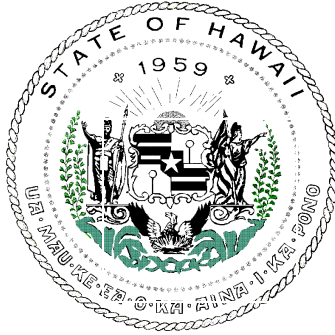




STATE OF HAWAII
DEPARTMENT OF TAXATION
HONOLULU, HAWAII

September 9, 2026

COMPETITIVE SEALED BIDDING (INVITATION FOR BIDS)
DOTAX-IFB-27-TAX-01

OFFICE WORKSTATIONS IMPROVEMENT
FOR THE DEPARTMENT OF TAXATION OAHU OFFICE

The Department of Taxation, Administrative Services Office, would like to solicit offers for Office Workstations Improvement through the Hawaii State electronic procurement system (HlePRO).

All offers must be received via HlePRO no later than 2:00 PM Hawaii Standard Time on Monday, September 28, 2026, and must be submitted in strict accordance with the instructions herein.

Questions relating to this solicitation shall be submitted via HlePRO and will be answered by the Question & Answer deadline. General processing questions may be directed to Weisi Gao via e-mail at Weisi.T.Gao@hawaii.gov.

The Department of Taxation reserves the right to reject any or all offers and to waive any defects when such rejection will be in the best interest of the public.

INSTRUCTIONS TO OFFERORS

1. All offers shall be made on the Offer Form furnished by the Department of Taxation (Department) and shall be signed by the offeror with the offeror's business address and telephone number. The offeror shall submit its offer using the offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, State of Hawaii. No substitutions of materials or items not expressly provided for in the Instructions to Offerors, Special Provisions, and General Conditions will be considered or accepted.
2. Any offer that contains any erasures or alterations not properly initialed or that contains other irregularities may be rejected as not in the best interest of the public. Any offer which constitutes a conditional offer, or a counter proposal will be rejected outright.
3. Offers must be submitted through HlePRO on the Offer Form provided no later than the date and time indicated in the solicitation. Offers received after the deadline shall not be accepted.
4. The offer price shall include all applicable taxes and any other costs incurred per this Invitation for Bids (IFB).

Work to be performed under this solicitation is a business activity taxable under Chapter 237, Hawaii Revised Statutes (HRS), and vendors are advised that they are liable for the General Excise Tax (GET) and all other applicable taxes. If, however, the offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, the offeror shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.

5. In case of error in extension of offer price, unit price shall govern.
6. Costs for developing the offer/proposal are solely the responsibility of the offeror.
7. All offers/proposals become the property of the State of Hawaii.
8. The Department will award the contract as a lot, all or none basis, to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the IFB.
9. Offerors are advised that to be awarded a contract under this solicitation, the offeror will be required to be compliant with all laws governing entities doing business in the State including the following chapters and pursuant to HRS §103D-310(c):
 - a. Chapter 237, General Excise Tax Law;
 - b. Chapter 383, Hawaii Employment Security Law;
 - c. Chapter 386, Worker's Compensation Law;
 - d. Chapter 392, Temporary Disability Insurance;
 - e. Chapter 393, Prepaid Health Care Act; and

Prior to awarding this contract, the Department shall verify compliance of the offeror.

Vendor Compliance – Hawaii Compliance Express (HCE)

Vendors may choose to use the HCE, which is an electronic system that allows vendors/contractors/service providers doing business with the State to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation, Federal Internal Revenue Service, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

Vendors/contractors/service providers intending to use HCE to demonstrate compliance are advised to register with HCE as soon as possible at <https://vendors.ehawaii.gov>. The annual registration fee is \$12.00, and the 'Certificate of Vendor Compliance' is accepted for the execution of the contract and final payment. If a vendor/contractor/service provider is not compliant on HCE at the time of the award, the offeror will not receive the award.

Vendor Compliance – Paper Documents

Vendors not utilizing HCE to demonstrate compliance shall provide the paper certificates to the Department. Paper compliance certificates are required from the Department of Taxation, Federal Internal Revenue Service, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs. All certificates must be valid on the date it is received, and all applications for applicable clearances are the responsibility of the offeror.

