



**STATE OF HAWAII
DEPARTMENT OF HEALTH
OFFICE OF HEALTH STATUS MONITORING**

August 19, 2026

**INVITATION FOR BIDS
IFB NO. OHSM-2026-0819**

PURCHASE AND INSTALL STORAGE SHELVING FOR OHSM

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

Questions relating to this solicitation may be directed to :

Jean Luka & Grace Vo
Email : jean.luka@doh.hawaii.gov
grace.vo@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.

A handwritten signature in blue ink that reads "Grace Marie Vo".

Grace M. Vo
Procurement Officer

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SECTION 1
ADMINISTRATIVE OVERVIEW

Bidders are encouraged to read each section of the Invitation for Bid (IFB) thoroughly. While sections such as the administrative overview may appear similar among IFBs, state purchasing agencies may add additional information as applicable. It is the responsibility of the Bidder to understand the requirements of each IFB.

- A. Questions about this IFB should be directed to Jean Luka and Grace Vo. (jean.luka@doh.hawaii.gov; grace.vo@doh.hawaii.gov). Written questions must be received by the date and time specified in HlePRO. The purchasing agency will respond to written questions to the IFB at the date and time specified in HlePRO. Walk through of City Financial Tower, 1st Floor site of where the shelving unit will be in Room 1 and Room 2 will be arranged.
- B. This 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.
- C. The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and in accordance with §103D-309, HRS, and subject to the availability of State and Federal funds.

- D. A Notice of Award of the Contract shall be made to the lowest responsive, responsible bidder.
- E. The Notice of Award shall be made available in HlePRO. Failure by the chosen vendor to inform the Contact Person of an intent to accept the award within five days of the Notice of Award will be deemed a rejection of the award. The chosen vendor shall accept award by emailing the Contact Person listed in this IFB and paying the HlePRO fee.
- F. Pursuant to HAR §3-122-97, a bid shall be rejected for reasons including but not limited to:
1. The bidder is non-responsive 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 other acceptability criteria set forth in the solicitation, pursuant to section 3-122-33.
- G. The Contractor shall be subject to a one-time mandatory HlePRO fee of .75% (0.0075) of the award amount or \$5,000.00, whichever is less. HlePRO is administered by Tyler Technologies, Inc. Tyler Technologies, Inc. shall invoice the Contractor directly for payment of the HlePRO fee. Payment must be made within thirty (30) days from receipt of invoice. Check HlePRO for the most current information.

SECTION 2
SPECIAL PROVISIONS

A. TERM OF CONTRACT. The CONTRACTOR shall enter into a fixed price with price adjustment Contract for services to be completed within a two (2) month period or less depending on when the job is done.

B. CONTRACT EXECUTION. The successful Bidder shall enter into a formal written contract with the STATE. In submitting a bid, the Bidder 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 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 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.

C. 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. PROJECT OVERVIEW

The State of Hawai'i Department of Health (DOH) requests quotes for the **purchasing, delivery, and installation** of SAFCO 4-Post Exact Shelving Systems on Mobile 1000 and Kwik-Track platforms for the Vital Records storage of its' collection of books or comparable system.

B. PROJECT LOCATION: City Financial Tower, 1st Floor

The Vendor shall deliver and install SAFCO shelving as documented in the DOH project drawing set or propose an alternative shelving system to City Financial Tower, 1st Floor.

C. SCOPE OF SERVICES

1. SHELVING CONFIGURATIONS (Based on attached project drawings)

a. Mobile 1000 System A:

- 1) 92" fixed uprights, 65" mobile uprights
- 2) 6 fixed tiers / 4 mobile tiers
- 3) Total LFI: **9,714**
- 4) Includes: 2 dividers per shelf, carpeted decking, ADA ramp

b. Kwik-Track System B:

- 1) 86" fixed uprights, 65" mobile uprights
- 2) Total LFI: **1,950**
- 3) Grand total LFI combined: **11,664**

c. Mobile 1000 Binding-Case Storage:

- 1) 86" fixed / 65" mobile upright

- 2) 18" depth
- 3) Total LFI: **11,700**
- 4) Includes 500-lb shelves (18"D) and reinforcement hardware requirements

2. Installation Requirements

a. Verify room dimensions, electrical locations, ceiling height, and obstructions prior to ordering.

b. Meet required clearances:

- 1) 18" sprinkler clearance
- 2) 3" ceiling leveling clearance

c. Flooring:

- 1) Mobile 1000 requires solid flooring (concrete or VCT)
- 2) Carpet removal strongly recommended
- 3) Kwik-Track requires carpet & padding removal under rails

d. Wall anchor kits include bracket hardware only; installer shall supply wall-fasteners

3. Location: City Financial Tower (CFT) 201 Merchant Street, Suite 100.

The hours for delivering and installing shelving units to Rooms 1 and 2 are restricted to Weekdays from 8:30am to 11 am, 1 pm to 3pm, and 5pm or later. Weekend deliveries are available by scheduling with CFT's building management. There is a loading zone and freight elevator that is accessible on Richards Street across from the post office. The freight elevator's dimensions are: Floor to ceiling height is 9'3".

