



STATE OF HAWAII
DEPARTMENT OF HEALTH
DISEASE OUTBREAK CONTROL DIVISION
DISEASE INVESTIGATION BRANCH

APRIL 17, 2026

INVITATION FOR BIDS
IFB No. DOCD-2026-602

FOR THE PROVISION OF
SPECIMEN COURIER SERVICES

Bids shall be received via the Hawaii State eProcurement System (“HIePRO”) no later than the date and time stated on HIePRO and must be submitted in strict accordance with the instructions therein.

Questions relating to this solicitation may be directed to:

Gregory Krylov
1250 Punchbowl Street
Honolulu, HI 96813
Phone: (808) 466-3686

Email: Gregory.krylov@doh.hawaii.gov

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

Gregory Krylov
Procurement Officer

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SECTION 1
ADMINISTRATIVE OVERVIEW

STATE PROCUREMENT CODE

This Invitation for Bids (“IFB”) is issued under the provisions of the Hawaii Revised Statutes (“HRS”) Chapter 103D and its administrative rules, Hawaii Administrative Rules (“HAR”) Chapters 3-120 to 3-132. All prospective Bidders are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a bid by any prospective Bidder shall constitute admission of such knowledge on the part of such prospective Bidder.

POINTS OF CONTACT

The individuals listed below shall be the points of contact (“POC”) for this solicitation:

Myra Ching-Lee
Disease Investigation Branch Chief
Department of Health
1000 Bishop Street, Suite 200
Honolulu, HI 96813
myra.ching-lee@doh.hawaii.gov

Gregory Krylov
Procurement Officer
Department of Health
1250 Punchbowl Street
Honolulu, HI 96813
gregory.krylov@doh.hawaii.gov

PROCUREMENT OFFICER

The Procurement Officer or his or her designee shall serve as the State’s primary liaison with the Bidder in working with other State staff during the procurement period. The Procurement Officer or his or her designee shall provide overall direction during the procurement period and monitor and assess the Bidder’s submittals.

The Procurement Officer for the solicitation is: Gregory Krylov

ELECTRONIC PROCUREMENT & SUBMISSION OF BIDS

The State has established the HIEPRO system to promote an open and transparent system for vendors to compete for State contracts electronically. Bidders interested in responding to this solicitation must be registered on HIEPRO. Registration information is available at the State Procurement Office (“SPO”) website: <http://spo.hawaii.gov/HIEPRO/>; select HIEPRO Vendor Registration and then select HIEPRO Vendor Registration Guide.

The Contractor shall be subject to a one-time mandatory HIEPRO fee of .75% (.0075) of the award amount or \$5,000.00, whichever is less. The Contractor will be invoiced directly. Payments must be made within thirty (30) days from receipt of invoice.

Bids shall be submitted and received by the date and time specified in HIEPRO. This electronically submitted bids shall be considered the original.

QUESTIONS

Bidders may submit questions to this IFB solicitation in the Q&A section in HIEPRO. Written questions must be received by the date and time specified in HIEPRO. The purchasing agency will respond to written questions to the IFB at the date and time specified in HIEPRO.

CONFIDENTIAL DATA

Bidders shall designate those portions of their bid that contain trade secrets or other proprietary data that are to remain confidential, subject to section 3-122-30(c) and (d). The material designated as confidential shall be readily separable from the bid in order to facilitate public inspection of the nonconfidential portion of the bid.

Note that price is not considered confidential and will not be withheld.

SOLICITATION AMENDMENTS

The State reserves the right to amend this solicitation any time prior to the closing date for final receipt of bids. Amendments will be issued as addenda and will be posted to the HIEPRO solicitation.

CANCELLATION OF SOLICITATION/REJECTION OF BIDS

The State reserves the right to cancel the solicitation when, in the State’s opinion, such cancellation is in the best interest of the State.