10. By submitting an offer, the offeror accepts the responsibility associated with currency, coin and check handling. This may include Federal investigation should it be warranted.
11. Please read the General Conditions (AG-008), which is made part of this contract and was uploaded on HlePRO.
12. Questions relating to this solicitation shall be submitted via HlePRO and will be answered by the Question & Answer deadline.
13. Open Public Records. Per HRS § 92F-12, Agency records that must always be disclosed includes Government purchasing information, including all bid results (except as prohibited by HRS § 92F-13).
§92F-13 Government records; exceptions to general rule.
 - Exception 1 – The Privacy Exception
(HRS § 92F-13(1))
 - Exception 2 – The Litigation Privilege Exception
(HRS § 92F-13(2))
 - Exception 3 – The Frustration Exception
(HRS § 92F-13(3))
 - Exception 4 – The Law or Order Exception
(HRS § 92F-13(4))
 - Exception 5 – The Legislature Exception
(HRS § 92F-13(5))Your offer and any attachments will be open public records. If an exception applies, mark that information "Confidential." For example, proprietary information such as trademarks or copyrights may be marked as "Confidential" if you do not want that

information open for public inspection. For more information, please visit the Office of Information Practices at <https://oip.hawaii.gov/>.

14. Procurement Circular No. 2024-05:
Effective January 1, 2024, agencies are required to complete and submit a contractor's performance form for procurements conducted under:
- Competitive Sealed Bidding (HRS §103D-302);
 - Competitive Sealed Proposals (HRS §103D-303); and
 - Sole Source (HRS §103D-306).

For more information, please see Procurement Circular No. 2024-05 or visit the State Procurement Office website at <https://spo.hawaii.gov/>.

SCOPE OF SERVICES

All products and services provided by the Contractor shall be in accordance with this IFB, including its attachments and any addenda. DOTAX seeks to have new cubicle workstations installed, with the following requirements (all measurements are approximations to give a general idea. Contractors are required to make their own measurements):

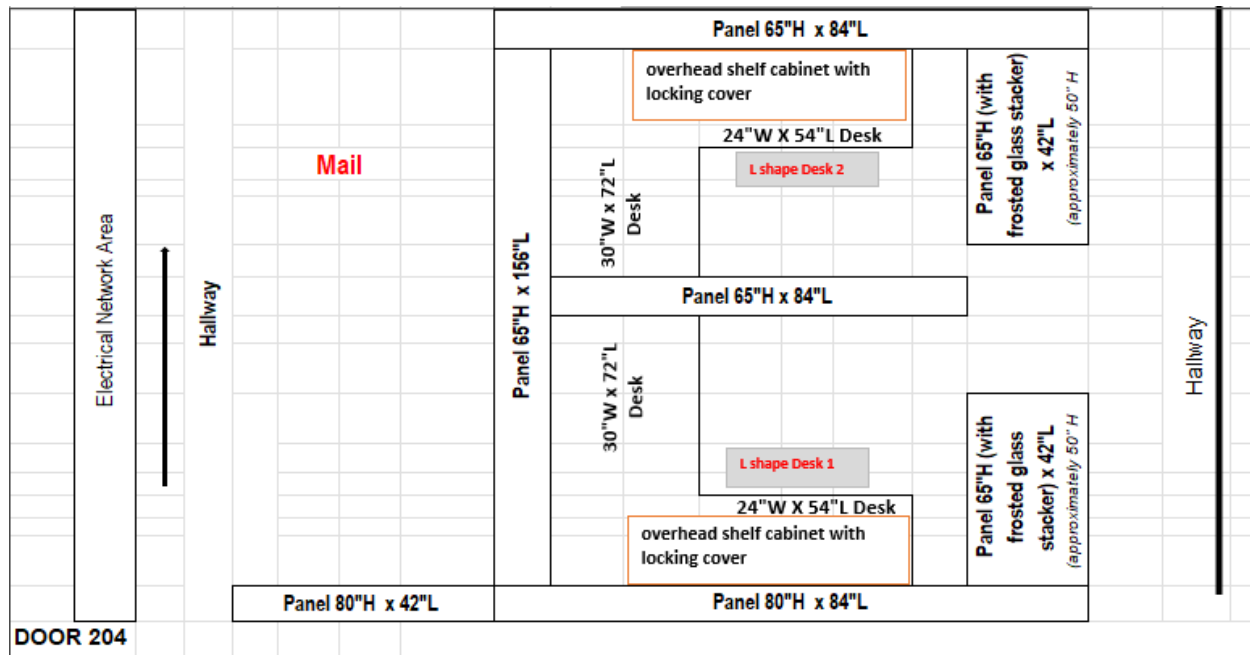
1. Install two (2) standard cubicle workstations by the Electrical Network and entrance hallway of Collection Door 204 area:

