

State of Hawaii
Department of Health
Solid and Hazardous Waste Branch
Office of Solid Waste Management
Deposit Beverage Container Program

**Request for Quotes (RFQ-2025-HF Update)
To Perform an Evaluation of the Current Handling Fees
Paid to Certified Redemption Centers**

December 1, 2024 – February 28, 2025

A. Objective

The Deposit Beverage Container (DBC) Program of the Hawaii State Department of Health (DOH) requires a contractor to evaluate the current handling fees paid to certified redemption centers (CRCs) statewide. The selected contractor will provide recommendations for revising handling fees, specifically for glass and plastic, for both on-island and inter-island end-uses. Selection will be made via the Request for Quotes (RFQ) procurement method through the State of Hawaii eProcurement (HIePRO) system available at <https://hiepro.ehawaii.gov/welcome.html>. This contract is for a three (3) month period starting December 1, 2024, and ending March 1, 2025. This contract has a budget of \$49,999.99. Offers of \$50,000.00 or more will be rejected.

B. Scope of Work

Task 1: Review 2019 Handling Fee Data and Analysis. The contractor shall conduct a detailed review of Crowe’s 2019 Study of Deposit Beverage Container Handling Fees report and data, focusing on on-island, inter-island, and off-island transportation costs for glass and plastic. The goal is to understand the components and relative shares of transportation costs by material and County.

Task 2: Identify and Evaluate Adjustment Methods. Based on the results of Task 1, the contractor will identify and evaluate one or more adjustment methodologies that can be used to revise and update transportation costs for on-island and inter- island end-uses.

Task 3: Implement and Integrate Transportation Adjustments. Using the methods identified in Task 2, the contractor shall calculate updated handling fees for on-island glass, inter-island glass, on-island plastic, and inter-island plastic. This will involve adjusting the current handling fee model to reflect these components and removing the off-island transportation costs where applicable.

Task 4: Provide Recommended On-Island and Inter-Island Glass and Plastic Handling Fees. Drawing on the analyses from Tasks 2 and 3, the contractor will provide recommended glass and plastic handling fees for on-island and/or inter-island end-uses, detailing the rationale behind these adjustments.

Task 5: Prepare Draft and Final Reports. Prepare draft and final reports describing the work performed under Tasks 1 through 4, presenting methodology and results to the Office of Solid Waste Management (OSWM), and Administrative Staff from the Department of Health. The draft report should be delivered by February 1, 2025, The DOH shall have a maximum of fourteen (14) days to review the report and make any edits necessary for the Contractor to incorporate into their final report. The final report shall be due by February 26, 2025

C. Term of Contract

The performance period of the contract shall be from December 1, 2024 and ending on February 28, 2025. When interests of the State or the Contractor so require, the State or the Contractor may terminate the contract for convenience by providing six (6) weeks prior written notice to the contracted parties.

D. Public Notice

The RFQ is published at the State Procurement Office under Procurement Notices: <https://hiepro.ehawaii.gov/welcome.html>.

Any revisions will be made through HiePRO.

E. Required Contractor Specifications

The minimum work experience is listed below. For each question in the “Required Contractor Specifications” table below, Offerors shall answer yes or no, fill in the year(s) of experience, and provide brief comments about their ability and knowledge where applicable.

Minimum Work Experience

Five years of work experience evaluating DBC handling fees and one year of work experience evaluating costs incurred by Hawaii Certified Redemption Centers. Required Contractor Specifications				
Experience	Yes	No	Year(s)	Comments
Work experience evaluating Deposit Beverage Container Handling Fees				
Work experience evaluating costs incurred by Hawaii Certified Redemption Centers				

Company Information and Staffing. Offeror shall include as a separate attachment(s) to this RFQ a comprehensive description of its ability to meet the staffing requirements necessary for this project, including the number and location of employees and resources that will be committed to the project. Offeror shall provide a brief description of the roles and responsibilities of significant employees or positions and resumes or position descriptions as appropriate. In addition:

1. Offeror Experience and Knowledge. The DOH is seeking a contractor with demonstrated capabilities in the operation of the requested services. The DOH expects that the awarded Offeror will provide professional staff with experience in evaluating Deposit Beverage Container handling fees. Knowledge and prior experience working with local Certified Redemption Centers within the State of Hawaii will be strongly considered.

2. Related Project Experience. Offerors shall document their capabilities by providing detailed descriptions from current or recent projects similar to this RFQ. Related projects described should be of size, complexity, and type of service as comparable as possible to this RFQ. Offerors must identify all current contracts with other state/county agencies. Primary Contractor and subcontractor's (if applicable) experience shall be listed separately.

