MANDATORY BID FORM

Bidders **must** download The Mandatory Bid Form in its entirety (open, save, or print documents(s) on their own computer system), enter pricing where indicated, complete any other required information, sign all appropriate forms, and attach (upload) the completed Mandatory Bid Form to their HIePRO online bid submission.

BID CHECKLIST

THE FOLLOWING ITEM IN THIS TABLE MUST BE ADDRESSED AND THE COMPLETED BID CHECKLIST SHALL BE UPLOADED WITH THE BIDDERS HIEPRO SUBMISSION.

REQUIREMENT DESCRIPTION	ACTION REQUIRED	COMPLETE
Review Notice to Bidders	Read and understood	
Bid Requirements	Read and understood	
Technical Specifications	Read and understood	
Special Provisions	Read and understood	
Bid Price List	Complete, sign, and attach to HIePRO*	
Business Classification Statement	Complete, sign, and attach to HIePRO	
Bid Signature Page	Complete, sign, and attach to HIePRO	

* The University is not responsible for any errors in bid calculations or extensions not attributed to a system error

BID PRICE LIST

Bidders must bid on all items in the FOUR (4) parts to be considered for award.

PART 1 – Furnish and Deliver Liquified Petroleum Gas per Technical Specifications:

Item	Department	Est. Monthly Qty	Unit Price per Gallon	Total Annual Amount (Est. Monthly Qty. x Unit Price x 12)
1	Culinary Arts Program	1,200 gallons	$_____/gal. x 12 mos =	$_____
2	Ceramics	20 gallons	$_____/gal. x 12 mos =	$_____
3	Auto Body	20 gallons	$_____/gal. x 12 mos =	$_____
4	STEM Program	100 gallons	$_____/gal. x 12 mos =	$_____
5	MFIC - Pilina	100 gallons	$_____/gal. x 12 mos =	$_____
6	MFIC - Laulima Kitchen	55 gallons	$_____/gal. x 12 mos =	$_____
7	OCET/SLIM - Aquaponics	5 gallons	$_____/gal. x 12 mos =	$_____
8	Operations & Maintenance	56 gallons	$_____/gal. x 12 mos =	$_____
Part 1, Total Amount, Items 1 - 8. Prices for Part 1 shall be F.O.B. destination, including delivery costs, applicable taxes and any direct or indirect costs. Bidders must bid on all items in Part 1 to be considered for award.				$_____

PART 2 – Maintenance of Storage Tanks per Technical Specifications:

Item	Department	Monthly Maintenance Cost	Total Annual Amount (monthly price x 12)
1	Culinary Arts Program	$_____/mo. x 12 mos =	$_____
2	Ceramics	$_____/mo. x 12 mos =	$_____
3	Auto Body	$_____/mo. x 12 mos =	$_____
4	STEM Program	$_____/mo. x 12 mos =	$_____
5	MFIC - Pilina	$_____/mo. x 12 mos =	$_____

6	MFIC - Laulima Kitchen	$_____/mo. x 12 mos =	$_____
7	OCET/SLIM - Aquaponics	$_____/mo. x 12 mos =	$_____
8	Operations & Maintenance	$_____/mo. x 12 mos =	$_____
Part 2, Total Amount, Items 1 - 8. Prices for Part 2 shall include costs for labor, travel time, parts, all applicable taxes and any direct or indirect costs. Bidders must bid on all items in Part 2 to be considered for award.			$_____

PART 3 – Quarterly Service per Technical Specifications:

