authorized by the manufacturer of the computer peripheral hardware to sell, service and support same.
2. Offeror's shall have the current, credentialed and experienced staff to support this engagement. Experience to include providing similar products, services and support with a minimum of three (3) customers within the past five years of similar scope, scale and complexity of ERS.
3. Offeror's personnel, including any subcontractors, to have a minimum of three (3) years of experience providing the services and support noted herein within the last 5 years.
4. Offeror to have offices in Hawaii to provide requisite services and support specified herein.
5. Offeror minimum qualifications:
 - a. Recent years of professional experience as specified herein.
 - b. Professional credentials and authorizations from the manufacturer to sell, service and support the noted equipment herein.
 - c. Financial stability to provide the services and products as specified herein.
 - d. Sufficient staff manpower to support the requirements of this specification
6. Provide three (3) client references for whom the Offeror has provided similar products and services as described herein within the last five (5) years of government agencies of the similar size, scale and complexity as ERS.

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**RFQ TIMETABLE
TIMETABLE SCHEDULE AND SIGNIFICANT DATES**

The schedule represents the State’s best estimate of the time table that will be followed in the procurement process. All times indicated are Hawaii Standard Time (HST). If a component of the schedule is delayed, the remainder of the schedule may be delayed by the same number of days. Any change to the Schedule or significant dates shall be reflected in and issued as an RFQ addendum in HIePRO. The estimated time table is as follows:

RFQ Notification	07/19/2024
Release of Request for Quotes	07/19/2024
Offers Due date/time	07/29/2024 @ 2:00 pm
Notice to Awardee	07/31/2024

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SCOPE OF WORK:

1. The Awardee will support standard business hours of Monday thru Friday 0745 - 4:30 pm
2. The Awardee to be certified and authorized by manufacturer to provide sales, service and support of the products and services specified herein including turn-key installation and training. After installation by Awardee, equipment to be turned over to ERS IT Turn-Key.
3. The Awardee will provide warranty support for the products for the full (5) years term per the manufacturer specifications.
4. ERS IT shall authorize work requests and shall coordinate with the awardee on service, support and maintenance issues to install equipment and facilitate turn-key operation and on-going warranty maintenance. Equipment to function per manufacturer specifications for ERS without additional modification, configuration or credentialing.

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TERM OF SERVICES:

Term of service will be:

1. Turn key installation within 30 days of the Notice to Proceed or a fully executed Purchase Order.
2. (5) years term of onsite warranty, servicing, maintenance and support per the manufacturer specifications.

INVOICE AND PAYMENT:

Please note that payment for services rendered will be made net 30 days after ERS receipt of an acceptable invoice per State of Hawaii, requirements. Awardee to include approved service reports & correspondence to IT under separate cover to IT at dbf.ers.systems@hawaii.gov, when awardee submits invoices for payment to dbf.ers.AccountsPayable@hawaii.gov.

Bill to: Employees' Retirement System Attention: Accounts Payable 201 Merchant St, Suite 1400 Honolulu, Hawaii 96813 Email DBF.ERS.AccountsPayable@hawaii.gov	Ship to: Employees' Retirement System Attention: Information Systems 201 Merchant St, Suite 1400 Honolulu, Hawaii 96813 Email:dbf.ers.systems@hawaii.gov
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QUOTATION REQUESTED

Qualified Vendors shall provide their quoted price rates on Offeror Form OF-2 and attach the completed form to their proposal for upload into HiePRO (<https://hiepro.chawaii.gov/>) of this RFQ.

Pricing for supporting the specifications, terms and conditions of this RFQ shall be inclusive of all applicable costs, taxes and fees. Quote is to be fully encumbered, firm and fixed, lump sum inclusive of all labor, travel, taxes and fees etc including all costs in or associated with the performance of the services rendered as described by this RFQ.

Award consideration by the State for any offeror is to be based upon best quoted price for products and services stated herein and most responsible and responsive offeror.

Offeror to have the requisite financial, technical and administrative capabilities and in house qualified and credentialed staff expertise to support the terms and conditions of this specification on schedule. Including the offeror's references shall verify the capabilities and experience the offeror has stated in their proposal.

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PROPOSAL SUBMITTAL

Offeror(s) to annotate and sign the following forms and to insert the completed forms in their RFQ proposal package to upload into State of Hawaii's website, HIePRO (hiepro.ehawaii.gov/) as part of their proposal package for award consideration.

Which includes the following:

- 1. Offer Form OF-1, Offeror Identification:**
Includes the Offeror attesting to the understanding and agreement to provide and perform under the terms and specifications herein and no violation of Chapter 84 & no collusion. Offeror includes their corporate information, traceability and accountability information with signature.
- 2. Offer Form OF-2, Price Quote, Cost of Products & Services:**
Includes, fully encumbered, firm and fixed, lump sum inclusive of all labor, travel, taxes and fees etc including all costs in or associated with the provision and performance stated in this specification.
- 3. Offer Form OF-3, Professional References:**
Offeror is to annotate OF-3, providing three (3) years of professional experience within the past five (5) years for clients of the similar type, size, scale and complexity as ERS. If a subcontractor is used, sub-contractor also fills in the form and offeror to submit with their proposal.
- 4. ERS Confidentiality Agreement, (in HIePRO RFQ attachment section).**
 - a. Offeror to sign confidentiality agreement
 - b. Subcontractor(s) (if used) to sign confidentiality agreement.
- 5. Proposal:**
 - a. Offeror is to provide a complete proposal including service agreement. Including their company background, credentials, core competencies, certificates which pertain to performance noted in this RFQ and resumes of key personnel who will support this RFQ
- 6. Compliance:**
 - a. Offerors are to be duly registered to do business in the State of Hawaii via DCCA registration, (vendors.ehawaii.gov/hce) and compliant in Hawaii Compliance Express, ([vendors.ehawaii.gov / hce](https://vendors.ehawaii.gov/hce)) by the date and time of the closing of this RFQ in order for their proposals to be considered.

