



STATE OF HAWAII
DEPARTMENT OF TAXATION

HONOLULU, HAWAII

September 11, 2024

REQUEST FOR QUOTES (RFQ)
DOTAX RFQ-25-TAX-02

DESIGN, FURNISH & INSTALLATION – VIDEO SURVEILLANCE CAMERAS, VIDEO
INTERCOM SYSTEMS, AND PANIC ALARMS FOR THE DEPARTMENT OF TAXATION

Offers shall be submitted via the Hawaii State eProcurement System (HIePRO) no later than the date and time stated on HIePRO and in strict accordance with the instructions herein.

The Department of Taxation reserves the right to reject any or all offers and to waive any defects when such rejection will be in the best interest of the public.

INSTRUCTIONS TO OFFERORS

1. Offers must be submitted via HIePRO. Please use the Offer Form found at the end of this solicitation. Offers received after the deadline shall not be accepted.
2. Any offer that contains any erasures or alterations not properly initialed or that contains other irregularities may be rejected as not in the best interest of the public. Any offer which constitutes a conditional offer, or a counter proposal will be rejected outright.
3. Work to be performed under this solicitation is a business activity taxable under Chapter 237, Hawaii Revised Statutes (HRS), and contractors are advised that they are liable for the General Excise Tax (GET) and all other applicable taxes. If, however, the offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, the offeror shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.
4. In case of error in extension of offer price, unit price shall govern.
5. Costs for developing the proposal are solely the responsibility of the offeror. DOTAX shall not reimburse such costs.
6. DOTAX will award the contract as a lot, all or none basis, to the lowest-priced responsive, responsible offer or, when applicable, on the offer that provides the best value to the State.
7. To be awarded a contract under this solicitation, the offeror shall be compliant with all laws governing entities doing business in the State of Hawaii. Prior to awarding this contract, DOTAX shall verify compliance.

Vendor Compliance – Hawaii Compliance Express (HCE):

Vendors may choose to use the HCE, which is an electronic system that allows vendors/contractors/service providers doing business with the State to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation, Federal Internal Revenue Service, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

8. Please read the General Conditions (AG-008), which is made part of this contract and was uploaded on HIePRO.
9. Open Public Records: Per HRS § 92F-12, Agency records that must always be disclosed includes Government purchasing information, including all bid results (except as prohibited by HRS § 92F-13). Your offer and any attachments will be open public records. If an exception applies, mark that information “Confidential.” For example, proprietary information such as trademarks or copyrights may be marked as “Confidential” if you do not want that information open for public inspection.
10. Contractor shall be properly licensed for the scope of work and shall provide copies of their license(s). DOTAX shall verify compliance.

11. Contractor shall pay the appropriate prevailing wages and DOTAX may request certified payrolls.
12. Contractors are required to arrange for a site survey prior to making an offer. To schedule an appointment for a site survey, please call Wendy Yoshioka-Moore at (808)587-1512 or Emill Acosta at (808) 587-1501.

SCOPE OF SERVICES

The State of Hawai'i Department of Taxation (DOTAX) is seeking bids for a contractor to design, furnish and install video surveillance cameras, video intercom systems, and panic alarms in various DOTAX offices at the Princess Ruth Ke'elikōlani Building.

Location of work:
Department of Taxation
830 Punchbowl Street
Honolulu, HI 96813

The scope of services is broken into three parts.

Part 1. Design

Contractor shall submit design drawings with their offer. Please include layout drawings (i.e., 2D and 3D view). Design submittal shall include updated schedules and power calculations for all affected electrical panels. If a new panel is required, it shall include capacity for additional circuits in the future. The design drawings must be approved by the Department of Accounting and General Services (DAGS) Central Services Division **prior** to installation. In the event the design drawings are not approved by DAGS Central Services Division, contractor shall resubmit design drawings until approval is granted.

Part 2. Installation

Offer shall include all materials, supplies, equipment, parts, and labor to furnish and install the video surveillance cameras, video intercom systems, and panic alarms. All equipment installation must meet all required codes, industry standards, and manufacturers' recommendations.

Contractor shall ensure that the existing structure, surfaces, and building components are not damaged during installation. Any damage done shall immediately be repaired and refinished by the contractor and at a minimum, the level of finish and materials shall match pre-existing conditions.

Section	Video surveillance camera	Video intercom system	Panic alarm
Collections, Room 203	3	1	3
Office Audit, Room 228	3	1	3
Field Audit, Room 231	3	1	2
Administrative Svcs., Room 217	1	0	1
Rules, Room 219	0	1	0
Special Enforcement, Room 214	0	1	0
Directors, Room 220	1	2	0

The details below are just an estimate, additional equipment or accessories may be required for proper usage and installation. Brand name and specifications below are requested, but not required and alternative options will be considered.

