

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

NOTICE TO BIDDERS

Small Purchase for "HSVC Casket Lowering Device" will be issued and awarded by the Department of Defense, Engineering Office via Hawaii Electronic Procurement System (HlePRO). **All bid responses must be submitted electronically through HlePRO no later than 2:00 P.M. on June 4, 2026.** Bids received after the due date and time or received in a form other than electronically through HlePRO will not be considered.

Proposed Goods consist of the following: "Casket Lowering Device " (see Scope of Work for more details). Estimated cost is \$30,000.

Bidders are advised that they should not wait until the last minute to submit their bid through HlePRO. Bidders are solely responsible for ensuring that their electronic submission through HlePRO is complete and all necessary files (Mandatory Bid Form) are attached to their bid prior to the due date and time. The Engineering Office shall not be responsible for any delay or failure of any Bidder to submit any materials updated through the IFB process on a timely basis.

ELECTRONIC PROCUREMENT

The Department of Defense, Engineering Office is utilizing HlePRO to solicit bids for this service electronically. Bidders interested in responding to this electronic solicitation must be registered on HlePRO. To register, visit the following link: https://hiepro.ehawaii.gov/videos/video/vendor_registration.html. Reference the Vendor Quick Reference Guide for additional information at <https://hiepro.ehawaii.gov/staticresources/VendorQuickReferenceGuide.pdf>.

HlePRO will be the system of record to issue the IFB, receive the Mandatory Bid Form and other Bid requirements, issue Amendments and make award for the IFB. Addenda and other information and materials shall be provided through HlePRO, including additions or changes with respect to the due date and time.

QUESTIONS AND REQUESTS FOR CLARIFICATION

Questions and Requests for Clarification regarding the Technical Specifications or any other aspect of the IFB must be submitted via HlePRO by **2:00 p.m. HST, June 3, 2026 .** Responses are scheduled to be posted on **by 3:00 p.m. HST, June 3, 2026.** The Department of Defense, Engineering Office shall not be required to answer Questions or Requests for Clarification not submitted via HlePRO or received after the Questions and Requests for Clarification deadline.

Bidders are responsible for checking for any addenda for this project. The addenda will be posted on the HlePRO listing and at the State Department of Defense website at <http://dod.hawaii.gov/hieng/>

All documents can be downloaded from HlePRO and at the State Department of Defense website at <http://dod.hawaii.gov/hieng/>.

RESPONSE TO THIS SOLICITATION: Only responses submitted through HlePRO shall be considered for award.

QUESTIONS ABOUT THIS SOLICITATION: Unless otherwise indicated, questions regarding this solicitation must be directed to the Buyer listed.

TRANSACTION FEES: The awarded vendor shall pay a transaction fee of 0.75% (.0075) of the award, not to exceed \$5,000 for each award. This transaction fee shall be based on the original award amount and the awarded vendor shall be responsible for payment of the fee to Tyler Hawaii, the vendor administering the HlePRO. Payment must be made to Tyler Hawaii within thirty (30) days of receipt of invoice. The invoice is generated based on the date the award is posted.

OFFER DEEMED FIRM/AUTHORITY TO SUBMIT OFFER: Submission of an electronic response to the State of Hawaii constitutes and shall be deemed an offer to sell the specified goods and/or services to the State of Hawaii at the price shown in the response and under the State's Terms and Conditions. The electronic response submitter certifies that he/she is authorized to sign the response for the submitting vendor and that the response is made without connection with any person, firm, or corporation making a response for the same goods and/or services and is in all respects fair and without collusion or fraud.

COMPLIANCE AND DOCUMENTATION: Vendors are required to be compliant with all appropriate state and federal statutes. Proof of compliance is required through HCE or via paper documentation.

VENDOR REGISTRATION IN HAWAII COMPLIANCE EXPRESS (HCE): Vendors can register at <https://vendors.ehawaii.gov/hce> via an annual subscription fee and should subscribe prior to responding to a solicitation. For more information visit the HCE Section of the FAQs at <http://spo.hawaii.gov/faqs/#tabs-4>.

VENDOR COMPLIANCE – PAPER DOCUMENTS: Vendors not utilizing HCE shall provide paper certificates that must be valid at the time of award. All applications for applicable clearances are the responsibility of the vendor, who must be compliant pursuant to HRS§103D-310(c) with the chapters 1) Chapter 237, General Excise Tax Laws; 2) Chapter 382, Hawaii Employment Security Law; 3) Chapter 386, Worker's Compensation Law; 4) Chapter 392, Temporary Disability Insurance; 5) Chapter 393, Prepaid Health Care Act; and 6) §103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State. Upon receipt of compliance paper documents (A-6, LIR#27, COGS), the purchasing agency reserves the right to verify their validity with the respective issuing agency.

VENDOR NON-COMPLIANCE: NON-COMPLIANCE may result in a vendor not receiving an award, delay of payment, or cancellation of award. If the vendor does not maintain timely compliance, which is the vendor's responsibility, an offer otherwise deemed responsive and responsible may not be awarded. State agencies may check for compliance at any time.

HAWAII GENERAL EXCISE TAX (GET): Unless otherwise stated in this solicitation, vendors shall include all applicable taxes in the price submitted. The Hawaii General Excise Tax (GET) shall not exceed 4.712% for the islands of Oahu, Kauai, Hawaii, and Maui.

ADDITIONAL FEES AND CHARGES: Vendors shall include all applicable fees, charges, surcharges, shipping/handling, delivery, or any other charges associated with this solicitation in the price submitted.

CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS PROHIBITED: If awarded a contract in response to this solicitation, offeror agrees to comply with HRS §11-355, 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 the legislative body between the execution of the contract through the completion of the contract.

Stephen L. Logan
Major General
Adjutant General

Posted on: May 28, 2026.