

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.

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	
Motor Vehicle License Selling Requirement	Complete, sign and attach to HlePRO	
EV Sedan Purchase Technical Specifications (IFB Attachment A)	Complete, sign and attach to HlePRO	
EV Purchase Technical Specifications- Light Duty Truck (IFB Attachment B)	Complete, sign and attach to HlePRO	
EV Purchase Technical Specifications 4WD (IFB Attachment C)	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.

BID PRICE LIST

DESCRIPTION	TOTAL BID PRICE
<p>ONE (1) ZERO EMISSION PASSENGER CAR (SEDAN)</p> <p>AND</p>	<p>\$ _____</p>
<p>Manufacturer and Model Number Offered (Enter Directly Below)</p>	
<p>ONE (1) ZERO EMISSION LIGHT DUTY TRUCK</p>	<p>\$ _____</p>
<p>Manufacturer and Model Number Offered (Enter Directly Below)</p>	
<p>ONE (1) ZERO EMISSION 4WD TRUCK</p>	<p>\$ _____</p>
<p>Manufacturer and Model Number Offered (Enter Directly Below)</p>	

<p>TOTAL BID =</p>	<p>\$ _____</p>
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- 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 should also include all applicable taxes, including the Hawai'i General Excise Tax (GET), so that bid prices reflect total cost to the University.
- 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.
- Bidders do not need to bid on all items to be considered for award.

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.

MOTOR VEHICLE LICENSE SELLING REQUIREMENT

The following information shall be submitted on this form by each bidder as a bid requirement:

Pursuant to Sections 437-2(a) and 437-7(h)(1), Hawaii Revised Statutes, the bidder must be licensed under this chapter in order to sell vehicles to any state or county agency.

Therefore, all prospective bidders who are interested in selling motor vehicles to the University shall provide proof that they do meet and satisfy the licensing requirement set forth in said statute by listing the license number in the spaces provided below:

STATE LICENSE NUMBER: _____

I certify that the information provided is true and correct to the best of my knowledge.

NAME OF FIRM: _____

ADDRESS: _____

TELEPHONE: _____

BY: _____

TYPED NAME: _____

TITLE: _____