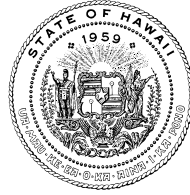


JOSH GREEN, M.D.
GOVERNOR

SYLVIA LUKE
LT. GOVERNOR



DEAN MINAKAMI
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM
HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION
677 QUEEN STREET, SUITE 300
HONOLULU, HAWAII 96813
PHONE: (808) 587-0620

October 8, 2025

NOTICE TO VENDORS
REVISED

The Hawaii Housing Finance and Development Corporation (HHFDC) is soliciting quotes for Residential Real Estate Appraisers for HHFDC's acquisition of up to 27 condominium units, as described in the attached. Interested vendors should download the Request for Quotes (RFQ) No. RFQ#26-004-DEV, including all forms and required documents, from the Hawaii State eProcurement (HiePRO) website at <https://hiepro.ehawaii.gov>. The RFQ documents will be available on HiePRO beginning on the issue date above. Only vendors who have a valid registered account in HiePRO will be allowed to submit a quote for this solicitation. All quotes must include the applicable State General Excise Tax.

To be eligible for the award, the vendor must be licensed by the State of Hawaii as a State Licensed appraiser, Certified Residential Appraiser, or Certified General Appraiser in accordance with Chapter 466K, HRS.

Inquiries:

Questions, requests or discoveries relating to this solicitation must be submitted *on HiePRO using the "Questions and Answers" section no later than 4:30pm on October 13, 2025*. Any inquiries not received on HiePRO or not received timely will not receive a response.

Submission Deadline:

Completed quotes and other required forms shall be submitted on HiePRO no later than:

October 29, 2025 @ 4:30 p.m.

Quotes that are: (1) not submitted on HiePRO, (2) not submitted on the required form, or (3) otherwise do not meet the RFQ requirements, will not be accepted or considered for award.

There will be no pre-submittal conference or site inspection. However, all interested vendors are encouraged to independently visit the site to familiarize themselves with the existing conditions and the extent of the services to be performed as stated in the scope of services. Submission of a quote shall be evidence that vendor understands and will comply with the scope of services and solicitation requirements if awarded a contract.

The following quote documents and pertinent information are attached for your examination.

- Quote for Services
- Quote Schedule
- Scope, Requirements, and Special Conditions
- Disclosure Statement
- Vendor/Contractor Information Form

The following documents must be completed and received on HiePRO by the Submission Deadline above, as amended:

- Quote for Services
- Quote Schedule
- Disclosure Statement
- Vendor/Contractor Information Form

HHFDC, in its sole discretion, reserves the right to: change or cancel the RFQ; reject any or all quotes received; determine whether a quote submitted in response to this RFQ fails to meet the requirements of the RFQ in some material respect; obtain modification or clarification necessary to properly evaluate a quote; correct or waive a mistake attributable to an arithmetical error, a minor informality, or an otherwise obvious mistake; and waive any quote document defects if the waiver is in the best interest of HHFDC.

Sincerely,

Dean Minakami
Executive Director

Attachments

**SCOPE, REQUIREMENTS, AND SPECIAL CONDITIONS
(HlePRO)**

REVISED

The Contractor shall provide all labor, materials, equipment and incidentals necessary to satisfactorily complete the Scope of Services described herein.

I. SCOPE OF SERVICES. The Contractor shall complete appraisals to establish the fair market value for up to 27 individual condominium units located at The Block 803 Waimanu in Honolulu, Hawaii and identified by Tax Map Key No.: (1) 2-1-049: 084 (the "Property") for use in determining HHFDC's proposed purchase price for designated condominium units. A list of the 27 condominium units at 803 Waimanu Street may be requested. The reports must clearly explain how the valuation was determined and include the following elements:

A. Property Inspection. The Contractor shall conduct physical site inspections of up to 27 condominium units and common areas. Contractor shall consider unit square footage, floor plans, parking, amenities, and any other related improvements and unit conditions.

B. Market Analysis. The Contractor shall analyze current real estate market conditions in Honolulu, Hawaii, as well as recent sales within the subject project and comparable sales within the surrounding neighborhood to support the fee simple valuation.

