INVITATION FOR BIDS (IFB) NO. 27-6127

TO

FURNISH AND DELIVER LIQUEFIED PETROLEUM GAS

ON A REQUIREMENTS BASIS

FOR

UNIVERSITY OF HAWAII MAUI COLLEGE

UNIVERSITY OF HAWAII

KAHULUI, HAWAII

NOVEMBER, 2026

BOARD OF REGENTS

UNIVERSITY OF HAWAII

HONOLULU, HAWAII

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IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE REVIEWED AND THAT THE MANDATORY BID FORM IS SUBMITTED AS PART OF THEIR BID PACKAGE.

NOTICE TO BIDDERS

The University of Hawaii IFB No. 27-6127, to Furnish and Deliver Liquefied Petroleum Gas on a Requirements Basis for University of Hawaii Maui College, University of Hawaii, Kahului, Hawaii is issued and will be awarded through the State of Hawaii's electronic procurement system (HIePRO). **All bid responses must be submitted electronically through HIePRO no later than 2:30 p.m., November 25, 2026**. Bids received after the due date and time or received in a form other than electronically through HIePRO will not be considered.

Bidders are advised that they should not wait until the last minute to submit their bid through HIePRO. Bidders are solely responsible for ensuring that their electronic submission through HIePRO is complete and all necessary files (Mandatory Bid Form) are attached to their bid prior to the IFB due date and time. The University 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
Bidders interested in responding to this electronic solicitation must be registered on HIePRO. 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/static-resources/VendorQuickReferenceGuide.pdf.

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

Special instructions in HIePRO related to this solicitation are incorporated herein and made a part of this IFB through reference. Bidders shall review all special instructions located in HIePRO.

Questions and Clarifications
All questions and requests for clarifications must be submitted electronically through HIePRO. Questions must be submitted by **November 16, 2026** Responses will be posted on **November 19, 2026.** The University may refuse to answer any questions received outside of HIePRO or after the Questions/Answers deadline.

Luis Salaveria
Chief Procurement Officer
University of Hawaii

Posting Date: **November 10, 2026**

Vendors are responsible for notifying the Procurement Specialist Kurt Minato (e-mail: minato@hawaii.edu) for accessibility concerns related to this IFB

BID REQUIREMENTS

LIQUEFIED PETROLEUM GAS ON A REQUIREMENTS BASIS
FOR
UNIVERSITY OF HAWAII MAUI COLLEGE

By attaching The Mandatory Bid Form to HIePRO, the bidder has carefully examined the INVITATION FOR BIDS (IFB) NO. 27-6127, TO FURNISH AND DELIVER LIQUEFIED PETROLEUM ON A REQUIREMENTS BASIS. UNIVERSITY OF HAWAII MAUI COLLEGE, KAHULUI, HAWAII, and offers furnish and deliver the liquified petroleum gas on a requirements basis as required by the University for an initial period of ONE (1) year commencing on the Notice to Proceed date, and may be renewable thereafter on an annual basis for up to FOUR (4) additional years (at total of FIVE (5) years), in strict accordance with the true intent and meaning of the Invitation for Bids (IFB), as follows:

TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **TOTAL AGGREGATE BID (Parts 1, 2, 3 and 4). Bidders must bid on all items in Parts 1 through 4 in order to be considered for award.**

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.

2. Placing conditions on the furnishing of solicited goods or services.

3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.

4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the Liquified Petroleum gas required. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

Furnish and deliver Liquefied Petroleum (LP) gas on a requirements basis, with the following specifications:

1. Contractor shall furnish, install, and maintain Contractor-owned storage tanks, pressure regulators, meters, and any other necessary related equipment.

    a. Storage tanks shall be in "good condition" acceptable to the University, and shall meet all applicable federal, state, and county laws, codes, and regulations.

2. After the initial supply of LP, the Contractor shall refill the tanks in a careful and environmentally acceptable manner every on a regular basis at the locations listed in EIGHT (8) locations specified in the technical specifications. The frequency of refill may be adjusted during the contract period depending on the usage of gas at each location.

3. Prior to delivery and installation, the Contractor shall contact the Technical Representative to coordinate delivery and installation of the storage tanks. The Contractor shall deliver, uncrate, assemble, install, and test the storage tanks within THIRTY (30) calendar days from the date designated in the Notice to Proceed. Final acceptance will be upon satisfactory installation and operation to be determined by the University.

