



HIEMA

**Statement of Work
Sand and Sandless Sandbags
HIePRO Solicitation Q26003138**

May 27, 2026

BACKGROUND & PROJECT DESCRIPTION:

The Hawaii Emergency Management Agency (HIEMA), under the Department of Defense, is the emergency management agency for the State of Hawaii. Headquartered in Diamond Head Crater, HIEMA serves as the coordinating agency between the four (4) county emergency management agencies: Hawaii County Civil Defense, Maui County Emergency Management Agency, City and County of Honolulu Department of Emergency Management, and Kauai Emergency Management Agency, as well as operates the State Warning Point.

HIEMA seeks a qualified vendor to provide proposals for tough poly bags to fill with sand and sandless bags to contain and divert floodwaters. The proposal must include shipping and taxes to produce the requested number of items.

You may contact the Procurement Team for any information listed below, or for additional information or specifications, by the stated timeline for questions.

POINT OF CONTACT:

e-mail and phone number
Procurement Team
dod.hiema.procurement@hawaii.gov
(808) 733-4300

SCOPE OF WORK:

The Vendor will be responsible for providing a proposal for the following or similar:

Sandbags –

14 x 26”

Woven Polypropylene resists puncture and tears.

Maximum UVI protection – lasts equal to or more than 1000 hours in the sun

Dense, light weaving holds almost any dry substance

Built-in ties

Sandless Bags-

12 x 24"

Self-activating bags expand on contact, no sand needed

Each bag absorbs four (4) gallons or more, swelling to 3 1/2" high or more

Shrinks down when fully dry

Reusable

TIME OF PERFORMANCE:

Hurricane Season is upon us, and the sooner we can obtain the supply, the better. The projected timeline is to be completed before July 15, 2026. Extension request MUST be submitted in writing and agreed upon by HIEMA and Contractor.

VENDOR QUALIFICATIONS:

Primary selection for the award shall be based on a responsive bid that provides the most value to the state of Hawaii. The Vendor placing the submission must have experience. Additionally, in accordance with 2 CFR 200.321 this solicitation must take all necessary steps to make sure small, minority, and or women-owned enterprises are used when possible. Preference for this solicitation will be given to qualified contractors who meet the above-stated criteria.

Additionally, vendors shall provide the following:

1. Hawaii Compliance Express (HCE) certificate or proof of compliance with the 4 entities: IRS, State Department of Tax, DCCA, and DLIR. If not currently registered, please visit www.SPO.hawaii.gov to register your business. Unregistered vendors may not be subject to an award.
2. Printout of validation that the business entity is not debarred or suspended from receiving federal funding (as evidenced in www.SAM.gov)

SPECIAL TERMS AND CONDITIONS:

Intellectual property. The State of Hawaii and the Department of Defense, with HIEMA acting on its behalf, shall have exclusive intellectual property rights and ownership of all finished and draft elements produced pursuant to this scope of services, whether published or unpublished.

The CONTRACTOR shall not make use of any content that are produced during the scope of services for HIEMA.

Non-disclosure. The CONTRACTOR shall in good faith regard the collaboration and development of all finished and draft elements whether published or unpublished as wholly proprietary processes to the State of Hawaii and the Department, and shall not disclose the content, methods, practices, or information employed in developing the content under this scope of services.

SUBMITTING A QUOTE

Vendors shall submit a quote for the entirety of the project as indicated under the section "Scope of Work" inclusive of all costs (materials, shipping, as well as 4.712% general excise tax. HIEMA's all inclusive budget for each type of item is \$50,000 for Sandbags and \$50,000 for Sandless bags. The awards will be given to the responsible/responsive

Vendor that is able to complete the work in the timeline stated and offers the most value to the state of Hawaii

INVOICING

Contractor shall submit detailed line-item invoices in a timely manner to HIEMA.

Invoices should be sent to HIEMA both in electronic form as an attachment and emailed to dod.hiema.invoice@hawaii.gov, and in printed form and US mailed to the following address:

State of Hawaii/ Department of Defense
Hawaii Emergency Management Agency
4204 Diamond Head Road,
Honolulu, HI 96816
Attention: Finance & Admin

COMPENSATION AND PAYMENT

The awarded Contractor shall submit all invoices electronically, in accordance with the State's invoicing guidelines, to the designated Project Manager and cc the following email address: dod.hiema.invoice@hawaii.gov

Pursuant to HRS 103-10, the State shall have thirty (30) calendar days, after receipt of the invoice and satisfactory completion of the deliverable, to make payment. For this reason, the State shall reject any offer submitted with a condition requiring payment within a shorter period of time. Further, the State shall reject any quote submitted with a condition requiring interest payments greater than that allowed by §103-10, HRS, as amended.

The State shall not recognize any requirement established by the Contractor and communicate to the State after the award of the contract, which requires payment within a shorter period or interest payment not in conformance with statute.

Preference for payment for goods and services shall be made via Purchase Order (PO) and only upon approval of a state-approved invoice for goods and services that were completely and satisfactorily delivered and rendered.

HAWAII INFORMATION CONSORTIUM (HIC)

The Offeror is advised that the awarded Vendor will be responsible to pay NIC Hawaii a fee of 0.75% of the award or original estimated award amount, capped at \$5,000, within 30 days. NIC Hawaii will bill the awarded Vendor directly via e-mail and the Vendor can make payment online or by sending a check via regular mail.

FUNDING FOR AWARD

The funding for this award may be provided through a Federal Grant, as such, the procurement requirements must adhere to federal grant procurement policies in addition to State of Hawaii policies.

DISQUALIFICATION

The State has the right to disqualify Vendors who do not submit its quote and follow the instructions as listed in this solicitation. In addition, the State has the right to disqualify Vendors who do not meet the minimum requirements and/or have been assessed to be unable to completely supply the goods and/or render the services professionally.

CANCELLATION OF SOLICITATION

The State has the right to cancel this solicitation, without liability, should at any time during this solicitation process, funding become unavailable