C. Legal Review. The Contractor shall review title, zoning, condominium documents, and any other relevant rules or restrictions which may affect the valuation of the property.

The Contractor shall provide all labor, materials, equipment, and incidentals necessary to satisfactorily complete the Scope of Services described herein.

II. CONTRACT TERM. The contract period is for one (1) year, effective on or around October 24, 2025 and ending on or around October 23, 2026, with two (2) option(s) to extend for additional six-month periods at the sole discretion of HHFDC. Each 12-month period of service during the contract term is subject to Department of Human Resources Development (DHRD) approval of a Request for Exemption from Civil Service (RECS). The contract may be terminated for convenience if such approval is not obtained.

III. CONTRACT ADMINISTRATOR. The Contact Person for HHFDC shall be:

Hunter Miller, Housing Development Specialist
Telephone: (808) 587-3182
Email: hunter.m.miller@hawaii.gov

IV. COMPLIANCE REQUIREMENTS.

A. Business Compliance. Pursuant to HRS Chapter 103D-310(c), all vendors, upon award of contract, shall comply with all laws governing entities doing business in the State, including, but not limited to:

- Chapter 237, tax clearance;
- Chapter 383, unemployment insurance;
- Chapter 386, workers' compensation;
- Chapter 392, temporary disability insurance; and
- Chapter 393, prepaid health care.

Vendors shall produce documents to the procuring officer to demonstrate compliance with this subsection. Any vendor making a false affirmation or certification under this subsection shall be suspended from further offerings or awards pursuant to section 103D-702. The procuring officer shall verify compliance with this subsection for all contracts awarded pursuant to sections 103D-302, 103D-303, 103D-304, and 103D-306, and for contracts and procurements of \$2,500 or more awarded pursuant to section 103D-305.

Hawaii Compliance Express. Hawaii Compliance Express (HCE) 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.

Vendors are strongly encouraged to register with HCE at <https://vendors.ehawaii.gov> prior to submitting an offer. The annual registration fee is \$12.00 and the 'Certificate of Vendor Compliance' issued by HCE is accepted as proof of compliance for award, execution of the contract, and final payment.

Timely Registration on HCE. Vendors are advised to register on HCE soon as possible to ensure proof of compliance is available at the time of award.

B. Wages, hours, and working conditions of employees of contractors performing services. Pursuant to HRS §103-55, HRS, services provided under this Contract shall be performed under the following conditions:

- a. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to public officers and employees for similar work. For contracts for services performed by laborers and mechanics, the vendor or the vendor's subcontractor shall give a copy of the rates of wages to each laborer and mechanic employed under the contract by the vendor at the time each laborer and mechanic is employed; provided that the vendor does not have to provide the vendor's employees the wage rate schedules where there is a collective bargaining agreement; and
- b. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

The wage rate schedule may be obtained from the State of Hawaii Department of Labor and Industrial Relations website:

[Wage Standards Division | Prevailing Wages – Wage Rate Schedule](#)

Weekly certified payroll required. For services performed by laborers and mechanics, a certified copy of all payrolls shall be submitted weekly to the HHFDC for review. The vendor shall be responsible for the submission of certified copies of the payrolls of all subcontractors. The certification shall affirm that the payrolls are correct and complete, the wage rates contained therein are not less than the applicable rates, and the classifications set forth for each laborer or mechanic conform with the work the laborer or mechanic performed.

All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

V. SUBMITTALS

A. Vendors shall complete and submit the following forms on HlePRO no later than the quote due date and time indicated in the Notice to Vendors:

1. Quote for Services, including Quote Schedule and Terms and Conditions;
2. Vendor/Contractor Information Form; and
3. Disclosure Statement

Quotes that are: (1) not submitted on HlePRO, (2) not submitted on the required form, or (3) otherwise do not meet the RFQ requirements, will not be accepted or considered for award.

Modifications and withdrawals shall be made by electronic notice in accordance with section 3-122-9, Hawaii Administrative Rules.