- All the panels will be typical, tackable cubicle panels. Sound-absorbing is preferred but not required.
- "L" Shaped desk 30" W x 72" L with a 24" W x 54" L return.
- One (1) panel approximately 80" H x 156" L to build left side cubicle wall near the Electrical Network.
- One (1) continuous panel, approximately 80" H x 42" L, extending along the left side of the cubicle wall and continuing along the adjacent wall near the electrical/network outlets.
- Two (2) panels approximately 65" H x 84" L located front and back, to build cubicle structure.
- One (1) dividing panel ("side panels") between workstations approximately 65" H x 84" L
- Two (2) end panels ("front panels") approximately 65" H x 42" L with a 15" H frosted glass stacker (total height = 65" H x 72" L).
- Each workstation will have one (1) overhead cabinet with locking cover at 45" L located at the return.
- Each workstation will have one (1) 3-drawer pedestal file cabinet under the desk.
- Electrical power harness and wiring to run through panels.
- Contractor will provide electrician to install and connect electrical wiring to existing electrical power source.

Section #1 Layout:

Section 1 Layout

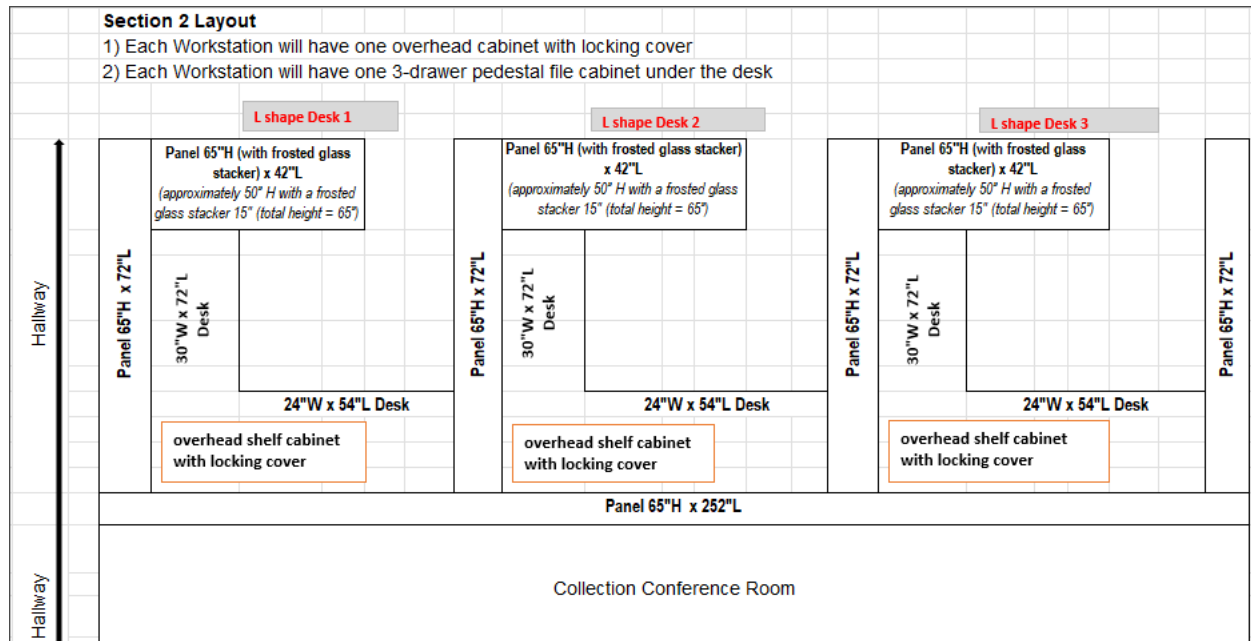
- 1) Each Workstation will have one overhead cabinet with locking cover
- 2) Each Workstation will have one 3-drawer pedestal file cabinet under the desk



