

**HAWAII DEPARTMENT OF HEALTH
DEVELOPMENTAL DISABILITIES DIVISION
HIEPRO SOLICITATION INSTRUCTIONS**

I. GENERAL REQUIREMENTS

1. The OFFEROR shall be a registered business in the State of Hawaii through the Department of Commerce and Consumer Affairs (DCCA) at the time of the offer.
2. The OFFEROR shall possess a valid State of Hawaii Contractor’s License, with classification A (General Engineering Contractor), or B (General Building Contractor). The OFFEROR shall provide a copy of the license. Award will not be made to any OFFEROR failing to meet this qualification requirement.
3. The OFFEROR shall be compliant through Hawaii Compliance Express (HCE) to be able to enter into contracts with the State, pursuant to Chapter 103D, Hawaii Revised Statutes (HRS). If an OFFEROR is not compliant through HCE at the time of award, the OFFEROR will not receive the award.
 - » The OFFEROR is required to register with HCE at <https://vendors.ehawaii.gov> prior to submitting an offer.
 - » The annual registration fee is \$12.00 and the Certificate of Vendor Compliance (CVC) is required for the execution of contract and final payment.
4. The OFFEROR shall be or agree to become a **Medicaid Waiver Services Provider** at the time of the award. If an OFFEROR is not in agreement to apply to become a Medicaid Waiver Services Provider, the OFFEROR will not receive the award.
 - » To become a Medicaid Waiver Services Provider, the vendor must complete and submit *DHS 1139 Form*, along with required documents, and \$500.00 enrollment fee (Good for 5 years) to DOH-DDD Community Resources Branch.
5. The OFFEROR shall have a local, permanent office location from where he/she conducts business and where he/she will be accessible by telephone regarding complaints or requests that need immediate attention. An answering service is acceptable provided a response is made within two (2) hours of the initial call during regular business hours.
6. The OFFEROR shall have adequate equipment and number of employees to perform and complete the work specified herein within the period specified.

II. OFFEROR RESPONSIBILITIES

- A. The OFFEROR shall agree to use certified employees and sub-contractors in compliance with applicable state and federal laws, statutes, rules and regulations.
- B. The OFFEROR shall agree to submit copies of certified payroll for employees, or payments to sub-contractors working on the PROJECT, if requested.
- C. The OFFEROR shall ensure there is no deviation from the accepted quotation for the PROJECT.
- D. The OFFEROR shall agree to submit copies of invoices for all materials used in this PROJECT.
- E. The OFFEROR shall be responsible for the repair of any damages incurred through duration of the PROJECT
- F. The OFFEROR shall familiarize him/herself with the solicitation, so the submission of the offer demonstrates the OFFEROR is able to complete the PROJECT in a satisfactory and timely manner under this solicitation.
- G. The OFFEROR shall examine and submit all documents in accordance to this solicitation’s instructions. Failure to submit all required documentation will result in offer rejection.
- H. The State of Hawaii will hold the OFFEROR liable for all the acts of its employees including sub-contractors and its employees and shall work only with the OFFEROR in matters pertaining to other trades employed on the job. The OFFEROR shall be responsible for coordinating the work of its employees and sub-contractors.
- I. The OFFEROR shall have an employee supervisor available on call at all times during construction and provide emergency contact cell phone number. The supervisor must make frequent visits to the worksite.
- J. The OFFEROR shall immediately notify the DDD PROJECT Manager of any discrepancies discovered

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II. OFFEROR RESPONSIBILITIES

before, during and any phase of the work called for in Scope of Services, Plans and contract before proceeding any further with the work, otherwise, the OFFEROR will be held responsible for any cost involved in correction of work due to such discrepancy.

- K. Pursuant to Section 103-55, HRS, in excess of \$25,000, the services to be performed will be performed under the following conditions:
- L. All applicable laws of the Federal and State Governments relating to workers’ compensation, unemployment compensation, payment of wages, and safety will be fully complied with; and
- M. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work, except for professional, managerial, supervisory, and clerical personnel who are not covered by Section 103-55, HRS.

III. SUB-CONTRACTORS

If the work or portion thereof is to be performed by a sub-contractor, the OFFEROR shall submit a list of its sub-contractors as an attachment when submitting its quote. Submitted quote without an attached list of sub-contractors may be deemed to be non-responsive and may be rejected when such action is in the best interest of the State.

IV. INSURANCE REQUIREMENTS

The OFFEROR shall provide a Certificate of Insurance with the following minimum insurance coverages(s) and limit(s):

Coverage	Limit
Commercial General Liability	\$1,000,000 per occurrence for bodily injury and property damage and \$2,000,000 in aggregate
Automobile Liability	\$1,000,000 per occurrence
Workers Compensation	Insurance to include Employer’s Liability. Such coverage shall apply to all employees of the OFFEROR and in case any sub-contractors fails to provide adequate similar protection for all his employees, to all employees of sub-contractors.