B. After the quotes are received, the lowest responsive, responsible vendor will be identified and notified by HHFDC. The selected vendor shall then submit to HHFDC current forms of the following documents within two (2) calendar weeks of notification:

1. Original signed quote and required forms.

Vendor shall submit the signed original offer, with any other required documentation, so that it is received within five (5) working days from the notification of intent to award, unless this requirement is explicitly waived by HHFDC.

2. Certificate of Insurance for the following coverages and requirements, as further detailed in section VII.J of the Special Conditions below:
 - a. General liability insurance (occurrence form) including bodily injury and property damage, personal injury and products and completed operations coverage for at least \$1 million per occurrence and \$2 million in the aggregate;
 - b. Automobile insurance for its own vehicles and if it doesn't have any vehicles, then coverage for Hired and Non-Owned Auto Liability, for at least \$1 million per accident.
 - c. Workers Compensation and Employers' Liability insurance as required by law.
 - d. The State of Hawaii and HHFDC and their elected and appointed officials, officers, employees, and volunteers shall be added as an Additional Insured with a CG2026 Additional Insured – Designated Person or Organization endorsement, or similar endorsement to the above required insurance policies.
3. A current Certificate of Vendor Compliance from the Hawaii Compliance Express (HCE) website, or other proof of compliance documentation, indicating that the Contractor is "Compliant" with State laws governing businesses in Hawaii, in accordance with section 103D-310(c), HRS. The HCE system can be accessed online at <http://vendors.ehawaii.gov/hce>.
4. Evidence of current, valid license(s) required to perform the work, if required by the RFQ.

VI. GENERAL CONDITIONS.

The awarded contractor is subject to the AG-008 103D General Conditions ("General Conditions"). The General Conditions have been uploaded on HlePRO and can be accessed and downloaded in the same manner as the RFQ forms.

VII. SPECIAL CONDITIONS.

A. Required License(s)

To be eligible for the award, Contractor must be licensed by the State of Hawaii as a State Licensed appraiser, Certified Residential Appraiser, or Certified General Appraiser in accordance with Chapter 466K, HRS. The respondent shall be solely responsible for assuring that they possess all required licenses to perform the scope of work set forth in this RFQ.

B. HHFDC reserves the right to terminate or suspend service at any time. The Contractor shall not be entitled to payment for work not performed on such lot(s) during such periods of suspension or termination.

C. Work Schedule

1. The Contractor shall prepare and submit to the HHFDC a work schedule to encompass the entire contract period.
2. The Contractor shall notify the HHFDC Project Manager at least 7 days in advance of any changes in the scheduled performance dates.
3. The Contractor shall not commence any work until he has been awarded an approved purchase order or executed contract. Any work conducted prior to the issuance of this purchase order or contract shall be at the Contractor's own risk and no compensation shall be paid for such unapproved work. Similarly, any work conducted following the expiration of the contract or purchase order, unless the same is extended, shall be at the Contractor's own risk and no compensation shall be paid for such unapproved work.
4. The purchase order or contract will indicate a Notice to Proceed (NTP) date that has been discussed and mutually agreed upon by the Contractor and the HHFDC.
5. Normal Work Days/Hours.
 - a. Work may be performed on normal workdays and during normal work hours only.
 - b. Normal work days are Mondays through Fridays, excluding legal State Holidays and Saturdays and Sundays. Normal work hours are from 8:00 a.m. to 4:30 p.m.

D. Workmanship

The Contractor shall provide skilled supervision and workers familiar with the required services and proficient at the operation of all required equipment.

E. Work Completion

All the work specified on the purchase order or contract shall be completed in a clean, neat and professional manner. Any rejected work shall be corrected to the satisfaction of the HHFDC Project Manager. Costs for the correction of any rejected work shall be borne solely by the Contractor and no additional payment shall be made by HHFDC for this corrective work.