2. Install three (3) standard cubicle workstations by General Storage and behind the Collection Conference Room area:

- All the panels will be typical, tackable cubicle panels. Sound-absorbing is preferred but not required.
- “L” Shaped desk 30” W x 72” L with a 24” W x 54” L return.
- One (1) panel approximately 65” H x 252” L to build one side cubicle wall near the Collection Conference Room.
- Two (2) panels approximately 65” H x 72” L located at each end, to build cubicle structure.
- Two (2) dividing panels between workstations approximately 65” H x 72” L
- Three (3) side panels approximately 50” H x 40” L with a 15” H frosted glass stacker (total height = 65” H x 42” L).
- Each workstation will have one (1) overhead shelf cabinet with locking cover at 45” L located at the return.
- Each workstation will have one (1) 3-drawer pedestal file cabinet under the desk.
- Electrical power harness and wiring to run through panels.
- Contractor will provide electrician to install and connect electrical wiring to existing electrical power source.

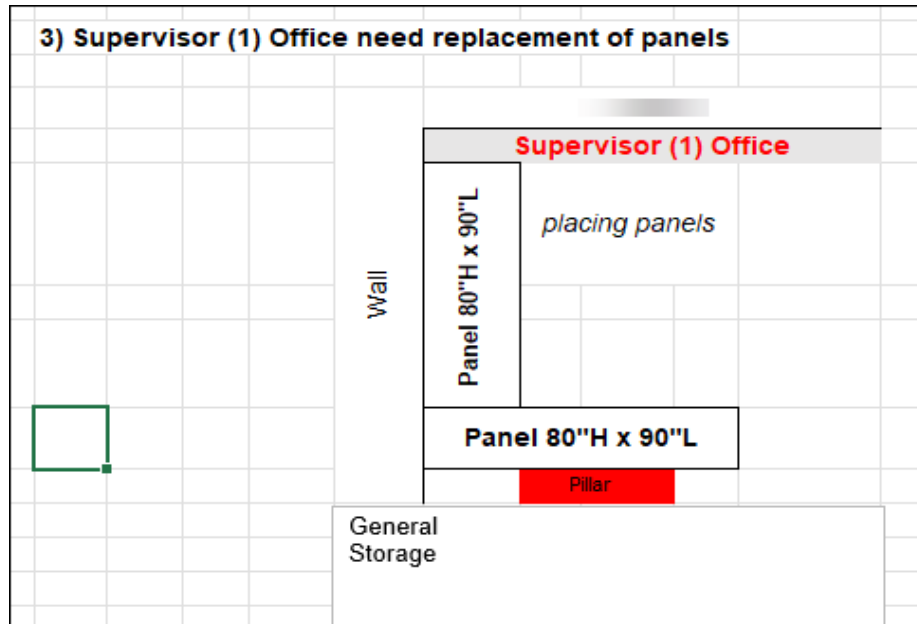
Section #2 Layout:



3. Install two (2) standard panels for Supervisor office by the General Storage area (supervisor #1):

- All the panels will be typical, tackable cubicle panels. Sound-absorbing is preferred but not required.
- One (1) panel facing the General Storage (by the pillar) approximately 80\" H x 90\" L.
- One (1) panel facing the wall approximately 80\" H x 90\" L.
- Electrical power harness and wiring to run through panels.
- Contractor will provide electrician to install and connect electrical wiring to existing electrical power source.