3. Prior Default and Termination. Offerors must state whether it had a contract terminated for default in the last five (5) years. Termination for default is defined for these purposes as notice to stop performance delivery due to Offeror's non-performance or poor performance and the issue of non-performance was either: a. not litigated due to inaction of the Offeror; or b. litigated and determined that the Offeror was in default.

If the Offeror has such a contract, the proposal should contain full details including party's name, address, and telephone number.

4. Project Support. Offerors shall include its hours of operation, telephone access and response time to services requested.

F. Professional References

Two (2) professional contacts are required, who may serve as references that can attest to the experience and knowledge of the Offeror. Include name, title, address, email, and telephone number.

G. Contractor Proposal, Fees, and Bid Requirements

All bidding will be conducted through HIEPRO, with compliance requirements as specified. The cost proposal and work plan will be evaluated based on Section B's tasks and Section E's specifications.

Electronic Procurement. The State has established HiePRO [pronounced ‘HI-pro’] to electronically solicit and receive offers for procurements. Offerors interested in responding to this electronic solicitation must be registered on HiePRO in order to participate in this procurement. Registration information is available at the State Procurement Office’s HiePRO website: <https://hiepro.ehawaii.gov/welcome.html>, then either view or download the Vendor Registration Guide or watch the Vendor Registration Video.

Award(s) resulting from this solicitation, if any, shall be conducted through HiePRO and subject to a mandatory 0.75% (0.0075) transaction fee of the award, not to exceed \$5,000.00 for the award. This transaction fee shall be based on the initial award amount or estimated amount, and is due upon receipt of invoice, 30 days net. It is payable to Hawaii Information Consortium, LLC. (HIC), the vendor that administers HiePRO. The awarded Offeror will receive an invoice from HIC in HiePRO upon notice of award.

Note that HiePRO small purchase contracts are limited to a maximum of “less than \$100,000.00”. In this solicitation, offers of \$50,000.00 or more will be rejected. This Contract will be funded based on the listed term of contract in Section C. The awarded Offeror shall submit invoice(s) to the DBC Program on or before thirty (30) days after the end of the contract, based on completion of tasks in Section B and in accordance with the cost proposal of the contract awarded. No advance payments will be made.

Instructions for Cost Proposal and Work Plan. The Offeror shall provide a Cost Proposal that includes the estimated expenses for the upcoming contract period and a Work Plan. The Cost Proposal will be considered along with the Contractor’s ability to fulfill the Contractor Specifications in Section E to determine the Contract award. The Work Plan shall specify how the Contractor will implement the tasks and responsibilities described in Section B, “Scope of Work.”

Hawaii Compliance Express (HCE). All contractors shall comply with all laws governing entities doing business in the State. Contractors are required to register with HCE for online compliance verification from the Department of Taxation, Federal Internal Revenue Service; Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

- **Tax Clearance.** Pursuant to HRS 103-53, as a prerequisite to entering into contracts of \$25,000 or more, contractors are required to have a tax clearance from DOTAX and the IRS.
- **Labor Law Compliance.** Pursuant to HRS 103-55, contractors shall be in compliance with all applicable laws of the federal and state governments relating to workers’ compensation, unemployment compensation, payment of wages, and safety.
- **DCCA Business Registration.** Prior to contract, all businesses except sole proprietorships, charitable organizations, unincorporated associations, and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website.

Timely Registration on HCE. Offerors should register on HCE as soon as possible to obtain compliance. Offerors that are not compliant at the time of award are not eligible to be awarded.

General Conditions. Offerors shall carefully read and understand the terms and conditions specified in the HRS Chapter 103D General Conditions, by reference made a part hereof and available upon request, prior to submittal of the Cost Proposal and Work Plan.

Cost/Scope Modifications. During the course of the contract and collaboration with the Contractor, the DBC Program may discuss, negotiate, and approve changes to costs associated with particular tasks, as may be appropriate to the success of the project, and within the parameters of the HiePRO contract funding limits. Changes to the contract costs shall require written approval of the DBC Program before any contract changes are made or acted upon by the Contractor.

H. Schedule

Activity	Date
Solicitation posted on HiePRO	October 29, 2024
Questions due via HiePRO	November 4, 2024
Answers to be provided via HiePRO	November 8, 2024
Due date for bids via HiePRO	November 12, 2024
Contract awarded	November 15, 2024
Contract start date	December 1, 2024
Contract end date	February 28, 2025

I. Contact Information

Raven Jimenez, Planner
(808) 586-4041
Marienna.Jimenez@doh.hawaii.gov