Video surveillance camera:

- Logic NVR (NVR-1U-8CH-4TB)
- 32" monitor
- Logic IP camera (VX-5M28-MD-IAW)
- Box Technologies 825VA/480W/12 outlet/ AVR UPS
- Wall mount for monitor (NX-FMS1337)
- HDMI cable 10' (0E-HDMI10)
- Cord covers for wires on wall

Video intercom system:

- Aiphone Intercom Kit Video & Door Station (AJ-JOS1A)
- Door Strike (Adams Rite)
- Altronix Smp5 with enclosure
- Transformer 24V 40VA

Panic alarm:

- FlexIP Sys-18 (FlexIP with 18" chassis, transformer, battery)
- Cradlepoint Cellular (IBR200)
- SONIP Power Hub board only
- Audio sensors
- Hard wired panic button
- Transformer 24V 40VA
- Yuasa 12 VDC 7 AH battery
- Optional 24/7 monitoring service

Part 3. Post Installation

Contractor shall be available for a final inspection to complete a walk through with the DAGS Central Services Division. Contractor shall provide as-built drawings, both a hard copy and a scanned copy in pdf format.

SPECIAL PROVISIONS

Contractor:

The term "Contractor" means an individual, partnership, firm, corporation, joint venture or other legal entity undertaking the execution of work under the terms of the contract with DOTAX, and acting directly or through his, their or its agents, employees or sub-contractors.

Performance Bond:

No performance bond is required for this contract.

Subcontracting:

No portion of the work shall be subcontracted without the prior written approval of DOTAX.

Invoicing and Payment:

The Contractor shall submit an original invoice to DOTAX. Section 103-10, HRS, provides that DOTAX shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. For this reason, DOTAX will reject any bid submitted with a condition requiring payment within a shorter period. Further, DOTAX will reject any bid submitted with a condition requiring interest payments greater than that allowed by section 103-10, HRS.

Confidentiality:

The Contractor and its subcontractors, employees, and agents shall be responsible for the security and confidentiality of any and all documents and information. Any breach of this provision shall be cause for termination of this Contract and shall subject the Contractor, its employees, agents, and subcontractors to prosecution as provided by federal and state law.

Interpretations of Provisions:

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions of the contract, the interpretation given and made by the Department of Taxation, Administrative Services Office, shall govern and control. In addition, the parties agree that the Department of Taxation, Administrative Services Office shall have the sole power to decide and resolve matters that may come up in the future and that are not covered by the contract.

Conflicts and Variations:

In the event of any conflict or variation between the provisions of the Special Provisions and the General Conditions, the provisions of the Special Provisions shall control.

Liability Insurance:

The contractor shall maintain in full force and effect during the life of this contract, liability and property damage insurance to protect the contractor and its 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 himself 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 or policies 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.

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Basic Motor Vehicle Insurance and Liability Policies	\$1,000,000 per accident

Contractor shall deposit with the Department a copy of their current Acord 25 Certificate of Liability Insurance (COI).

OFFER FORM

DOTAX RFQ-25-TAX-02

DESIGN, FURNISH & INSTALLATION – VIDEO SURVEILLANCE CAMERAS, VIDEO INTERCOM SYSTEMS, AND PANIC ALARMS FOR THE DEPARTMENT OF TAXATION

Offeror: _____

_____2024

Mr. Gary S. Sukanuma
Director of Taxation
830 Punchbowl Street
Honolulu, Hawaii 96813

Dear Director Sukanuma:

The following offer is made to provide the goods and services indicated in the following offer to the Department of Taxation, State of Hawaii, at the location in the Scope of Services, all according to the true intent and meaning of the specifications hereinafter contained.

The undersigned states that he/she/it has carefully read and understands the terms and conditions specified in the Instructions to Offerors, Scope of Services and Special Provisions attached hereto, and in the General Conditions, by reference made a part hereof and available upon request, for this contract, and that the Administrative Services Officer reserves the right to reject any or all offers and to waive any defects when in his/her opinion such rejection or waiver will be in the best interest of the Department of Taxation.

The undersigned further understands and agrees that by submitting this offer, 1) he/she/it is declaring his/her/its offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited state contracts, and 2) he/she/it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned hereby proposes DESIGN, FURNISH & INSTALLATION – VIDEO SURVEILLANCE CAMERAS, VIDEO INTERCOM SYSTEMS, AND PANIC ALARMS in strict compliance with the Instructions to Offerors, Scope of Services, Special Provisions, and General Conditions, for the Total Offer Price (inclusive of all federal, state, and local taxes and any other costs incurred) of:

Dollars

(\$ _____)

The undersigned represents: (Check one only)

- A Hawaii business incorporated or organized under the State of Hawaii; OR
- A compliant non-Hawaii business not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii, Department of Commerce and Consumer Affairs, Business Registration Division to do business in the State of Hawaii and has a separate branch or division in the State that is capable of fully performing under the contract.

State of incorporation _____

Offeror is:

- Sole Proprietor Partnership Corporation Joint Venture
- Other _____

If Offeror is a "dba" or a "division" of a corporation, please furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

Federal I.D. No.: _____

Hawaii General Excise Tax License No.: _____

Payment address (other than business address below): _____

Business address: _____

Respectfully Submitted,

(x) _____
Authorized Original Signature

Date: _____

Name and Title (Please Type or Print)

Telephone No.: _____

Email Address: _____