Section #3 Layout:



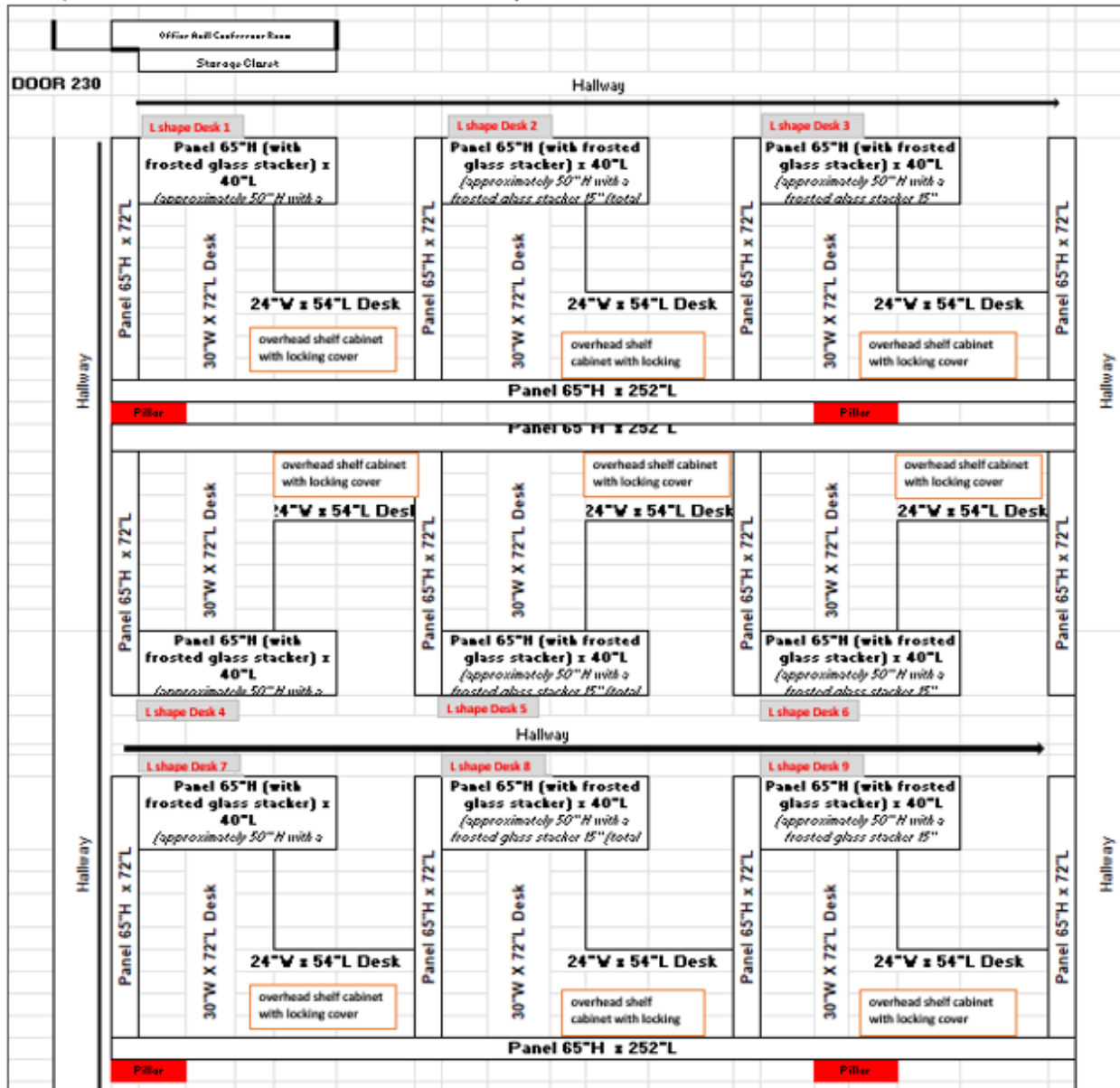
4. Install nine (9) standard cubicle workstations by the Storage Room next to Office Audit Room and entrance hallway of Collection Door 230 area:

- All the panels will be typical, tackable cubicle panels. Sound-absorbing is preferred but not required.
- "L" Shaped desk 30" W x 72" L with a 24" W x 54" L return.
- Three (3) panel approximately 65" H x 252" L to build one side cubicle wall near the Pillars.
- Six (6) panels approximately 65" H x 72" L located at each end, to build cubicle structure.
- Six (6) dividing panels between workstations approximately 65" H x 72" L
- Nine (9) side panels approximately 50" H x 40" L with a 15" H frosted glass stacker (total height = 65" H x 40" L).
- Each workstation will have one (1) overhead shelf cabinet with locking cover at 45" L located at the return.
- Each workstation will have one (1) 3-drawer pedestal file cabinet under the desk.
- Electrical power harness and wiring to run through panels.
- Contractor will provide electrician to install and connect electrical wiring to existing electrical power source.