4. **SERVICES**

    a. **Monthly Maintenance Services:** Contractor shall maintain the storage tanks, pressure regulators, meter, main and isolation valves and ancillary components, related ancillary accessories such as transmission lines (up to building), tank support systems, tank and components placards, instructional safety signs (danger, caution & warning) that is legible and readable, and any other related equipment installed under this contract such that the equipment operates to the satisfaction of the University.

b. **Quarterly Maintenance Services:**

1) Contractor shall conduct inspection, cleaning and adjusting/calibrating all pilot lights which includes kitchen pilot ovens and stovetop pilot lights.

2) Contractor shall conduct gas to air ratio adjustments.

3) Contractor shall conduct scheduled maintenance and inspection of water heater which shall includes leak detection of all fittings, lines and ancillary components associated with Contractor's equipment.

4) Contractor shall conduct scheduled inspection of all gas equipment which includes the following:

a) Leak detection of all fittings, lines and ancillary components associated with Contractor's equipment.

b) Shall meet manufacturer specifications:
   i) Calibration
   ii) Functionality and operation
   iii) Safety protection and activation
   iv) Alarms

5) Contractor shall relight all pilot valves.

c. Contractor shall provide safety training for faculty, staff, and students on a semi-annual basis at no additional cost to the University.

d. Contractor shall provide a tentative schedule for quarterly and semi-annual services detailed in Item 4a and 4b within 7 consecutive calendar days after Notice to Proceed. Inspection, service, and training shall be scheduled between 6:00 a.m. to 2:00 p.m., Monday through Friday, with the schedule to be reviewed and approved by the UH Maui College Facilities Manager.

e. Contractor shall provide and submit the required completed maintenance service reports to the UH Maui College Facilities Manager upon completion of the service.

5. All of the tanks are to be delivered and installed at University of Hawaii Maui College, 310 W. Kaahumanu Avenue, Kahului, Hawaii 96732 and re-filled in accordance with the re-fill schedule at the following locations:

Item	Department	Location	Re-fill Schedule
1	Culinarv Arts Program	North end Paina Building #2253	30 days
2	Ceramics	West end Heona Building #2231	30 days
3	Auto Body	NE corner Auto Body Building #2223	30 days
4	STEM Program	West end Ike Lea Building	On call
5	MFIC – Pilina	Across Paina Building #2232	30 days
6	MFIC - Laulima Kitchen	North side Laulima Building #2251	30 days
7	OCET/SLIM - Aquaponics	Lower campus Adjacent to Community Services Building	30 days
8	Operations & Maintenance	Operations & Maintenance Building #2235, enter through back parking lot	On Call

5. The storage tanks sizes and quantity for each location shall be as follows:

Item	Department	Tank size	Quantity
1	Culinarv Arts Program	2,000 gallons	1
2	Ceramics	124 gallons	1
3	Auto Body	124 gallons	1
4	STEM Program	124 gallons	2
5	MFIC – Pilina	288 gallons	1
6	MFIC - Laulima Kitchen	120 gallons	1
7	OCET/SLIM - Aquaponics	124 gallons	1
8	Operations & Maintenance	8 gallons tanks	8

All questions pertaining to the Technical Specifications must be submitted electronically through HIePRO. Questions must be submitted by **November 16, 2026.** Responses will be posted on **November 19, 2026.**

The University may refuse to answer any questions received outside of HIePRO or after the Questions/Answers deadline.

Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made through HIePRO as a Question or in writing in accordance with the General Provisions to the Office of Procurement Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.

SPECIAL PROVISIONS

1. SCOPE

The furnishing and delivery of liquified petroleum gas on the requirements basis for University of Hawaii Maui College shall be in accordance with the terms and conditions of IFB No. 27-6127 and the General Provisions dated September 2013 included by reference. Copies of the General Provisions are available at the Office of Procurement Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at: https://www.hawaii.edu/procurement/vendor-info/terms-and-conditions/general-provisions-for-goods-and-services/

2. AUTHORITY

IFB No. 27-6127 is issued under the provisions of Hawaii Revised Statutes, Chapters 103 and 103D. All prospective bidders are charged with presumptive knowledge of all requirements of the cited legal authorities. Submission of a valid executed bid by any prospective bidder shall constitute an affirmation of such knowledge on the part of such prospective bidder.

3. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Herman Andaya, Auxiliary Services Manager, telephone; (808) 984-3580 and email: handaya@hawaii.edu.

4. SITE INSPECTION

Prior to submitting a bid, each bidder should visit the site and examine the conditions of the site and be aware or satisfied as to the physical condition and environment in relation to the terms and condition of the bid specifications. No additional allowance will be granted because of lack of knowledge of such conditions. Bidders shall arrange for an appointment by calling the Technical Representative on any normal working day, Monday through Friday, after 9:00 a.m., but not later than 2:00 p.m.

