

MANDATORY BID FORM

Bidders **must** download the Mandatory Bid Form in its entirety (open, save, or print documents(s) on their own computer system), enter pricing where indicated, complete any other required information, sign all appropriate forms, and attach (upload) the completed Mandatory Bid Form to their HlePRO online bid submission.

Failure to complete this Mandatory Bid Form in its entirety, including pricing, product identification, certifications, and acknowledgements, may result in the bid being deemed non-responsive.

BID CHECKLIST

THE FOLLOWING ITEM IN THIS TABLE MUST BE ADDRESSED AND THE COMPLETED BID CHECKLIST SHALL BE UPLOADED WITH THE BIDDERS HIEPRO SUBMISSION.

REQUIREMENT DESCRIPTION	ACTION REQUIRED	COMPLETE
Notice to Bidders	Read and understood	
Bid Requirements	Read and understood	
Technical Specifications	Read and understood	
General and Special Provisions	Read and understood	
Bid Checklist	Complete, sign and attach to HlePRO	
Bid Price List	Complete, sign, and attach to HlePRO*	
Bid Signature Page	Complete, sign, and attach to HlePRO	
Business Classification Statement	Complete, sign, and attach to HlePRO	

* The University is not responsible for any errors in bid calculations or extensions not attributed to a system error.

1. PRICING SCHEDULE (MANDATORY – ALL ITEMS REQUIRED)

Item No.	Description	Quantity	Unit Price (\$)	Extended Price (\$)
1	Twin XL Mattress – Furnish, Deliver, Install, and Dispose	819		
2	Twin Mattress – Furnish, Deliver, Install, and Dispose	136		
TOTAL AGGREGATE PRICE				

PRICES FOR ALL ITEMS SHALL INCLUDE COST OF TRANSPORTATION, DELIVERY FEES (IF ANY), LABOR, OVERHEAD, AND ALL APPLICABLE TAXES. PRICE SHALL BE F.O.B. DESTINATION. Destination means that the Contractor is responsible for all transportation, handling, insurance, and associated delivery charges until the goods are received and accepted by the University. No additional freight, handling, or delivery costs shall be paid. Prices shall also include all applicable taxes, including the Hawai'i General Excise Tax (GET), so that bid prices reflect the total cost to the University.

Pricing Certification

Prices shall be **firm fixed** and include **all costs**, including:

Furnishing

Delivery (all islands/locations listed)

Inside placement (including stairs/no elevator conditions)

Installation

Removal and disposal of existing mattresses

No additional charges shall be permitted.

Award Basis: Total Aggregate Price (All Line Items)

Failure to bid all items shall result in rejection as non-responsive

THE TOTAL BID AMOUNT ABOVE SHALL BE ENTERED INTO HIEPRO.

THE TOTAL BID AMOUNT ENTERED INTO HIEPRO MUST BE IDENTICAL TO THE NUMBER SHOWN ABOVE.

2. DELIVERY COMMITMENT (MANDATORY)

The Bidder agrees to complete all work within:

Requirement	Yes/No
120 calendar days from Notice to Proceed	

Failure to agree may result in the bid being deemed non-responsive.

3. PRODUCT IDENTIFICATION (MANDATORY)

Item No.	Manufacturer	Model Number	Product Name	Country of Origin
1				
2				

4. TECHNICAL COMPLIANCE CERTIFICATION (MANDATORY)

The Bidder certifies that the products offered **meet or exceed ALL IFB technical specifications**, including:

Material & Construction

Hospital-grade, breathable nylon (or equivalent) with urethane backing
 Fluid-proof and breathable

Antimicrobial, antifungal, stain-resistant
 Moisture barrier against fluids

Environmental Performance

Resistant to mold, mildew, and fungal growth
 Suitable for high-humidity environments (Hilo conditions)

Structural Performance

Core resists compression fatigue and deformation
 Seams sealed and moisture-resistant

Dimensions

Twin: 36" x 75" x minimum 6.5"
 Twin XL: 36" x 80" x minimum 6.5"

5. WARRANTY CERTIFICATION (MANDATORY)

The Bidder certifies compliance with IFB warranty requirements:

Requirement	Yes/No
Minimum 5-year warranty provided	
Non-prorated for first 3 years	
Covers defects in materials and workmanship	
Covers moisture barrier failure	
Covers structural degradation and compression failure	
Warranty documentation will be provided at delivery	

Optional Extended Warranty (if offered at no additional cost):

Years: _____

6. DEVIATIONS (MANDATORY DISCLOSURE)

- No deviations
- Deviations are listed below (attach additional pages if needed)

Section	Description of Deviation

Failure to disclose deviations may result in rejection of the bid as non-responsive.