Section #4 Layout:

Section 4 layout

- 1) Each Workstation will have one overhead cabinet with locking cover
- 2) Each Workstation will have one 3-drawer pedestal file cabinet under the desk

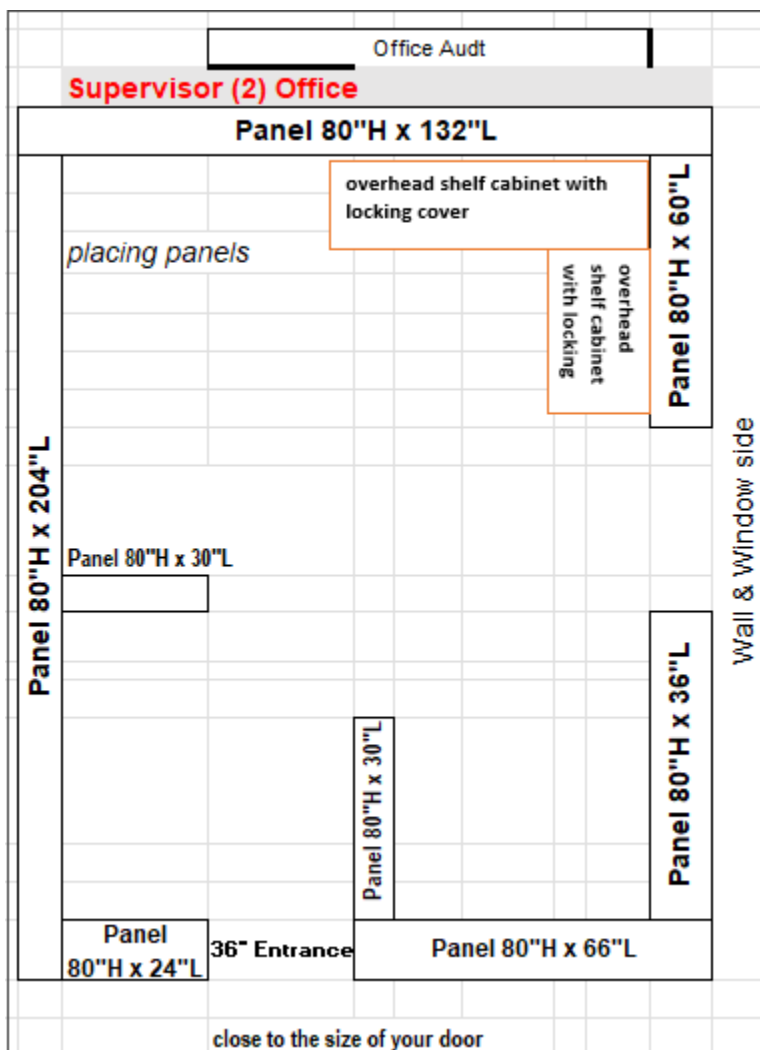


5. Install six (6) standard panels for Supervisor office by the General Storage area (supervisor #2):

- All the panels will be typical, tackable cubicle panels. Sound-absorbing is preferred but not required.
- One (1) panel facing the Office Audit section approximately 80" H x 132" L.

- One (1) panel facing the hallway near the new (9) cubicle workstations approximately 80" H x 204" L.
- Two (2) panels facing the window approximately 80" H x 60" L and 80" H x 36" L.
- Two (2) panels for the entrance approximately 80" H x 66" L and 80" H x 24" L.
- Two (2) panels for the L-shaped entrance and center support 80" H x 30" L.
- Two (2) overhead shelf cabinets with locking cover at 45" L by the panels facing the Office Audit section and the window.
- Electrical power harness and wiring to run through panels.
- Contractor will provide electrician to install and connect electrical wiring to existing electrical power source.

