

HAWAII STATE DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

OCTOBER 25, 2024

ADDENDUM B

TO

INVITATION FOR BIDS

IFB D24-109

TO

**PROVIDE RECURRING MAINTENANCE AND REPAIRS
FOR AIR CONDITIONING AND VENTILATING EQUIPMENT
AT VARIOUS HAWAII STATE DEPARTMENT OF EDUCATION
SCHOOLS AND OFFICES IN THE LEEWARD DISTRICT**

The following changes are hereby provided and incorporated into IFB D24-109:

PART I: Bid submission due date has been revised as follows:

From: Tuesday, October 29, 2024
4:30 p.m., Hawaii Standard Time

To: Friday, November 1, 2024
4:30 p.m., Hawaii Standard Time

PART II: CHANGES TO THE IFB

A. REVISIONS TO SPECIFICATIONS

7. Parts and Materials, Section 7.2.1 on page S-16 has been deleted in its entirety and replaced with the following:

The cost shall be at the supplier's invoice price plus a mark-up not exceeding thirty percent (30%), which shall include cost of material, overhead, profit, all taxes and any other incidental expenses, and the CONTRACTOR shall be responsible for all labor and other costs; and

7. Parts and Materials, Section 7.2.2 on page S-16 has been deleted in its entirety and replaced with the following:

A cost proposal with an estimate of the replaced mechanical parts or components and the connected accessories plus a mark-up not exceeding thirty percent (30%) shall be submitted to the CA for approval for the repair work.

8. Authorized Extra Work for Troubleshooting and Repair Work for As-Needed Designated Equipment, Section 8.4 on page S-18 has been deleted in its entirety and replaced with the following:

The STATE shall compensate the CONTRACTOR for the labor cost, and for the replaced mechanical parts, units or components and the connected accessories at supplier's invoice price plus a mark-up not exceeding thirty percent (30%), which shall include the cost of material, overhead, profit, all taxes, and any other incidental expenses.

8.4.1 Compensation for labor shall be in accordance with the CONTRACTOR's Hourly Labor Rate on the applicable Offer page. The CONTRACTOR shall charge only for the actual hours spent for the duration of the trouble shooting and repair work (travel time not included) as reflected on the service report certified or signed by a school representative. The CONTRACTOR shall not charge the entire estimated labor hours listed on the cost proposal if the actual labor hours spent are less.

8.4.1.1 If a subcontractor service is required and approved by the CA, the CONTRACTOR's mark-up shall be limited to ten percent (10%), and shall include all the above-mentioned expenses.

B. REVISIONS TO THE SPECIAL CONDITIONS

Payment, 45 Invoicing 2. Repair Work on page SC-15 has been deleted in its entirety and replaced with the following:

2. Repair Work:

Invoice shall include the Project Name, school and district; description of services, month and date of service, Maximo Work Order (WO) number, purchase order number (if available), Building letter, Room number, and Equipment identification and shall be submitted together with the service report certified or signed by a school authority or representative and the original certified invoice from the supplier for the replaced mechanical parts or components and the connected accessories; plus a mark-up not exceeding thirty percent (30%), which shall include cost of material, overhead, profit, all taxes and any other incidental expenses. If a subcontractor service is required and approved by the CA, the CONTRACTOR's mark-up shall be limited to ten percent (10%), which shall include all the above-mentioned expenses. The CONTRACTOR shall substantiate all costs by submitting a copy of parts or material invoices with their invoice to the STATE. A purchase order for replaced mechanical parts and components will be issued upon approval of the proposal from the CONTRACTOR.

Unless the CONTRACTOR is given a separate purchase order authorizing the additional service, the STATE shall not be held responsible for payment of any such work performed by the CONTRACTOR. Invoices billed from a mainland affiliate must be sent to the CONTRACTOR's local office for inclusion of the appropriate paperwork, before

being submitted to STATE. Incomplete invoices will be returned to the CONTRACTOR without processing.