Pursuant to HAR §3-122-97, a bid shall be rejected for reasons including but not limited

to:

1. The bidder is nonresponsible as determined in [HAR 3-122] subchapter 13; or
2. The bid is not responsive, that is, it does not conform in all material respects to the solicitation by reason of its failure to meet the requirements of the specifications or permissible alternates or other acceptability criteria set forth in the solicitation, pursuant to section 3-122-33.

The State shall not be liable for any costs, expenses, loss of profits, or damages whatsoever incurred by the Bidders in the event this solicitation is canceled, or a bid is rejected.

Multiple, alternate, or conditional bids shall not be accepted.

CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS

It has been determined that funds for this contract have been appropriated by a legislative body. Therefore, Bidder, if awarded a contract in response to this solicitation, agrees to comply with Section §11-355, HRS, which states that campaign contributions are prohibited from a State and county government contractor during the term of the contract if the contractor is paid with funds appropriated by a legislative body.

COMPLIANCE WITH LAWS

Compliance documentation is required to be submitted with bids. Vendors are encouraged to review the Hawaii Compliance Express Vendor Guide for more information on compliance requirements and instructions: <https://vendors.ehawaii.gov/hce/static/tcr-vendor-guide.pdf?v=202603310348>.

Vendors/Contractors/service providers should register with HCE prior to submitting an offer at the <https://vendors.ehawaii.gov> and should allow two weeks to obtain complete compliance status after initial registration. The annual registration fee is \$12.00 and the “Certificate of Vendor Compliance” or approved replacement is required **prior to the award** and for final payment.

Vendors/contractors/service providers who are not compliant on HCE at the time of award, or who have not provided proper compliance documentation, will not be eligible to be awarded the contract.

Bids from vendors found noncompliant with appropriate state and federal statutes will not be accepted. Vendors must be registered and licensed to do business in one (1) of the fifty (50) United States of America to include Washington D.C and have a physical presence in the United States of America.

Vendors/contractors/service providers are advised that if awarded a contract under this solicitation, they will, upon the award of the contract, furnish proof of compliance with the requirements of §3-122-112, HAR; §103D-328, HRS; and §103D-310(c), HRS:

- a. Chapter 237, tax clearance;
- b. Chapter 383, unemployment insurance;
- c. Chapter 386, workers' compensation;
- d. Chapter 392, temporary disability insurance;
- e. Chapter 393, prepaid health care; and
- f. One of the following:
 - i. Be registered and incorporated or organized under the laws of the State (hereinafter referred to as a "Hawaii Business"); or
 - ii. Be registered to do business in the State (hereinafter referred to as a "compliant non-Hawaii business").

The vendor is responsible for maintaining compliance. If the vendor does not maintain timely compliance in HCE, a bid otherwise deemed responsive and responsible may not be awarded.

The following must be submitted with your bid. Failure to include items below may result in rejection of your bid.

1. A current Certificate of Vendor Compliance obtained through Hawaii Compliance Express ("HCE,") <https://vendors.ehawaii.gov/hce/> dated no earlier than one week prior to the bid submission date.

OR

2. All of the following certificates:
 - a. **TAX CLEARANCE CERTIFICATE** – A valid tax clearance certificate or current special letter signed by both the Department of the Internal Revenue Service ("IRS") certifying that the Bidder does not owe the State of Hawaii and the IRS any delinquent taxes, penalties, or interest must be submitted with all sealed bids. Failure to submit the required tax clearance certificate or special letter will be sufficient grounds for the STATE to refuse to receive or consider the prospective Bidder's bid.

Each vendor is responsible for selecting the applicable document, based on its business structure, through HCE and entering the information exactly as it appears on the document. One of the following documents is required to be uploaded into the HCE system:

- IRS Tax Compliance Report (TCR)
- IRS Letter of Determination for tax-exempt organizations
- DoTAX Tax Clearance Application (A-6) with the IRS-Approval Stamp
- Hawaii Department of Taxation (DoTAX) IRS Tax Waiver

**b. DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
CERTIFICATE OF COMPLIANCE (FORM LIR#27) – HRS chapters 383 (Unemployment Insurance), 386 (Workers’ Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) are required for award.**

Instructions are as follows:

Pursuant to §103D-310(c), HRS, the successful Bidder shall be required to submit an approved certificate of compliance by the State of Hawaii Department of Labor and Industrial Relations (“DLIR”). The certificate is valid for six (6) months from the date of issuance and must be valid on the date it is received by the purchasing agency.