Section #5 Layout:



6. Disassemble and Removal of Current Workstations and Furniture

Disassemble and removal of existing workstations and associated furniture for installment of new cubicle workstations areas.

Location of work:

Department of Taxation
Collections Services
830 Punchbowl Street
Room 204
Honolulu, HI 96813

Disposal of Waste

Any and all debris removed shall be disposed of off-site following strict guidelines with State laws.

Work Schedule

To be coordinated with contact person.

Contractors are required to survey the site and make their own measurements to ensure the equipment and configurations ordered will fit the spaces, area, and any existing equipment for which they are ordered. Please include layout drawings (i.e., 2D or 3D view) with your offer.

SPECIAL PROVISIONS

Contract Execution:

The successful offeror shall be required to enter a formal written contract. The Department will prepare the contract specifying the effective date. Any work performed by the successful offeror prior to signing the contract shall be at the successful offeror's own risk and expense. The Department is not and shall not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful offeror prior to the contract effective date.

Contractor:

The term "Contractor" means an individual, partnership, firm, corporation, joint venture, or other legal entity undertaking the execution of work under the terms of the contract with the Department, and acting directly or through his, their or its agents, employees, or sub-contractors.

Time of Performance:

The Department anticipates the commencement of this contract to be effective on October 1, 2026, and terminate on September 30, 2027, unless extended by mutual agreement.

Performance Bond:

No performance bond is required for this contract.

Subcontracting:

No portion of the work shall be subcontracted without the prior written approval of the Department.

Invoicing and Payment:

The Contractor shall submit an original invoice to the Department. Section 103-10, HRS, provides that the Department shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. For this reason, the Department will reject any bid submitted with a condition requiring payment within a shorter period. Further, the Department will reject any bid submitted with a condition requiring interest payments greater than that allowed by section 103-10, HRS.

Final Payment:

Final payment under this Contract shall be subject to sections 103-53 and 103D-328, HRS, which require a tax clearance from the Director of Taxation, State of Hawaii, and the Internal Revenue Service, U.S. Department of Treasury, showing that all delinquent taxes, if any, levied or accrued under state law and the Internal Revenue Code of 1986, as amended, against the CONTRACTOR have been paid. Further, in accordance with section 3-122-112, HAR, CONTRACTOR shall provide a certificate affirming that the CONTRACTOR has remained in compliance with all applicable laws as required by this section.

Prior to making final payment, the Department shall verify compliance of the contractor. We encourage registration with Hawaii Compliance Express, which allows us to quickly verify compliance.

Timely Response to All Contacts by the Department:

If Contractor is contacted and is not immediately available, call back to the Department should occur by the end of the same business day or early the following business day.

Interpretations of Provisions:

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions of the contract, the interpretation given and made by the Department of Taxation, Administrative Services Office, shall govern and control. In addition, the parties agree that the Department of Taxation, Administrative Services Office shall have the sole power to decide and resolve matters that may come up in the future and that are not covered by the contract.

Conflicts and Variations:

In the event of any conflict or variation between the Special Provisions and the General Conditions, the Special Provisions shall control.

Commercial Crime Insurance:

Commercial crime insurance is required. The policy shall include "third party" coverage for state property, including cash, against, employee dishonesty, forgery or alteration of documents, theft, disappearance, destruction, robbery, and burglary. Coverage shall be \$150,000 minimum.

Commercial General Liability & Auto Insurance:

The contractor shall maintain in full force and effect during the life of this contract, liability and property damage insurance to protect the contractor and its subcontractors, if any, from claims for damages for personal injury, accidental death and property damage which may arise from operations under this contract, whether such operations be by himself or by a subcontractor or anyone directly or indirectly employed by either of them. If any subcontractor is involved in the performance of the contract, the insurance policy or policies shall name the subcontractor as additional insured.

As an alternative to the contractor providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, contractor may require subcontractor to provide its own insurance which meets the requirements herein. It is understood that a subcontractor's insurance policy or policies are in addition to the contractor's own policy or policies.