5. TERM OF CONTRACT

The Contractor shall enter into a contract with the University for an initial period of ONE (1) year commencing on the date designated in the Notice to Proceed, and the unit prices and monthly maintenance prices bid shall remain firm for the initial term of the contract. Thereafter, the contract shall be renewable from year to year, for a total of FIVE (5) years, without the necessity of rebidding, upon mutual agreement in writing, NINETY (90) days prior to the annual renewal date. The contract price for each renewal period shall remain the same or lower than the initial bid price or may be adjusted in accordance with Special Provision 6, ESCALATION CLAUSE, of the contract, upon

written request of the Contractor. Further, the University may terminate the contract at any time, after the first year, upon NINETY (90) days' prior written notice.

6. ESCALATION CLAUSE

The Contractor shall be allowed to request adjustments to the contract price for each contract renewal period, NINETY (90) days' prior to the contract renewal date, provided that the contract price for each renewal period shall not increase more than 5% (or) more than the Consumer Price Index for Pacific Cities and U.S. City Average based on All Urban Consumers, U.S. City Average, in effect ONE-HUNDRED TWENTY (120) days prior to the renewal date, whichever is less, and provided, further, that the request is made in writing to the University.

7. SUCCESSOR

The bidder (successor) who is awarded the succeeding contract shall immediately contact the Technical Representative upon receipt of the Notice to Proceed and submit phase-in plans to enable the orderly transition of services, including removal of existing storage tanks and installation of new storage tanks, with the least possible inconvenience to the occupants of the facilities. This condition shall remain a part of the contract and be applicable at the time of any transfer or takeover of services in the future by any other Successor. The predecessor shall continue to operate and retain residual responsibilities on a diminishing basis until such time as the predecessor's services are phased out. The University shall not be responsible for any predecessor equipment remaining on University property past the end of the phase-out period.

8. TITLE

The storage tanks furnished under this contract shall remain the exclusive property of the Contractor.

9. REMOVAL OF STORAGE TANKS

At the end of the contract, the Contractor shall remove the storage tanks at no cost to the University.

10. CHANGES

The University reserves the right to add to or delete storage tanks from the contract with THIRTY (30) days advance notice to the Contractor. The addition or deletion shall be

done via written modifications to the contract. Any additional costs relating maintenance and quarterly service shall be prorated over the remaining months of the contract period.

11. PAYMENT

The Contractor shall be remunerated monthly upon submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to University of Hawaii Maui College, Business Office, 310 Kaahumanu Avenue, Kahului, Hawai'i 96732, no later than THIRTY (30) calendar days following submission of invoice and acceptance of services/goods.

12. INSURANCE

Contractor shall, and shall ensure that all Contractor Agents shall, during the entire term of this Agreement, at no cost to the University, procure and maintain, or cause to be procured and maintained, the following insurance described below, issued by an insurance company or companies authorized to do business in the State of Hawai'i with at least an A – VII Financial Rating according to the current edition of Best's Key Rating Guide:

a. Required Insurance Coverage

(1) Commercial General Liability Insurance. Commercial general liability insurance written on occurrence basis covering claims with respect to injuries or damages to persons or property sustained as a result of the activities of the Contractor and/or the Contractor Agents, within, on, or about the Premises and/or the University Campus, with limits not less than the following:

Bodily Injury and Property Damage Combined Single Limit
$1,000,000.00 Each occurrence
$2,000,000.00 General Aggregate per policy year
$2,000,000.00 Products and Completed Operations Aggregate per policy year
Medical Expenses -- Any one person $5,000.00
Personal/Advertising Injury (Included)
Damage to Rented Premises (Included)

Personal/Advertising Injury coverage shall include coverage for mental injury, sexual harassment, sexual molestation or misconduct, invasion of privacy, and wrongful detention.

Such limits may be achieved through the use of umbrella/excess liability insurance sufficient to meet the requirements, covering the Contractor's conduct of the services on or within the Premises and/or the University Campus and all of the activities and operations of the Contractor and the Contractor Agents in connection therewith.

(2) Automobile Insurance. Automobile Liability Insurance to include coverage for any owned, non-owned, leased, or hired automobiles with limits of not less than the following:

Bodily Injury – Per Person	$1,000,000.00
Bodily Injury – Per Accident	$1,000,000.00
Property Damage – Each Accident	$1,000,000.00
Basic No-Fault Insurance	As required by Hawai‘i law

In the event there is a change in Hawai’i law regarding financial responsibility and insurance requirements of automobile owners or users which make this requirement obsolete, the University shall have the right to impose a new requirement consistent with the then Applicable Laws.