The certificate shall be obtained on the State of Hawaii, DLIR APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR, form, LIR#27, which is available at <https://labor.hawaii.gov>. The DLIR will return the form to the successful Bidder who in turn shall submit to the purchasing agency.

The application for the certificate is the responsibility of the successful Bidder, and must be submitted directly to the DLIR and not the purchasing agency.

AND

**c. DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
CERTIFICATE OF GOOD STANDING – To be eligible for award, the successful Bidder must comply as follows:**

A business entity referred to as a “Hawaii Business,” is registered and incorporated or under the laws of the State of Hawaii. As evidence of

compliance, Bidder shall submit a CERTIFICATE OF GOOD STANDING.

To obtain a CERTIFICATE OF GOOD STANDING, go online to <https://labor.hawaii.gov> and follow the prompt instructions. To register or to obtain a CERTIFICATE OF GOOD STANDING by phone, call (808) 586-2727 during business hours.

The CERTIFICATE OF GOOD STANDING is valid for six (6) months from the date of issuance and must be valid on the date it is received by the purchasing agency. Bidders are advised that there are costs associated with registering and obtaining a CERTIFICATE OF GOOD STANDING from DCCA.

CONTRACT PERIOD, EXECUTION, AND WORK SCHEDULE

The CONTRACTOR shall be available by phone and email during the Department of Health's ("DOH") normal office hours (7:45 AM Hawaii Standard Time ("HST") – 4:30 PM HST) to discuss the progress of the work being performed. All questions raised during the course of the work shall be promptly within one (1) working day, to the DOH Contract Administrator ("CA").

The DOH may require the contractor to enter into a formal written Contract at the DOH's sole discretion.

Unless terminated, this contract may be extended, upon mutual agreement between the DOH and the CONTRACTOR, prior to the expiration date, for not more than five (5) additional twelve (12) month periods, or parts thereof, provided the contract price for the extended period(s) shall be in accordance with the HRS, and price adjustment provision listed herein or as negotiated, and be subject to the availability of funds.

The CONTRACTOR shall re-evaluate any work which fails to conform to the requirements of the contract and shall immediately, or as soon as practicable, remedy any defects due to faulty workmanship of the CONTRACTOR.

The State may terminate the contract at any time pursuant to the General Conditions.

BASIS OF AWARD

DOH shall consider all responsive and responsible bids received. The Procurement Officer has determined that, due to the nature of the services requested herein, it may not be feasible for one CONTRACTOR to service all islands, therefore, it is in the best interest of the State

to make regional awards, if necessary. An award shall be made to the Bidder offering the lowest price per island, pursuant to HAR 3-122-146. For the purposes of this solicitation, Oahu shall be considered Region 1, Maui shall be considered Region 2, Hawaii shall be considered Region 3, and Kauai shall be considered Region 4. Bidder(s) shall identify the region they are submitting a bid or bids for. If a Bidder is submitting a bid for all islands, they shall identify their bid as Statewide: Region 5.

INVOICING AND PAYMENT

On a monthly basis, the CONTRACTOR shall forward an original invoice with reference to contract and/or purchase order number, and required reporting for the previous month either electronically or by mail to:

Department of Health
Disease Outbreak Control Division
Myra Ching-Lee
1000 Bishop Street, Suite 200
Honolulu, HI 96813

Section 103-10, HRS provides that the State shall have thirty (30) calendar days after receipt of the invoice or satisfactory completion of the contract to make payment. For this reason, the State may reject any offer submitted with a condition requiring payment within a shorter period. Further, the State may reject any offer with a condition requiring interest payment greater than that allowed by Section 103-10, HRS, as amended. The State will not recognize any requirement established by the Contractor and communicated to the State after the award of the contract which requires payment within a shorter period or interest payment not in conformance with statute.