The following minimum insurance coverage(s) and limit(s) shall be provided by the contractor, including its subcontractor(s) where appropriate.

Coverage	Limits
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Basic Motor Vehicle Insurance and Liability Policies	\$1,000,000 per accident

Each insurance policy required by this contract, including a subcontractor's policy, shall contain the following clauses:

1. The Contractor will immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration.
2. The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii.
3. It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not

contribute with, insurance provided by this policy.

4. The said policies shall contain and/or be endorsed to include a Waiver of Subrogation in favor of the State of Hawaii.

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the contract, including supplemental agreements.

Upon Contractor's execution of the contract, the Contractor agrees to deposit with the State of Hawaii insurance policies necessary to satisfy the State that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the policies therefore on deposit with the State during the entire term of this contract, including those of its subcontractor(s), where appropriate. The policies shall name the State as an additional insured.

Failure of the Contractor to provide and keep in force such insurance shall be regarded as material default under this contract, entitling the State to exercise any or all of the remedies provided in this contract for a default of the Contractor.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obliged for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

Confidentiality:

The Contractor and its subcontractors, employees, and agents shall be responsible for the security and confidentiality of any and all documents and information. Any breach of this provision shall be cause for termination of this Contract and shall subject the Contractor, its employees, agents, and subcontractors to prosecution as provided by federal and state law.

OFFER FORM

COMPETITIVE SEALED BIDDING
OFFICE WORKSTATIONS IMPROVEMENT
DEPARTMENT OF TAXATION, STATE OF HAWAII

Offeror: _____
_____ 2026

Mr. Gary S. Sukanuma
Director of Taxation
830 Punchbowl Street
Honolulu, Hawaii 96813

Dear Director Sukanuma:

The following offer is made to provide the goods and services indicated in the following offer to the Department of Taxation, State of Hawaii, at the location required in the Scope of Services, all according to the true intent and meaning of the specifications hereinafter contained.

The undersigned states that he/she/it has carefully read and understands the terms and conditions specified in the Instructions to Offerors, Scope of Services and Special Provisions attached hereto, and in the General Conditions, by reference made a part hereof and available upon request, for this contract, and that the Administrative Services Officer reserves the right to reject any or all offers and to waive any defects when in his/her opinion such rejection or waiver will be in the best interest of the Department of Taxation.

The undersigned further understands and agrees that by submitting this offer, 1) he/she/it is declaring his/her/its offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited state contracts, and 2) he/she/it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

The undersigned hereby proposes OFFICE WORKSTATION IMPROVEMENT in strict compliance with the Instructions to Offerors, Scope of Services, Special Provisions, and General Conditions, for the **one-year** total offer price (inclusive of all federal, state, and local taxes and any other costs incurred) of:

Dollars
(\$ _____)

A breakdown of the total offer price is as follows.

Rate Per Cubicle and Service:

Section #1 two (2) standard cubicle price: \$_____

Section #2 three (3) standard cubicle price \$_____

Section #3 two (2) standard panels price \$_____

Section #4 nine (9) standard cubicle price \$_____

Section #5 six (6) standard cubicle price \$_____

Remove and dispose existing sixteen (22) cubicles: \$_____

The undersigned represents: (Check one only)

- ☐ A Hawaii Business incorporated or organized under the State of Hawaii, OR
- ☐ A Compliant Non-Hawaii business not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii, Department of Commerce and Consumer Affairs, Business Registration Division to do business in the State of Hawaii and has a separate branch or division in the State that is capable of fully performing under the contract.

State of Incorporation _____

Offeror is:

- ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Joint Venture
- ☐ Other _____

If Offeror is a "dba" or a "division" of a corporation, please furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

Federal I.D. No. _____

Hawaii General Excise Tax License I.D. No. _____

Payment address (other than street address below): _____

City, State, Zip Code

Business address (Hawaii street address): _____

City, State, Zip

Respectfully Submitted,

(x) _____
Authorized Original Signature

Date: _____

Name and Title (Please Type or Print)

Telephone No.: _____

Fax No.: _____

Email Address: _____