V. PRE-OFFER SITE INSPECTION

1. Prior to submittal of an offer, the OFFEROR must inspect the location to become thoroughly familiarize with existing conditions, and the extent and nature of work to be performed.
2. The submittal of an offer shall be evidence that the OFFEROR understands the scope of services and shall comply with specifications herein. No additional compensation after the offer opening shall be allowed by reason of any misunderstanding or error regarding site conditions or work to be performed.
 - » **Pre-Offer Site Inspection Date:** [Wednesday, March 20, 2019](#) at **8:00 AM**
 - » **Meeting Location:** [Melemanu Neighborhood Park \(Click on the link below for a map and direction\):](#)

<https://goo.gl/maps/tKZ7jrQX3T12>
 - » **NOTE: From the meeting location, the contractors will be escorted to the location.**

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VI. OFFER QUOTATION

1. The unit offer proposal shall include all materials, equipment, labor, freight and delivery, all applicable taxes, and any other costs incurred to provide services as specified in Scope of Service.
2. Offers shall be awarded to the lowest responsive, responsible OFFEROR taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract.

VII. REQUIRED SUBMITTALS

Submitted bid quotes without all the required submittals may be deemed to be non-responsive and may be rejected when such action is in the best interest of the State.

- A. Bid Quotation Worksheet (**Exhibit “B”**).
- B. Attach up to three (3) recommendation letters from local costumer (Less than 5 years from time of the offer), or at least three (3) local references, with a minimum of one (1) recommendation, or reference for a project that included handicap accessible modification project for whom OFFEROR has or is performing similar services (**See Exhibit “C”**).
- C. Listing of General and Subcontractors.
- D. Certificate of Vendor Compliance for tax clearance via Hawaii Compliance Express.
- E. Certificate of Insurance.
- F. State of Hawaii Contractor’s License (A/B).

VIII. TIME OF PERFORMANCE

- A. The work shall be completed within **Fifteen (15) weeks** from the commencement Notice to Award with requests for services through the State Purchase Orders.
- B. The work schedule shall be Monday thru Friday with no work performed during weekends, or State/Federal holidays.
- C. The regular workday shall start no earlier than 7:45 am and end no later than 4:45 pm.
- D. All wages shall comply with applicable State wage rate.

IX. INVOICE AND PAYMENT

- » Payment will be made in full after the PROJECT has been inspected and accepted by the DOH-DDD. **Pre-payment invoices, deposit, down payments, partial or advance payments are not allowed.**
- » The award shall be based on the availability of funds.

X. OFFER CONTACT INFORMATION

Henny Kang
Administrative Specialist
Community Resources Branch (CRB)
3627 Kilauea Avenue, Room 411
Honolulu, HI 96816

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XI. SCOPE OF SERVICE

The OFFEROR shall provide the following services on Oahu to complete the work required for this PROJECT:

A. Bathroom:

1. Demo tub/shower and solid surface shower walls.
2. Re-slope shower pan to create a no threshold wheelchair accessible shower 60” x 42”.
3. Furnish and Install 2” x 2” shower floor tile.
4. Furnish and install 12” x 24” bathroom floor tile.
5. Furnish and install 12” x 24” shower wall tile.
6. Create new niche where existing niche is on rear shower wall (**See Attachment 1; Elevation 7 – 09.02**).
7. Install blocking for future grab bars in shower (**See Attachment 1; Elevation 5 – 09.03 & Elevation 8 – 09.03**).
8. Furnish and install new shower fixtures per Plans and Specification. Mount wall union LEFT of glide bar, mount water control RIGHT of glide bar at 40” above floor finish
9. Keep existing lavatory, demo cabinet and construct new wall mount box for existing lavatory. Install under-mount plumbing protectors
10. Widen door to 32”, furnish and install new interior hollow core door.
11. Relocate light switch
12. Reuse existing toilet, mirror, and lighting.
13. Putty, patch, and paint all areas in bath including ceiling.

B. Chair Lift

1. Install new chair lift per manufacturers specifications.
2. Contractor to subcontract chair lift install with lift provider.

C. In Addition, the CONTRACTOR shall

1. Notify the DDD’s designated Project Manager (hereinafter, PM) and family of anticipated construction start and end dates.
2. Coordinate with PM to obtain the approved permit from City and County of Honolulu, Department of Planning and Permitting (DPP).

Note: The permit is submitted and approved from DPP prior to this solicitation.

3. Cleanup and remove all demolished materials and debris accumulated from work related operations from the property daily.
4. Hang barrier and use vacuums to prevent dust from entering living areas.

NOTE: Client is a child who is very sensitive to dust and allergens.

5. Keep the PM informed of any problems, delays or necessary changes to the Plans (**Attachment 1**), and Specification (**Attachment 2**).
6. Provide clarification page for any contingencies that this Scope of Service, the Plans (**Attachment 1**), and/or Specification and Finishes (**Attachment 2**) do not provide.
7. Complete the Punch List provided by the PM and coordinate with the PM and the family to conduct a final walk through when PROJECT is completed.
8. Provide written statement of warranty for work completed and length of coverage to the

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XI. SCOPE OF SERVICE

STATE and the family.

9. All work that may be called for in the specifications and not shown on the plans or shown on the plans and not called for in the specifications shall be executed and furnished by the contractor as if described in both ways. Should any incidental work or material be required which is not denoted in the specifications or plans, either directly or indirectly, but which is nevertheless necessary for the proper carrying out of the intent thereof, the contractor is to understand the same to be implied as required and shall perform all such work and furnish all such material as fully as if they were particularly delineated or described.
10. **TIME OF THE ESSENCE (TOE):** It is expressly, agreed between the STATE and the OFFEROR that by submitting the offer and the construction of residential house, time is the essence of this PROJECT.