A Tax Clearance Certificate, current within a two (2) month period, is required as a prerequisite to final payment on the contract.

RIGHTS AND REMEDIES FOR DEFAULT

In the event the CONTRACTOR fails, refuses, or neglects to perform the services in accordance with the requirements of these Specifications, General Conditions, and Special Conditions in addition to the recourse stated herein, the State reserves the right to purchase in the open market a corresponding quantity of the services specified herein and to deduct from any moneys due or that may become due to the CONTRACTOR, the difference between the price quoted in the contract and the actual cost to the DOH. In case any moneys due to the CONTRACTOR are insufficient for said purpose, the CONTRACTOR shall pay the difference upon demand by the State. The State may utilize any other remedies as

provided by law.

ADDITIONS AND EXCEPTIONS TO THE GENERAL CONDITIONS

Approval: Any agreement from this bid is subject to the approval of the Office of the Attorney General (“AG”) as to form, and to all future approvals, including the approval of the Governor, required by statute, regulations, rule, order, or other directive.

The CONTRACTOR shall accept the Attorney General’s General Conditions, attached hereto as Attachment 1.

The Special Conditions, attached hereto as Attachment 2, will supplement the General Conditions outlined in Attachment 1.

SECTION 2
SPECIAL PROVISIONS

- A. TERM OF CONTRACT. The CONTRACTOR may be required to enter into a fixed price with price adjustment rate schedule Contract for the provision of specimen courier services. The initial Contract is estimated to be for seven (7) months, from July 1, 2026 - January 31, 2027.
- B. OPTION TO RENEW. Unless terminated, the contract may be extended for not more than five (5) additional twelve (12) month periods without the necessity of rebidding, upon mutual agreement, in writing, prior to expiration of the Contract, subject to availability of funding.
- C. PRICE ADJUSTMENT. Bid prices may be eligible for adjustment to reflect fair market value at the time of optional renewal. The STATE shall provide an estimated number of pick-ups per island for solicitation purposes. If the number of pick-ups increases due to unforeseen circumstances, the STATE reserves the right to increase the total contract amount to accommodate for the increase without being required to resolicit.
- D. CONTRACT EXECUTION. The successful Bidder or Bidders shall enter into a formal written contract with the STATE. In submitting a bid, the Bidder or Bidders will be deemed to have agreed to each provision set forth in Attachment 1, General Conditions, Attachment 2, Special Conditions, and any other terms as may be agreed to by the STATE and CONTRACTOR. The STATE shall have no obligation to accept terms and conditions that vary from those set forth in the aforementioned attachments.
- Upon selection and award of the contract, the STATE may send the formal contract to the successful Bidder or Bidders via an electronic signature process. The STATE reserves the right to cancel any contract and request new bids or negotiate with remaining Bidders if the STATE is not satisfied with the awarded Contractor's performance.
- No work is to be undertaken by the Bidder or Bidders awarded a contract prior to the contract commencement date, unless the CONTRACTOR receives a formal Notice to Proceed from the STATE. The State of Hawaii is not liable for any costs incurred prior to the official starting date of the contract.
- No contract shall be considered binding upon the STATE until the contract has been fully and properly executed by all parties thereto.

E. OWNERSHIP, CONFIDENTIALITY AND DATA SECURITY. The CONTRACTOR(s) shall ensure that personnel engaged pursuant to a Contract shall adhere to all State laws, policies, procedures, and guidelines relating to confidential information, including personal identifiable information and health information and take reasonable precautions to prevent the unauthorized disclosure of any and all individual identifiable health information required to be obtained, used, and maintained by the STATE under a Contract, in accordance with Article I, Section 6, Right to Privacy, of the Hawaii State Constitution, and sections 325-4 and 321-29(g), Hawaii Revised Statutes.