7. DELIVERY & INSTALLATION CERTIFICATION (MANDATORY)

The Bidder certifies that they will:

Requirement	Yes/No
Provide inside delivery (not curbside)	
Deliver to all floors, including buildings without elevators	
Provide all labor, equipment, and supervision	
Remove packaging and debris	
Remove and properly dispose of existing mattresses off-site	
Repair any damage caused during delivery	

REMITTANCE ADDRESS

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown above, please indicate remittance address below:

Street Address or P. O. Box

City State Zip Code

(IF BY INDIVIDUAL)

NAME (Signature)

TYPED NAME

D.B.A.

FEDERAL TAXPAYER
IDENTIFICATION NUMBER

ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS

TELEPHONE NUMBER

FAX NUMBER

(IF BY PARTNERSHIP)

OFFICIAL/LEGAL NAME OF FIRM

FEDERAL TAXPAYER
IDENTIFICATION NUMBER

NAME (Signature)

TYPED NAME

PARTNER

EMAIL ADDRESS

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

(IF BY CORPORATION)

OFFICIAL/LEGAL NAME OF COMPANY

FEDERAL TAXPAYER
IDENTIFICATION NUMBER

*OFFICER (Signature)

TYPED NAME

EMAIL ADDRESS

TITLE

ADDRESS OF COMPANY

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

(SEAL)

IF LICENSED OR INCORPORATED TO DO BUSINESS WITHIN THE STATE OF HAWAII AND SUBJECT TO THE PROVISIONS OF THE HAWAII GENERAL EXCISE TAX LAWS, INDICATE GENERAL EXCISE TAX LICENSE NUMBER

**For Corporations include evidence of the authority of this officer to submit a bid on behalf of the corporation, giving also, the address and names and addresses of the other officers.*

NOTE: FILL IN ALL BLANK SPACES WITH INFORMATION ASKED FOR OR BID MAY BE INVALIDATED.

- A. A small business concern is one that is independently owned and operated, is organized for profit, is not dominant in its field, has a place of business in the U.S., and operates primarily within the U.S. or makes a significant contribution to the U.S. economy. Size standard eligibility is based on the average number of employees for the preceding 12 months or on sales volume averaged over a 3-year period. See 13 CFR 121.201 for size standards identified by NAICS codes. The size standards for a few industries are shown below and are subject to change at any time.
1. SPECIALTY TRADE CONTRACTORS – “Small” if average annual receipts for preceding 3 years do not exceed \$15 million.
 2. CONSTRUCTION, GENERAL CONTRACTORS – “Small” if average annual receipts for preceding 3 years do not exceed \$36.5 million.
 3. MANUFACTURING – “Small” if 500 employees or less, except for some specific products which will increase the complement of employees to 750 or 1,000.
 4. TRANSPORTATION – “Small” if average annual receipts for preceding 3 years do not exceed the amount shown for specific services.
\$27.5 million – general freight trucking, local.
 5. WHOLESALE TRADE, DURABLE AND NON-DURABLE GOODS – “Small” if 100 employees or less.
 6. RETAIL TRADE – “Small” if average annual receipts for preceding 3 years do not exceed the amount shown for specific products.
\$7.5 million – hardware stores.
 7. SERVICES – “Small” if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:
 - a) \$27.5 million – computer systems design services, custom computer programming services
\$20.5 million – security guards and patrol services
 - b) \$18 million – janitorial services
 - c) \$38.5 million – passenger car rental
 - d) \$32.5 million – office machinery and equipment rental & leasing
 - e) \$7.5 million – general automotive repair

Annual receipts of a concern which has been in business for less than 3 complete fiscal years means the total receipts for the period the concern has been in business divided by the number of weeks in business, multiplied by 52. See 13 CFR 121.104.

- B. Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm’s status as a small business concern, a qualified HUBZone small business concern, a small business concern owned and controlled by socially and economically disadvantaged individuals, or a small business concern owned and controlled by women in order to obtain a contract to be awarded under the preference programs established pursuant to 15 U.S.C. sections 637(a), 637(d), 638, 644, or 657(a), shall:
1. Be punished by imposition of fine, imprisonment, or both;
 2. Be subject to administrative remedies including suspension and debarment; and
 3. Be ineligible for participation in a program conducted under the authority of the Small Business Investment Act of 1958.