4. The contractor shall provide all labor, supervision, equipment, and materials necessary to complete the installation of the shelving units in Rooms one (1) and two (2).

5. Debris Removal

Remove and properly dispose of debris from the premises after placement of the shelving system.

6. Contractor Responsibilities

The contractor shall:

- 1) Be registered to do business in Hawai'i.
- 2) Have documented shelving installation experience.
- 3) Provide 2 references for similar projects.
- 4) Hawaii Express Compliance compliant.
- 5) Provide all tools, equipment, dollies, and protective materials required.
- 6) Protect walls, floors, elevators, and building surfaces during the move.
- 7) Coordinate with building management regarding loading dock use and elevator access.
- 8) Maintain a clean and safe work environment.

9) Insurance Requirements

The contractor shall maintain the following insurance coverage during the contract period:

- a. General Liability Insurance;
- b. Workers' Compensation Insurance;
- c. Automobile Liability Insurance; and
- d. Proof of insurance shall be provided prior to the start of work.

10) Damage Responsibility

The contractor shall be responsible for any damage caused to furniture, equipment, or facilities during the moving process and shall repair or replace damaged items at no cost to the agency.

11) Deliverables

The contractor shall provide:

- a. Shelving placement schedule and coordination plan;
- b. Completion of all services;
- c. Removal of all packing materials and debris; and
- d. Final walkthrough with OHSM/DOH representative.

12) DOH/OHSM Responsibilities

The DOH/OHSM shall:

- a. Provide access to facilities and loading areas.
- b. Provide floor plans and designated locations for shelving placement.
- c. Identify items of concern.

13) POINT OF CONTACT:

GRACE M. VO, Chief and State Registrar

JEAN LUKA, Assistant Officer

Office of Health Status Monitoring

Department of Health

201 Merchant Street, Suite 2350

Honolulu, Hawaii 96813

Telephone: (808) 586-4607

(808) 586-4601

Email: grace.vo@doh.hawaii.gov
jean.luka@doh.hawaii.gov

SECTION 4
BID SUBMISSION INSTRUCTIONS AND REQUIREMENTS

- A. To be considered responsive, a Bidder's quote must be for 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. 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 offer submission date.

OR

2. **All of the following certificates:**
- a. TAX CLEARANCE CERTIFICATE** – A valid tax clearance certificate or current special letter signed by 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. The tax clearance certificate shall be obtained on the State of Hawaii, Department of Taxation Tax Clearance Application Form A-6 which is available at the Department of Taxation and the IRS' office in the State of Hawaii, or on the Department of Taxation's website <https://tax.hawaii.gov>. The

application for the tax clearance is the responsibility of the successful Bidder and must be submitted directly to the Department of Taxation or the IRS and not the purchasing agency.

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.

- C. 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 offer that constitutes a conditional bid or a counter proposal will be rejected.
- D. 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.

- E. 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 however, electronic signatures are acceptable with audit sheet) 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.
- F. 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.
- G. Bid submittal shall include the following documents, completed in their entirety:
 - 1) Offer Form;
 - 2) Manager to be assigned to the STATE;
 - 3) Experience and capability statement showing a list of past government contracts; and
 - 4) Hawaii Compliance Express certificate OR all required compliance documents as outlined in Section 4 subsection B.
- I. All materials submitted shall become the property of the State, unless otherwise noted, and shall not be returned.

- J. Bids shall be submitted via HlePRO. Bids must be received by the submittal deadline. Any bids received after that date and time shall be rejected. Faxed or e-mailed bids shall not be accepted or considered for award.
- 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

- ATTACHMENT 1: GENERAL CONDITIONS, attached via HiEPRO
- ATTACHMENT 2: SPECIAL CONDITIONS
- ATTACHMENT 3: OFFER FORM
- ATTACHMENT 4: DOH DIAGRAM FOR ROOM 1 AND ROOM 2