SECTION 3
SPECIFICATIONS

A. DESCRIPTION OF SERVICE GOALS: The STATE is seeking to contract for specimen courier services of patient specimens and non-clinical samples for the purposes of public health investigation and surveillance for laboratory testing from designated laboratory pick-up sites in the State of Hawaii and deliver to the State Laboratories Division (“SLD”).

B. QUANTITY: The following are estimations of number of pick-ups per island per month:

Location	Number of weekday pick-ups per month	Number of weekend pick-ups per month
Region 1: Oahu	7 per month	1 per month
Region 2: Maui	2 per month	1 per month
Region 3: Hawaii	2 per month	1 per month
Region 4: Kauai	2 per month	1 per month

Estimations are based on current sample numbers. The number of pick-ups may vary depending on outbreak or pandemic statuses, or other unpredictable circumstances.

C. SCHEDULE: The CONTRACTOR shall be available seven (7) days a week during normal business hours (7:45am – 4:30pm HST) to pick up and ship specimens.

D. SERVICE DELIVERY AND ACCOMPANYING REPORTING:

1. The satisfactory provision of goods and services will be monitored by the STATE CA. Performance will be monitored on an ongoing basis by the STATE or designee(s).
2. The STATE CA shall act as the Contract monitor and principal liaison between the CONTRACTOR and the STATE. The STATE CA shall assist in resolving questions, expediting decisions, and the review of the work performed.
3. Should the CONTRACTOR fail to comply with the requirements of the Contract, the STATE may request a written corrective action plan, and a timeline for implementation. The STATE will monitor the CONTRACTOR for implementation of the corrective action plan. The STATE reserves the right to request regular or additional report(s) on progress toward compliance with the Contract and the corrective action plan.
4. Should the CONTRACTOR continue to fail to comply with the requirements of the Contract, the STATE reserves the right to engage the services of another to perform

the services to remedy the defect or failure and to deduct such costs from monies due to the CONTRACTOR or to directly assess the CONTRACTOR.

5. In the event the CONTRACTOR fails, refuses, or neglects to perform services in accordance with the requirements of this IFB and the Contract, the STATE reserves the right to purchase in the open market corresponding services and to deduct this cost from the monies due or that may thereafter become due to the CONTRACTOR. If monies due to the CONTRACTOR is insufficient for this purpose, the CONTRACTOR shall pay the difference upon demand by the STATE. The STATE may also utilize all other remedies provided under the contract and/or as permitted by law. In the event the CONTRACTOR is not performing the required services as contracted, the STATE reserves the right to extend the contract for intervals of less than twelve (12) months. During this time, the STATE will monitor the CONTRACTOR's performance and/or improvement and the implementation of its corrective action plan to determine whether the STATE will continue to contract with the CONTRACTOR.
6. The CONTRACTOR shall designate a contact person who will be responsible for the project oversight and ensure Contract performance. The contact person shall be able to respond to the STATE inquiries, complaints, and/or problems within one (1) working day.
7. The STATE CA may send a monitoring report to the CONTRACTOR's contact person. The monitoring report will document any discrepancies or contract violation(s) for correction within the designated time period provided by the STATE.
8. The CONTRACTOR shall submit logs to the STATE, on a weekly basis, outlining who contacts the CONTRACTOR for pick-up, name of the individual conducting pick-up, name of individual packaging specimens and/or samples, as well as a chain of custody form for each shipment. The chain of custody form is attached hereto as Exhibit "A" and made a part hereof.

E. GEOGRAPHIC LOCATION:

Delivery Address:

State of Hawaii Department of Health State
Laboratory Division
2725 Waimano Home Road
Pearl City, Hawaii 96782

And

Designated pick-locations on neighbor islands, to be determined by SLD.

F. POINT OF CONTACT:

Myra Ching-Lee
1250 Punchbowl Street
Honolulu, HI 96813
Tel. 808-587-6589
Email: Myra.ching-lee@doh.hawaii.gov

G. MINIMUM REQUIREMENTS:

1. The Bidder shall have an office located within the State of Hawaii.
2. The Bidder shall have been in business providing infectious material courier services for a minimum of five (5) years.