Item	Department	Quarterly Service Cost	Total Annual Amount (quarterly cost x 4)
1	Culinary Arts Program	$_____/qtr x 4 qtrs =	$_____
2	Ceramics	$_____/qtr x 4 qtrs =	$_____
3	Auto Body	$_____/qtr x 4 qtrs =	$_____
4	STEM Program	$_____/qtr x 4 qtrs =	$_____
5	MFIC - Pilina	$_____/qtr x 4 qtrs =	$_____
6	MFIC - Laulima Kitchen	$_____/qtr x 4 qtrs =	$_____
7	OCET/SLIM - Aquaponics	$_____/qtr x 4 qtrs =	$_____
8	Operations & Maintenance	$_____/qtr x 4 qtrs =	$_____
Part 3, Total Amount, Items 1 - 8. Prices for Part 3 shall include costs for labor, travel time, parts, all applicable taxes, and any direct or indirect costs. Bidders must bid on all items in Part 3 to be considered for award.			$_____

PART 4 –Storage Tanks Delivery and installation Cost

Item	Department	Tank size	Unit Cost	QTY	Total Amount (Unit cost x Qty)
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	$_____
Part 4, Total Amount, Items 1 - 8. Prices for Part 4 shall include costs for the labor, travel time, parts, all applicable taxes, and any direct or indirect costs for delivery and installation of the storage tanks. Bidders must bid on all items in Part 4 to be considered for award.					$_____

Part 1. Total Amount, Items 1-8 =	$_____
Part 2. Total Amount, Items 1-8 =	$_____
Part 3. Total Amount, Items 1-8 =	$_____
Part 4. Total Amount, Items 1-8 =	$_____
TOTAL AGGREGATE AMOUNT (Parts 1, 2, 3, and 4) =	$_____

FOR INFORMATION PURPOSES ONLY

The pricing below is for informational purposes only and will be used for budgeting purposes. It shall be understood that the services and pricing shall not be a part of the contract.

Costs for replacement of defective pilot light(s) assembly that is/are discovered during routine inspection service and/or unexpected failure of pilot light(s) assembly during normal operation. Prices shall include all applicable taxes.

Hourly labor rate =	$
Cost for replacement of pilot assembly =	$
Hourly rate for other repairs =	$

(IF BY INDIVIDUAL)

NAME (Signature) TYPED NAME

D.B.A.

FEDERAL TAXPAYER IDENTIFICATION NUMBER

ADDRESS

CITY STATE ZIP CODE

EMAIL ADDRESS

TELEPHONE NUMBER FAX NUMBER

(IF BY PARTNERSHIP)

OFFICIAL/LEGAL NAME OF FIRM

FEDERAL TAXPAYER IDENTIFICATION NUMBER

NAME (Signature) TYPED NAME

PARTNER

EMAIL ADDRESS

ADDRESS

CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER

(IF BY CORPORATION)

OFFICIAL/LEGAL NAME OF COMPANY

FEDERAL TAXPAYER IDENTIFICATION NUMBER

*****OFFICER (Signature) TYPED NAME

EMAIL ADDRESS

TITLE

ADDRESS OF COMPANY

CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER

(SEAL)

IF LICENSED OR INCORPORATED TO DO BUSINESS WITHIN THE STATE OF HAWAII AND SUBJECT TO THE PROVISIONS OF THE HAWAII GENERAL EXCISE TAX LAWS, INDICATE GENERAL EXCISE TAX LICENSE NUMBER _____.

**For Corporations include evidence of the authority of this officer to submit a bid on behalf of the corporation, giving also, the address and names and addresses of the other officers.*

NOTE: FILL IN ALL BLANK SPACES WITH INFORMATION ASKED FOR OR BID MAY BE INVALIDAT

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

CONTRACTORS: Please complete the information below. Terms used are taken from the U.S. Small Business Administration (SBA) Rules and Regulations (https://www.sba.gov/) and the U.S. Code of Federal Regulations (CFR). The term "controlled" refers to the management and daily operation of the business concern.

The company identified below (check all that apply):

1. _____ **IS NOT** a small business concern as defined in the regulations **(If you checked here, STOP. GO TO CERTIFICATION BELOW.)**

   _____ **IS a small business concern,** defined as one that is independently owned and operated, is organized for profit, is not dominant in its field, meets the SBA size standard eligibility (*see* reverse side of this form for examples of size standards), is registered and has its status represented in the U.S. Government's System for Award Management (SAM) database. *See* http://www.sba.gov/content/what-sbas-definition-small-business-concern.