F. Payment.

1. The Contractor shall submit an original invoice for payment upon satisfactory completion of the required scheduled work. The body of the invoice **must** contain the following information:

- **Purchase Order (PO) /Contract Number**
- **HHFDC Job Number (if any)**
- **Dates of completion**
- **Description of the work performed**
- **Dollar amount due**
- **Name and address for payment**

The Contractor shall invoice for payment on a **monthly** basis. If the Contractor's quote is \$2,500.00 or more, the Contractor shall submit with each invoice a current Certificate of Vendor Compliance from HCE indicating that the Contractor is in "Compliant" status or equivalent documentation to show compliance with section 103D-310(c), HRS. The Contractor's invoice cannot be processed for payment if not accompanied by current and valid compliance document(s).

2. To expedite processing of the invoice, mail the invoice to:

Hawaii Housing Finance and Development Corporation
ATTN: Hunter Miller, Housing Development Specialist
677 Queen Street, Suite 300
Honolulu, Hawaii 96813

3. The processing of the payment invoice by the HHFDC will be contingent upon the verification and approval by the HHFDC Project Manager that the work has been satisfactorily completed. Section 103-10, HRS, provides that the State, upon receipt of invoice, shall have thirty (30) calendar days after receipt or satisfactory completion of contract to make payment. For this reason, the State will reject any offer submitted with a condition requiring payment within a shorter period.

G. Contingency or Allowance

Any work to be paid from a Contingency or optional services Allowance shall be determined and approved by HHFDC at its sole discretion. The Contractor shall provide a cost proposal and shall not commence any work prior to HHFDC's written approval of the cost proposal and issuance of a notice to proceed. No sum shall be paid from the Contingency or Allowance without prior written approval by HHFDC.

H. HlePRO Fee

There is no fee to register in HlePRO or submit an offer. However, there is a fee to the awarded vendor. The fee is .75% of the award or estimated award (for instance, the fee is \$75 for an award of \$10,000) and is due upon receipt of invoice, 30 days net. It is payable to Hawaii Information Consortium, LLC (HIC), the vendor powering the HlePRO application. The fee is capped at \$5,000 per award. You will receive an invoice from HIC upon notice of award.

J. Insurance Requirements

Vendor shall furnish certificate(s) of insurance to HHFDC as evidence of the existence of the insurance coverage required by State policy, in amounts not less than the amounts specified herein. Vendor shall maintain this insurance for the entire performance period of the Contract at the Vendor's own expense.

Vendor shall defend, indemnify, and hold harmless the HHFDC, the State of Hawaii and its departments, boards, and agencies, and all their officers, employees, and agents from and against all liability, loss, damage, cost, and expense, including all attorneys' fees, and all claims, suits, and demands therefore, arising out of or resulting from the acts or omissions of the Vendor or the Vendor's officers, employees, agents or subcontractors.

a. Workers' Compensation

Vendor shall carry Workers' Compensation insurance in such form and amount to satisfy the applicable state Workers' Compensation Law. Workers' Compensation must be issued by an admitted carrier authorized to do business in the State of Hawaii. Workers' Compensation insurance premium expense for the Project personnel may be reimbursed by the HHFDC upon review and approval.

b. Liability Insurance

Vendor shall carry commercial general liability and automobile liability, including products and completed operations coverage, and automobile liability insurance shall be written on occurrence form and contain broad form property damage and bodily injury coverage of a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Automobile insurance, and basic no-fault and personal injury protection as required by Hawaii laws, shall be no less than \$1,000,000 per accident. If VENDOR does not own any automobiles, it shall maintain Hired & Non-Owned Automobile Liability coverage.

The Vendor shall provide immediate written notice to the Contract Administrator should any of the insurance policies evidenced on its Certificate of Insurance form be canceled, limited in scope, or not renewed upon expiration. Furthermore, each insurance policy required by the Contract shall contain the following clauses:

1. "The State of Hawaii and HHFDC is added as an additional insured with respect to operations performed for the State of Hawaii."
2. "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the Contract.

During the entire term of this Contract, the Vendor agrees to deposit with the HHFDC certificate(s) of insurance necessary to satisfy the HHFDC that the insurance provisions of this Contract are being complied with and to keep such insurance in effect and the current certificate(s) therefore on deposit with the HHFDC. Upon request of the HHFDC, the Vendor shall be responsible for furnishing a copy of the policy or policies.