PROPOSAL SUBMITTAL DUE DATE/TIME:

Qualified offeror's shall submit their proposals to this RFQ through HIePRO, <https://hiepro.ehawaii.gov/> before 07/29/2024 @ 2:00 PM HST in order to be considered by the State.

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OFFER FORM OF-1

OFFEROR'S IDENTIFICATION

Procurement Officer
Employees' Retirement System
201 Merchant Street, Suite 1400 Honolulu,
Hawaii 96813

Dear Procurement Officer:

The undersigned has carefully read and understands and agrees to the terms and conditions specified in this Specifications and the General Conditions and agrees to same. Offeror hereby submits the following offer to perform the work as specified in this RFQ, in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

*** Company Name:** _____

Offeror is:

Limited Liability Corporation Limited Partnership Non-profit Other: _____

State of Incorporation: _____

Federal Employer ID _____ Hawaii Tax No.: _____

Payment Address: _____ (if different from business address):

City: _____ State: _____ Zip Code: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Respectfully submitted,

Date: _____

Telephone #: _____

Fax #: _____

E-mail Address: _____

Signature of Authorized Official

Name and Title of Authorized Official

*** Legal Name of Offerer's Company** Furnish the exact legal name of the entity under which the awarded contract will be executed.

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OFFER FORM OF-2 (Price Quote, Cost of Products & Services).

OFFEROR TO COMPLETE ITEMS 1 THROUGH 10 BELOW & SIGN

Item:	Description:	Qty:	Rate:	Total Amount:
1	<p>1.1 Offeror to quote a quantity of (2), Fujitsu Fi-7700 Flat Bed scanner or equivalent.</p> <p>Scanner attribute to include:</p> <p>Auto document feeder & stacker, 1200 DPI resolution, multiple media types and sizes, Barcode reading. Auto color detection, diffusion, RGB control, punched hole removal, ultrasonic multi-feed sensors with 100 pages per minute paper scanning feed and paper protection, Kofax software compatible</p> <p>1.2 Quote delivery, setup, installation, configuration, training & turn-key turnover to ERS IT.</p> <p>1.3. Quote Warranty: including full 5 year onsite warranty including servicing, parts, labor, adjustments & maintenance.</p> <p>1.3 Offeror to calculate and place The Total Sum price in block 3 below, this same value is to be input by the offeror into the Offer Price Quote Section as Offeror's total project quoted price for the RFQ as specified in HIePRO.</p>	2		
4 Other Hourly Rates, For reference only.			Rate/Hour	
			2 State GET	
			3 Total Sum Price	

5 Additional attachments have been included (check here) _____.

6. Quote No: _____ 7. Quote is valid for _____
(60) calendar days.)

8. Federal Tax Identification No.: _____ 9. Hawaii State Tax Identification #: _____

10. All quotes are to be signed and dated by an authorized individual of the company.

Company name: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

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**OFFER FORM OF-3 (Professional References)
REFERENCES TO CONFIRM THE OFFEROR QUALIFICATIONS**

Offeror to have three (3) years of professional experience providing product and technical services as stated herein, within the past five (5) years for clients of similar size, scale and complexity as ERS.

(1) Client Name: _____

Contract Person: _____

Telephone Number: _____ Facsimile Number: _____

E-mail Address: _____

Description of Services Provided: _____

Contract Period of Service Provided: _____

(2) Client Name: _____

Contract Person: _____

Telephone Number: _____ Facsimile Number: _____

E-mail Address: _____

Description of Services Provided: _____

Contract Period of Service Provided: _____

(3) Client Name: _____

Contract Person: _____

Telephone Number: _____ Facsimile Number: _____

E-mail Address: _____

Description of Services Provided: _____

Contract Period of Service Provided: _____

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**OFFER FORM OF-3 (Professional References)
REFERENCES TO CONFIRM THE SUBCONTRACTOR QUALIFICATIONS**

Subcontractor to have three (3) years of professional experience providing product and technical services as stated herein, within the past five (5) years for clients of similar size, scale and complexity as ERS.

_____ Mark here if not using a subcontractor.

(1) Client Name: _____

Contract Person: _____

Telephone Number: _____ Facsimile Number: _____

E-mail Address: _____

Description of Services Provided: _____

Contract Period of Service Provided: _____

(2) Client Name: _____

Contract Person: _____

Telephone Number: _____ Facsimile Number: _____

E-mail Address: _____

Description of Services Provided: _____

Contract Period of Service Provided: _____

(3) Client Name: _____

Contract Person: _____

Telephone Number: _____ Facsimile Number: _____

E-mail Address: _____

Description of Services Provided: _____

Contract Period of Service Provided: _____