2. _____ IS a **small disadvantaged business concern** of which at least 51% is unconditionally and directly owned and controlled by one or more socially disadvantaged and economically disadvantaged persons who are U.S. citizens. *See* 13 CFR 124.105 for exceptions.
3. _____ IS a **women-owned small business concern** of which at least 51% is unconditionally and directly owned and controlled by one or more women who are U.S. citizens. *See* 13 CFR 127.
4. _____ IS a **HUBZone small business concern** that meets the certification eligibility requirements set by the U.S. SBA. *See* 13 CFR 126.
5. _____ IS a **veteran-owned small business concern** of which at least at least 51% is unconditionally and directly owned by one or more veterans or service-disabled veterans. *See* 38 CFR 74.
6. _____ IS a **service-disabled veteran-owned small business concern** of which at least 51% is unconditionally and directly owned by one or more service-disabled veterans. In the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more service-disabled veterans. The management and daily business operations of which are controlled by one or more service-disabled veterans, or in the case of a veteran with a permanent and severe disability, a spouse or permanent caregiver of such veteran. *See* 13 CFR 125.11 et al.

CERTIFICATION

I hereby certify the information supplied herein to be true and correct. (Any misrepresentation shall be subject to the provisions stated in item B on the next page.)

Company Name: _____ _____
Signature of Company Officer

Company Address: _____ Print Name: _____

_____ Title: _____

_____ Date: _____

Type of Goods/Services: _____

North American Industry Classification System (NAICS) Code: _____

A. A small business concern is one that is independently owned and operated, is organized for profit, is not dominant in its field, has a place of business in the U.S., and operates primarily within the U.S. or makes a significant contribution to the U.S. economy. Size standard eligibility is based on the average number of employees for the preceding 12 months or on sales volume averaged over a 3-year period. *See* 13 CFR 121.201 for size standards identified by NAICS codes. The size standards for a few industries are shown below and are subject to change at any time.

1. SPECIALTY TRADE CONTRACTORS – "Small" if average annual receipts for preceding 3 years do not exceed $15 million.

2. CONSTRUCTION, GENERAL CONTRACTORS – "Small" if average annual receipts for preceding 3 years do not exceed $36.5 million.

3. MANUFACTURING – "Small" if 500 employees or less, except for some specific products which will increase the complement of employees to 750 or 1,000.

4. TRANSPORTATION – "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services.

$27.5 million – general freight trucking, local.

5. WHOLESALE TRADE, DURABLE AND NON-DURABLE GOODS – "Small" if 100 employees or less.

6. RETAIL TRADE – "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific products.

   $7.5 million – hardware stores.

7. SERVICES – "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:

   a) $27.5 million – computer systems design services, custom computer programming services
      $20.5 million – security guards and patrol services
   b) $18 million – janitorial services
   c) $38.5 million – passenger car rental
   d) $32.5 million – office machinery and equipment rental & leasing
   e) $7.5 million – general automotive repair

Annual receipts of a concern which has been in business for less than 3 complete fiscal years means the total receipts for the period the concern has been in business divided by the number of weeks in business, multiplied by 52. *See* 13 CFR 121.104.

B. Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small business concern, a qualified HUBZone small business concern, a small business concern owned and controlled by socially and economically disadvantaged individuals, or a small business concern owned and controlled by women in order to obtain a contract to be awarded under the preference programs established pursuant to 15 U.S.C. sections 637(a), 637(d), 638, 644, or 657(a), shall:

1. Be punished by imposition of fine, imprisonment, or both;
2. Be subject to administrative remedies including suspension and debarment; and
3. Be ineligible for participation in a program conducted under the authority of the Small Business Investment Act of 1958.