Failure of the Vendor to provide and keep in force such insurance shall be regarded as material default under this Contract, entitling the HHFDC to exercise any or all of the remedies provided in this Contract for default of the Vendor.

The procuring of such required insurance shall not be construed to limit the Vendor's liability hereunder or to fulfill the indemnification provisions and requirements of this Contract. Notwithstanding said policy or policies of insurance, the Vendor shall be obligated for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this Contract.

QUOTE FOR SERVICES

REVISED

To: Hawaii Housing Finance & Development Corporation
677 Queen Street, Suite 300
Honolulu, Hawaii 96813
Fax No.: 587-0600

Attention: Procurement Officer
Subject: RFQ No. 26-004-DEV, Residential Appraisal Services, The Block 803 Waimanu Street, Honolulu, Hawaii.

The undersigned, having visited the site of work or otherwise having become familiar with the conditions under which the work is to be performed, and having read this Quote for Services, including Terms and Conditions, and reviewed all documents included with this RFQ, as amended, agrees to, if this quote is accepted, furnish and pay for all labor, materials, tools, equipment and incidentals necessary to perform and complete the services in accordance with this Quote for Services, Terms and Conditions, and Scope of Services and that the undersigned shall accept in full payment the lump sum quote as set below:

TOTAL QUOTE

_____ Dollars \$ _____
(Written Amount) (Numerical Amount)

The undersigned also agrees as follows:

- (1) All quotes submitted include the State of Hawaii general excise tax of 4.712% and the Hawaii Housing Finance & Development Corporation (HHFDC) may deduct the excise tax from the quote price upon Contractor providing an approved General Excise Tax Exemption Claim Form.
- (2) The HHFDC reserves the right to reject any and all quotes. This quote may not be withdrawn and shall remain valid with prices held firm for **three (3) calendar months** subsequent to the deadline for quotes. Prices shall be held firm during this period.
- (3) The undersigned has not entered into any collusion with any person in respect to the submitting of this or any other quote for this work and the undersigned is not in arrears in any payment owed to the State.
- (4) Unless exempted by Hawaii Revised Statutes (HRS) Chapter 444, Contractors, and its applicable Hawaii Administrative Rules (HAR), the undersigned is a contractor licensed to do business in the State of Hawaii.
- (5) This quote is for goods and/or services under \$100,000. When construction is involved, a Contract Payment and Performance Bond shall be required for procurements greater than \$50,000.00.
- (6) If the undersigned is the lowest responsible and responsive vendor:
 - (a) The undersigned shall be notified and a contract or purchase order will be issued for the amount stated in the lump sum quote above.
 - (b) Work may not proceed without an authorized Notice to Proceed ("NTP") letter or purchase order from the HHFDC.
 - (c) **The work shall commence from the notice to proceed date stated on the purchase order, and shall be completed within 30 days.** The Vendor and the State may renew the Contract and extend the term for up to two (2) six-month periods, or a portion(s) thereof, without the necessity of re-soliciting, upon mutual agreement in writing prior to the expiration of the contract. Any work performed during an extended period shall be compensated at the same unit prices stated on the undersigned's Quote Schedule unless otherwise approved in writing by HHFDC.
 - (d) The undersigned shall maintain insurance acceptable to the HHFDC in full force and effect throughout the term of the contract or purchase order. Contractor's commercial general liability (occurrence form) insurance shall contain broad form property damage and bodily injury coverage of a combined single limit of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate arising out of or in connection with the performance of the work. Contractor shall obtain automobile insurance for its own vehicles and if it doesn't have any vehicles, then coverage for Hired and Non-Owned Auto Liability for at least \$1,000,000 per accident. The Contractor and all

subcontractors shall obtain full workers' compensation insurance coverage for all persons whom they employ or may employ in carrying out the work. This insurance shall be in strict conformity with the requirements of the most current and applicable State of Hawaii Worker's Compensation Insurance laws. The Contractor shall obtain Builder's Risk Insurance with a minimum limit of \$150,000 when building work is performed.