(3) Workers’ Compensation Insurance. Workers’ Compensation insurance with respect to work by employees of the Contractor and the Contractor Agents on or about the Premises and/or the University Campus, with coverage, amounts, and limits as required by law.

(4) Employers Liability Insurance: Employers Liability Insurance with limits not less than:

Bodily Injury – Each Accident	$1,000,000.00
Bodily Injury by Disease – Policy Limit	$1,000,000.00
Bodily Injury by Disease – Each Employee	$1,000,000.00

The Contractor shall ensure that the Contractor Agents (if any) obtain workers compensation and employer’s liability insurance with the limits described herein to cover the work performed.

(5) Pollution Liability Insurance. If required by the University in the event Hazardous Materials (Liquefied Petroleum Gas) are or may be involved or used, Pollution Liability insurance coverage with a combined single limit coverage of at least $1,000,000 per occurrence which shall cover environmental liabilities, including, without limitation, claims for bodily injury, property damage, environmental damage, and remediation costs resulting from pollution conditions caused by the Contractor or the Contractor Agents and/or the conduct of the Services.

b. Common provisions. Each insurance policy that Contractor and/or any of the Contractor Agents are obligated to obtain under this Agreement shall be subject to the following:

(1) Notice of changes. Contractor will be required to notify the University of any cancellation, limitation in scope, material change, or non-renewal of any insurance coverage right away (but no later than five (5) business days of receiving notice from the insurer).

(2) University insurance not primary. Insurance obtained by Contractor and/or any Contractor Agents pursuant to this Agreement will be primary and any University insurance will apply only in excess of and not contribute with such insurance obtained by Contractor and/or any Contractor Agents.

(3) Name the University as an additional insured. The University shall be named as an additional insured on all insurance coverage that Contractor and/or any Contractor Agent is required to obtain under this Agreement except for workers compensation and employers liability insurance.

(4) Waiver of subrogation. All insurance obtained by Contractor will contain a waiver of subrogation endorsement in favor of the University.

(5) University not required to pay premiums. Contractor and Contractor Agents will be responsible for paying all costs associated with obtaining the required insurance coverage described in this Agreement, including all premiums. The University will not be responsible for paying any such costs.

(6) Acceptable deductibles. The terms and amounts of any deductibles for the required insurance coverage under this Agreement must be reasonable and acceptable to the University based upon the type of insurance involved and the conduct of the Services.

c. Deposit insurance certificates. Contractor will timely deposit and keep on deposit with the University, certificates of insurance necessary to satisfy the University that the insurance requirements of this Agreement have been and continue to be satisfied during the term of the Agreement.

d. University may cure failure to obtain/maintain insurance. If Contractor fails to provide and maintain the insurance required by this Agreement after written notice to comply from the University, the University may, but shall not be required to, procure such insurance at the sole cost and expense of Contractor, who shall be obligated to immediately reimburse the University for the cost thereof plus ten percent (10%) to cover the University's administrative overhead.

e. Lapse in insurance constitutes a breach. Any lapse in, or failure by Contractor or any Contractor Agents to procure and maintain the insurance coverage required under this Agreement, at any time during and throughout the term of this Agreement, shall be a breach of this Agreement and the University may terminate the rights of Contractor and all Contractor Agents to conduct the Services.

f. Insurance shall not limit Contractor liability. Obtaining the required insurance coverage will not be construed to limit Contractor's liability hereunder or to fulfill Contractor's indemnification, defense, and hold harmless obligations under this Agreement. Notwithstanding the required insurance coverage, Contractor shall be obligated for the full and total amount of any damage, injury, or loss arising from acts or omissions of Contractor and/or the Contractor Agents.

g. University may adjust insurance requirements. The University may, upon reasonable notice and reasonable grounds, increase or change the form, type, coverage, or coverage limits of the insurance required hereunder, in which event Contractor shall, and shall cause the Contractor Agents to, obtain insurance, as modified. The University's requirements shall be reasonable and shall be designed to provide protection against the kind and extent of risks that exist at the time a change in insurance is required. Contractor shall satisfy all University risk management requirements that are in effect as of the Effective Date and as may be amended from time to time.

13. CONTRACTOR HEALTH AND SAFETY

Contractor, may refuse service or cease LP gas deliveries if (1) any part of the University's gas piping, appliances, or apparatus is deemed unsafe by Contractor, (2) Contractor is denied safe access to any of its LP gas tanks, (3) the condition of the University's premises are deemed unsafe by the Contractor for its employees or equipment (4) the University engages in fraud or abuse with respect to the contract for the purchase and sale of LP gas between the University and Contractor.