



**STATE OF HAWAII OFFICE OF  
HAWAIIAN AFFAIRS**  
560 NORTH NIMITZ HIGHWAY, SUITE 200  
HONOLULU, HAWAII 96817

October 9, 2017

**REQUEST FOR QUOTES – RFQ NLK 2018-06**

**NĀ LAMA KUKUI NATIVE HAWAIIAN PLANT  
RENTAL AND MAINTENANCE SERVICE**

**To all Interested Parties:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “the OHA”) will be accepting quotes from interested Offerors to provide Native Hawaiian Plant Rental and Maintenance Service at the OHA’s Honolulu Office located within the Nā Lama Kukui Building (hereinafter “NLK”) located at 560 N. Nimitz Hwy, Suite 200; Honolulu, Hawai‘i 96817.

The Quote shall itemize all costs associated with providing the services as defined in the Scope of Services below, including but may not be limited to General Excise Tax.

The anticipated time of performance for this Contract term is for **thirty-three (33) months** subject to the availability of funds with a start date of November 1, 2017 – July 31, 2020.

Interested Offerors are strongly encouraged to attend a site inspection. Please contact Edna Johnson by email at [Ednaj@oha.org](mailto:Ednaj@oha.org) or call (808) 594-1815 if you will be attending the site inspection. It will be held on Friday, October 13, 2017 at 10:30 a.m. All interested parties shall meet at Nā Lama Kukui, 2<sup>nd</sup> floor - fronting the OHA’s main lobby.

**Only a single award will be made to the lowest and responsive quote.** All interested Offeror’s are to provide a price quote on the State of Hawai‘i eProcurement system (HiePRO).

**Anticipated RFQ Timeline:**

|                               |   |
|-------------------------------|---|
| <b>Site Visit:</b>            | <b>Friday, October 13, 2017; 10:30 a.m. HST</b> |
| <b>Questions Due Date:</b>    | <b>Monday, October 16, 2017; 4:00 p.m. HST</b>  |
| <b>Response to Questions:</b> | <b>Tuesday, October 17, 2017</b>                |
| <b>Quote Due Date:</b>        | <b>Friday, October 20, 2017; 2:00 p.m. HST</b>  |

Hand-delivered, emailed and/or facsimile transmission shall NOT be accepted. This RFQ may be canceled when it is determined to be in the best interest of the OHA.

If you have any questions, you may contact Edna Johnson, ‘Aho Pueo Kū‘ai, Procurement Specialist, by email [Ednaj@oha.org](mailto:Ednaj@oha.org) or by phone (808) 594-1815.

**I. Background**

The OHA NLK Offices are located within a 44,641 sq. ft. space and currently display a minimum of thirty-six (36) Healthy Native Hawaiian and Polynesian plants of various type and sizes within the property.

**II. Scope of Services**

A. Description: Provide Native Hawaiian Plant Rental and Maintenance Services that shall include, but may not be limited to, the following specifications. The interested Offeror shall provide the following:

- a. Shall in conjunction with the OHA staff, evaluate NLK and identify appropriate Native Hawaiian and Polynesian plants, and suitable locations within the 44,641 sq. ft. office;
- b. Shall provide at a minimum thirty-six (36) Native Hawaiian and Polynesian plants of various types and sizes. The OHA reserves the right to make reasonable changes as it deems necessary; and
- c. Shall be responsible to maintain the plants in healthy condition;

B. Services and Work:

- a. The successful Offeror shall require all personnel to be qualified based on knowledge, training, and proven skill to perform tasks efficiently and in a satisfactory manner;
- b. The successful Offeror shall keep the premises, including but may not be limited to, parking lot, common areas, stairwells, etc. upon servicing, free from accumulations of any water, dirt, mud or debris caused by the work or by access to the OHA Office spaces; and
- c. The successful Offeror shall maintain a "broom clean" work environment or its equivalent in reference to removing all tools, equipment and surplus materials.

C. Property Damage:

- a. Damage to any of the OHA property shall be resolved within 24 hours. The OHA shall notify by email the successful Offeror on the day of service by the close of business of any damages. The OHA has the right to clean and repair any damages through additional services at the vendor's expense if the damages are not addressed within 24 hours.