- (7) The undersigned will furnish to the HHFDC, as a condition of award, a Certificate of Insurance for the required coverage naming the State of Hawaii and HHFDC as additionally insured parties.
- (8) The undersigned shall comply with the provisions of this RFQ, including any General or Special Conditions referenced in the RFQ.
- (9) The undersigned acknowledges that Section 11-355, HRS, prohibits campaign contributions from specified State or County government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.

Respectfully submitted,

(Company)

(Signature) Date

(Contractor License No.)

(Print Name and Title)

REMINDER TO VENDOR: This QUOTE FOR SERVICES form includes the Quote Schedule and Terms and Conditions. Please complete, sign, and submit the entire form along your completed Disclosure Statement, Vendor/Contractor Information Form, and any other document required by this RFP.

QUOTE SCHEDULE
RFQ No. 26-004-DEV
For
Residential Appraisal Services
REVISED

BASE QUOTE:

The Total Base Quote is for a period of service up to twelve (12) calendar months with the option to extend for two (2) additional 6-month periods.

Item No.	Description	Quantity	Unit	Unit Price	Total Price
1.	Comprehensive Appraisal Report	27	Each	_____	_____
2.	Restricted Appraisal Report	27	Each	_____	_____
3.	General Excise Tax (GET)*			_____	_____

TOTAL QUOTE
(Sum of Items No. 1 thru 3 above) _____

*Calculate GET by multiplying the applicable rate by the sum of Items No. 1-2 above.

REMINDER TO VENDOR: The Total Quote calculated on this Quote Schedule must be entered on Page 1 of this QUOTE FOR SERVICES form. This QUOTE FOR SERVICES form includes the Quote Schedule and Terms and Conditions. Please complete, sign, and submit the entire form along with your completed Disclosure Statement, Vendor/Contractor Information Form, and any other documents required by this RFQ.