H. SERVICE SPECIFICATIONS

CONTRACTOR'S RESPONSIBILITIES:

1. The CONTRACTOR shall pick-up clinical specimens and samples (e.g. food and water) seven (7) days per week from designated pick-up sites specified by the State Laboratories Division ("SLD"). Pick up locations shall include but are not limited to hospitals, labs, doctor's offices, and district health offices ("DHO s").
2. For respiratory specimens, the pick-up facilities will notify the CONTRACTOR when a pick-up is required. The CONTRACTOR shall be responsible for notifying the STATE specimen collection team (to be determined by the STATE) if there are issues or delays with a shipment.
3. For non-respiratory specimens, the STATE collection team will notify the CONTRACTOR when a pick-up is required.
4. For Oahu pick-ups the, the STATE specimen collection team will notify the CONTRACTOR when a shipment is ready to be picked up at Honolulu International Airport ("HNL") and delivered to SLD.
5. The CONTRACTOR shall package clinical specimens in conformance with the applicable Department of Transportation ("DOT") and International Air Transportation Association ("IATA") requirements for clinical specimen packaging and transport.
 - a. IATA regulations can be found at:

<https://www.iata.org/en/publications/manuals/infectious-substances-shipping-regulations/>

- b. Association of Public Health Laboratories (“APHL”) publication for Category B specimens:

<https://www.aphl.org/aboutAPHL/publications/Documents/QSA-2021-Pack-Ship-Guidance-Biological-Substances-Job-Aid.pdf#search=biological%20shipping>

6. The CONTRACTOR shall use individuals trained and certified to package and ship clinical specimens as required by DOT and/or IATA. The CONTRACTOR shall follow applicable DOT (Ground) and/or IATA (air) transport of possibly infectious specimens.
 - a. The CONTRACTOR shall furnish proof of training for all staff involved in this project.
7. For any specimen pick-ups not on Oahu, the CONTRACTOR shall ship specimens and/or samples to Honolulu airport (“HNL”) and shall be responsible for shipping charges.
8. The CONTRACTOR shall provide a cold chain management plan for each specimen and sample types to the STATE for approval prior to Contract execution and shall certify that the plan is followed for each specimen pick-up and shipment.
9. The CONTRACTOR shall ensure that all clinical specimens are kept cold during transport by utilizing blue ice packs and/or possibly dry ice. The CONTRACTOR shall follow the cold chain management plan depending on the specimen or sample type.
10. The CONTRACTOR shall ensure specimens and/or samples are shipped and arrive to SLD on the same day of pick-up, during normal business hours, or at a time agreed upon by the CONTRACTOR and the STATE. Exceptions include but are not limited to: overnight cargo flights.
11. For pick-ups not on Oahu, the CONTRACTOR(s) shall be responsible for communicating shipment details and coordinating shipment pick-up and transportation from HNL to SLD with the Oahu CONTRACTOR.
12. For pick-ups on Oahu, the CONTRACTOR shall be responsible for specimen and/or sample pick-up from various health facilities and HNL and deliver directly to SLD. The CONTRACTOR shall obtain responsibility for cold chain management for transportation from HNL to SLD.
13. If a break in the cold chain occurs, the CONTRACTOR who breaks the cold chain shall be responsible for any and all costs associated with obtaining replacement specimens and/or samples including transportation costs.
14. The CONTRACTOR shall have and utilize an employee handbook, or something similar, with established protocol, policies, and standards to ensure consistency and professionalism.
15. The CONTRACTOR shall maintain documentation of organization compliance with

federal and state health and safety standards, including elements required by the Occupational Safety and Health Administration (“OSHA”).