D. Security and Access:

- a. The successful Offeror shall possess and wear picture ID Tags with the company name or a company shirt. Family members and/or non-employees of the company are not permitted at work sites during the performance of work;
- b. The successful Offeror shall be responsible for the OHA's security card(s) for entry and exit from premises while performing services under the Contract. The successful Offeror shall return the security card daily, if successful Offeror fails to return the card they may be charged for card replacement(s) if cards are not returned within 24 hours;

- c. The successful Offeror shall be responsible for the security of the building while performing services under the Contract. When leaving, the successful Offeror shall close all doors behind them and not allow access to non-OHA employees; and
- d. The successful Offeror shall ensure all information, documents, or materials viewed, discussed or provide in the line of duty shall be treated as confidential. The successful Offeror shall refrain from providing confidential information to the general public without written express consent of the OHA

E. Changes to Services Requirements:

- a. The successful Offeror employees working under this Contract shall sign in and sign out daily at the Main Reception Area. The successful Offeror shall check with the Contractor Coordinator, as to the log location. The OHA shall use the monthly logs to verify hours and completion of services under this Contract;
- b. The successful Offeror shall be solely responsible for the behavior and conduct of their employees on the OHA property and shall instruct personnel to fully cooperate with the officer in charge;
- c. The successful Offeror employees shall refrain from socializing, fraternizing or interfering with the staff in the discharge of their duties. The successful Offeror agrees to remove any of its employees for good cause upon written request by the OHA.

F. Invoicing/Payment

- a. The successful Offeror shall submit monthly invoices for payment to include Purchase Order No. and contractor's unique Invoice number. Payment shall be made upon the satisfactory completion of services and work as approved by the Contract Coordinator.
- b. The successful Offeror shall clearly indicate any adjustments made to the billing statement for work not performed.
- c. The "aging" date of the invoice shall be the date the invoice is received by the OHA, as reflected by the date stamp. All invoices shall be given thirty (30) days to be paid.

G. Completion of Contract:

- a. The successful Offeror shall remove all plants, equipment and supplies from the premises of the OHA's Honolulu Office at NLK within 24 hours of Contract completion.

**III. General Contract Requirements for Successful Offeror**

A. The successful Offeror shall comply with HRS, Chapter 103D and all State, Federal, and County requirements.

B. License and Compliance

- 1. Within ten (10) days of the award for a contract, the successful Offeror must be registered as a business in the State of Hawai'i, be compliant with Hawai'i Compliance Express, complete the OHA W-9 form and submit a current copy of a Certificate of Liability Insurance with the following:

The minimum insurance coverage and limits are below, which shall also apply to subcontractor(s) where appropriate:

| <u>Coverage</u>                                | <u>Limits</u>  |
|--|--|
| General Liability                              | \$2,000,000 general aggregate<br>\$1,000,000 each occurrence   |
| Automobile Liability                           | \$1,000,000 Combine Single Limit (each accident)   |
| Worker's Compensation/<br>Employer's Liability | \$100,000 each accident<br>\$500,000 disease policy limit<br>\$100,000 disease policy limit per employee |

2. Each insurance policy required by the contract, including a subcontractor's policy, shall contain the following clauses:
  - a. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the Office of Hawaiian Affairs, 560 North Nimitz Highway, Suite 200, Honolulu, Hawai'i 96817."
  - b. "The Office of Hawaiian Affairs, its trustees, employees, representatives and agents and the State of Hawai'i are added as additional insured's as respects to operations performed for the Office of Hawaiian Affairs."
  - c. "It is agreed that any insurance maintained by the Office of Hawaiian Affairs will apply in excess of, and not contribute with, insurance provided by this policy."

#### **IV. Monitoring**

1. The performance of work shall be monitored by the Contract Coordinator. Performance will be monitored on an ongoing basis by the OHA through site inspection and/or other methods.
2. Should the Offeror fail to comply with the requirements of the Contract, the OHA reserves the right to engage the services of another company to perform the services, to remedy the defect or failure and to deduct such costs from monies due to the Offeror.