TERMS AND CONDITIONS

1. EXAMINATION OF SITE, ETC. – Prior to bidding, prospective bidders shall visit the site of the intended work and shall fully acquaint themselves with the existing conditions so that they may fully understand the facilities, difficulties, and restrictions attendant to the execution of the work. Bidders shall also thoroughly examine and be familiar with the Bid for Services, Terms and Conditions, and Scope of Work. No claim for extra work will be allowed because of alleged impossibilities or difficulties in the production of the results specified or because of omission in the Bid for Services, Terms and Conditions, and Scope of Work.
2. UTILITIES – The Contractor shall make its own arrangement and shall pay for all costs for power, drinking water, telephone, and sanitary facilities for its own use on the Project. The cost for these utilities shall be included in the amount bid. No direct payment for utilities will be made to the Contractor.
3. HAWAII REVISED STATUTES AND HAWAII ADMINISTRATIVE RULES – Hawaii Revised Statutes Chapter 103 and 103D, as amended, and the Hawaii Administrative Rules, Title 3, Subtitle 11 as amended, are not physically attached but shall be a part of these Terms and Conditions, and are hereby incorporated by reference. The Hawaii Revised Statutes Chapter 103 and 103D, as amended, is available for review online at: https://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HR0103D/. The Hawaii Administrative Rules, Title 3, Subtitle 11, as amended, is available for review online at: <https://spo.hawaii.gov/references/har/goods/>.
4. AUTHORITY OF THE HHFDC – The HHFDC shall decide all questions which may arise relating to the quality and acceptability of the materials furnished and work performed, the rate of progress of the work, the interpretation of the scope of work, the acceptable fulfillment of the work on the part of the Contractor, the compensation and the mutual rights of the parties. The HHFDC shall have the authority to suspend or terminate the work wholly or in part at no additional cost to the HHFDC due to the failure of the Contractor to correct conditions unsafe for the workers or the general public; for failure to carry out provisions of the work; for failure to carry out orders; for such periods as the HHFDC may deem necessary due to unsuitable weather; for conditions considered unsuitable for the execution of the work or for any other condition or reason deemed to be in the public interest.
5. FITTING AND COORDINATION OF THE WORK – The Contractor shall be responsible for the proper fitting, cutting, adjusting and patching of all work and for the coordination of the operations of all trades, subcontractors, or materialmen engaged to do the work.
6. MATERIALS AND WORKMANSHIP – All workmanship, equipment, materials and articles incorporated in the work are to be of the best grade of their respective kinds for the purpose. Machinery, equipment, materials, and articles installed or used without prior, written approval of the HHFDC, if not of an equal or better grade as stated in the specifications or Scope of Work, shall be at the risk of subsequent rejection. All materials shall be new and shall be properly handled and stored per the manufacturer's specifications and industry standards.
7. CARE OF WORK AND INDEMNIFICATION – The Contractor shall be responsible for all damages to persons or property that occur as a result of its fault or negligence in connection with the execution of the work, and shall indemnify, defend and hold harmless the HHFDC from and against any and all losses, claims, demands, actions, damages (whether direct or consequential penalties, liabilities, costs and expenses), including all attorney's fees and legal expenses, arising out of or in connection with the work. The Contractor shall be responsible for the proper care and protection of all materials delivered and of completed work until final acceptance, whether or not the same has been covered by partial payments made by the HHFDC. Until accepted by the HHFDC in writing, the Contractor shall repair any damages to completed work at no additional cost to the HHFDC. The Contractor shall take adequate precautions to protect existing improvements from damage and shall at its own expense, completely repair any damage caused by its operations, or the operations of any employee, agent or subcontractor. The Contractor shall continuously observe and comply with all federal, state, and local laws or ordinances affecting the conduct of the work, and shall indemnify, defend, and save harmless the HHFDC, the State of Hawaii and their respective representatives against any claims arising from violations of any law or ordinance by the Contractor, its employees, or by subcontractors.
8. INSPECTION – All materials and workmanship shall be subject to inspection, examination, and testing by the HHFDC at any and all times during manufacture or construction and at any and all places where such manufacture or construction is carried on. The HHFDC shall have the right to reject defective material and workmanship or require its correction. Rejected workmanship shall be satisfactorily corrected. Rejected material shall be promptly segregated and removed from the project site and satisfactorily replaced without charge. If any work is covered up without the approval or consent of the HHFDC, it must, if requested by the HHFDC, be uncovered at the expense of the Contractor. Should it be considered necessary or advisable by the HHFDC at any time before final acceptance of the entire work to make an examination of work already completed, by removing or tearing out same, the Contractor shall upon request promptly furnish all necessary facilities, labor and material. The Contractor shall pay all the expenses of such examination and the satisfactory reconstruction.
9. ASBESTOS CONTAINING MATERIALS – The use of asbestos containing materials or equipment is prohibited under the Contract. The Contractor shall insure that all materials and equipment incorporated in the project are asbestos-free.

10. REMOVAL OF DEBRIS, CLEANING, ETC. – The Contractor shall, during the progress of the work, remove and properly dispose of the resultant dirt and debris, and keep the premises reasonably clear in compliance with HIOSH worker safety requirements. Upon completion of the work and prior to turn-over of the project to the HHFDC, the Contractor shall remove all excess material, scraps, rubbish, tools, and equipment from the project site and shall clean the area as required by the HHFDC.
11. GENERAL GUARANTY – Neither the final certificate of payment nor any provision in these documents nor partial or entire use of the premises by the HHFDC shall constitute an acceptance of work not done in accordance with these documents or relieve the Contractor of liability with respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall remedy any defects in the work and pay for any damage to other work resulting therefrom which shall appear within a period of one year from the date of final acceptance unless a longer period is specified. The HHFDC shall give notice of observed defects with reasonable promptness.
12. PAY RATE – Pursuant to Chapter 103, Hawaii Revised Statutes, the Contractor shall pay employees at wages or salaries not less than wages paid to the public officers and employees of similar work. All applicable laws of the Federal and State governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.
13. PAYMENT TO CONTRACTOR – Payment will only be made after final acceptance by the HHFDC and submission by the Contractor of an original signed invoice for the work performed. Exception may be made for partial payments for extended maintenance contracts as approved by the HHFDC.
14. DISPUTES – Disputes shall be resolved in accordance with Hawaii Revised Statutes Section 103D-703 and Hawaii Administrative Rules Chapter 126, as the same may be amended from time to time.
15. NO CAMPAIGN CONTRIBUTIONS – The Contractor acknowledges that Section 11-355, HRS, prohibits campaign contributions from specified State or County government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.
16. GENERAL CONDITIONS – The Contractor shall be subject to the State AG-008 103D General Conditions, herein attached by reference and available upon request.
17. MANDATORY TRANSACTION FEE – If this solicitation is being conducted on the State of Hawaii eProcurement (HlePRO) system, vendors are informed that awards made for this solicitation, if any, shall be done through the HlePRO system and shall therefore be subject to a mandatory .75% (.0075) transaction fee, not to exceed \$5,000 for the total contract term. This transaction fee shall be based on the total sales made against this contract, payable to Hawaii Information Consortium, LLC (HIC), the vendor administering HlePRO.