QUALIFICATION AND REQUIREMENTS

1. The CONTRACTOR shall ensure the confidentiality of all information, documents, or materials viewed or discussed. The CONTRACTOR or its personnel shall not disclose confidential information to the general public without the expressed written consent of the STATE by either policy, rules, or letter. The CONTRACTOR’s personnel assigned to the STATE shall be required to review and sign the Disease Outbreak Control Division Access and Confidentiality Agreement: Collaborating Partner Users prior to appointment.
2. The CONTRACTOR shall ensure any staff assigned to this project possesses a Hawaii State Driver’s License upon bid submission.
3. The CONTRACTOR shall ensure any staff assigned to this project have no pending traffic violations.
4. Salary paid to any one individual shall not exceed the Federal Executive Level II annual salary cap. Annual salary cap changes each year and any subsequent extension shall follow that year’s guidance on salary cap.

SECTION 4
BID SUBMISSION INSTRUCTIONS AND REQUIREMENTS

- A. To be considered responsive, a Bidders bid must be for any or all items specified in this solicitation (and subsequent addenda, if any.) Any bid offering any other set of terms and conditions contradictory to those included herein (or in any subsequent addenda) may be rejected without further consideration.
- B. Any bid that contains any erasures or alterations not properly initialed or contains other irregularities may be rejected, if not in the best interest of the STATE. Any bid that constitutes a conditional bid or a counter proposal will be rejected.
- C. The bid price shall include all applicable taxes and fees required to perform the services requested herein.

Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and Bidders are advised that they are liable for the General Excise Tax, (“GET”) and all other applicable taxes. If, however, the Bidder is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, the Bidder shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.

- D. A Bidder must complete, in its entirety, the “Offer Form,” attached hereto as Attachment 3 and made a part hereof, and identify the name and telephone number of a person who may be contacted during the selection process.
 - 1. By signing the “Offer Form,” the Bidder agrees to comply with the requirements of this solicitation, and all applicable federal and State laws.
 - 2. The “Offer Form” must be signed by a partner or principal (an original signature is required) who has authority to bind the Bidder, and evidence of that authority must be attached and the corporate seal, if any, affixed to the “Offer Form”. A Bidder who submits an unsigned Offer Form will be deemed non-responsive.
- E. A Bidder is required to submit its bid using the Bidder’s exact legal name, as registered in the state in which it is incorporated. Failure to do so may delay proper execution of the contract.
- F. A Bidder must complete, in its entirety, the “Price Quotation Form,” attached hereto as Attachment 4 and made a part hereof. A Sample Price Quotation Form is attached hereto as Exhibit “C” to assist Bidders with their completion of the Price Quotation Form. Price Quotation Forms that are not completed correctly may be considered non-responsive.

- G. Bidder's submittal shall include the following documents, completed in their entirety:
1. Offer Form,
 2. Price Quotation Form,
 3. Experience and capability statement showing the Bidder meets the minimum requirements of this IFB, and
 4. Hawaii Compliance Express certificate OR all required compliance documents as outlined in Section 2, *Compliance with Laws*.
- H. All materials submitted shall become the property of the State, unless otherwise noted, and shall not be returned.
- I. Bids shall be submitted via HIePRO. Bids must be received by the submittal deadline. Any bids received after that date and time shall be rejected. Faxed or e-mailed offers shall not be accepted or considered for award.
- J. Bidders shall input the **per shipment cost** in HIePRO for both weekday AND weekend shipments for the region being bid on. Total price per year shall be automatically calculated in HIePRO based on estimated shipments provided. Failure to submit bids properly may result in rejection of bid. **Bids will be evaluated and awarded based on lowest cost per shipment from responsive, responsible bidder(s), the total project cost is an estimation only. The Price Quotation Form will be utilized to determine the lowest responsive, responsible Bidder per island. Bidders who submit a total project cost instead of a per shipment cost in HIePRO may be deemed non-responsive.**
- K. Any and all costs incurred by a Bidder in preparing or submitting a bid shall be the Bidder's sole responsibility and shall not be reimbursed by the State.

SECTION 5
ATTACHMENTS AND EXHIBITS

ATTACHMENT 1: GENERAL CONDITIONS

ATTACHMENT 2: SPECIAL CONDITIONS

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EXHIBIT A: CHAIN OF CUSTODY FORM

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