HIC shall invoice the vendor directly for payment of transaction fees. Payment must be made to HIC within thirty (30) days from receipt of invoice. HIC is an intended third-party beneficiary of transaction fees, which are used to fund the operation, maintenance and future enhancements of the HlePRO system.
18. COMPLIANCE WITH APPLICABLE LAW – All laws of the federal and state governments applicable to businesses operating in the State of Hawai'i, including laws relating to workers' compensation, unemployment compensation, payment of wages, and safety, shall be fully complied with.
19. AWARD – Considering the criteria, including but not limited to quality, warranty, and delivery; award shall be made to the lowest responsive, responsible offeror. When award to the lowest responsive, responsible offeror is not practicable, award shall be made to the offeror whose quotation provides the best value to the State.

DISCLOSURE STATEMENT

(Check one box)

- Pursuant to Section 84-15(a), Hawaii Revised Statutes, no legislator or “employee” of the State of Hawaii has a “controlling interest” in our firm.

“Employee” means any nominated, appointed, or elected officer or employee of the State, including members of boards, commissions, and committees, and employees under contract to the State or of the constitutional convention, but excluding legislators, delegates to the constitutional convention, justices and judges.

“Controlling interest” means an interest in a business or other undertaking, which is sufficient in fact to control, whether the interest is greater or less than fifty percent.

- Yes, person(s) listed below have a “controlling interest” in our firm and falls within the definition of “employee” described above.

Person and Firm Position/Title	Name of State Board, Commission or Committee and Position
_____	_____
_____	_____
_____	_____

Name of my firm

By _____
(Signature)

Name: _____

Title: _____

Date: _____

VENDOR/CONTRACTOR INFORMATION FORM

Date: _____

Payee Name: _____

DBA (If different from above): _____

Address (Place of Business): _____

Mailing Address (If different): _____

Contact Person: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Form of Business (Check one):

Sole Proprietorship

Partnership

Corporation

Federal ID Number: _____

or

Social Security Number: _____

Name for above SSN: _____

Contractor License No.: _____

State of Hawaii General Excise Tax License Number: _____

WAGE CERTIFICATE

Project: RFQ / Job No. 26-004-DEV
Residential Appraisal Services, The Block 803 Waimanu

The undersigned vendor hereby certifies that in performing the services required for the above Project, the services will be performed under the following conditions:

- a. Pursuant to Section 103-55, Hawaii Revised Statutes (HRS), the services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to public officers and employees for similar work. For contracts for services performed by laborers and mechanics, the vendor or the vendor's subcontractor shall give a copy of the rates of wages to each laborer and mechanic employed under the contract by the vendor at the time each laborer and mechanic is employed; provided that the vendor does not have to provide the vendor's employees the wage rate schedules where there is a collective bargaining agreement; and
- b. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

The undersigned also acknowledges that:

- a. The wage rate schedule may be obtained from the State of Hawaii Department of Human Resources Development website: <https://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/salary-schedules/bu-01-blue-collar-non-supervisor/>.
- b. For services performed by laborers and mechanics, **a certified copy of all payrolls shall be submitted weekly to HHFDC for review**, as required by Section 103-55, HRS.

By: _____

Name & Title: _____

Company: _____

Date: _____

Failure to submit this form with the quote may be cause for the rejection of the quote.