

DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

August 4, 2020

ADDENDUM A

TO

INVITATION FOR BIDS

IFB D21-013

TO

FURNISH AND DELIVER

DISPOSABLE FOOD SERVICE PRODUCTS – GLOVES AND MASKS

TO

HAWAII DEPARTMENT OF EDUCATION CAFETERIAS, STATEWIDE

PART I: The following changes (deletions in ~~strike through~~, additions in **red bold**) are hereby incorporated in IFB D21-013:

- Special Conditions No. 8. Offeror Qualifications, Facility Location and Contractor Personnel, shall be revised as follows:

Facility Location and Contractor Personnel

At time of offer submittal and during the agreement period, Offeror shall **either** maintain an office based in the State of Hawaii (hereafter "Facility"); **or have a distributor based in the State of Hawaii (hereafter "Facility")**. Facility shall be a wholesale or retail business with a permanent office and a warehouse capable of stocking an inventory of products. Facility shall be compliant with the current Good Manufacturing Practices, as applicable.

Offeror shall designate at least one (1) employee or group of employees as the point of contact for this award agreement. This individual or group shall be capable of answering questions, resolving problems, and providing sales, ordering, and follow-up assistance.

Offeror shall provide, on the Exhibit A, information regarding its facility. Offeror shall make copies of the Exhibit A to provide the necessary information for each island Offeror is submitting an offer on. The State reserves the right to visit and inspect the ~~Offeror's warehouse~~ **Facility** to determine acceptability under this requirement. Exhibit A shall be provided to the STATE within three (3) business days from request.

- Lanai Offer Pages replaced to revise column header to state "10-month Est. Quantities".
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PART II: The following questions have been responded to:

Q1: Please confirm if quantities listed are per boxes of gloves or per single gloves.

A1: The Estimated Quantity listed on the Offer Pages is “per glove”. Refer to Offer Pages for Unit of Measure.

Q2: The bid states a 10 month estimated quantity. Does that mean you anticipate ordering the designated quantity per month for 10 months? Or is this a one-time purchase? Or is it how many will be ordered over the course of the 10 month period?

A2: Quantities listed are estimates for the (entire 10-month) period specified. No guarantee to purchase the exact amount listed is intended or implied. Refer to IFB Special Conditions No. 35, Quantities.

Q3: Will this be an “as needed” contract for a period of time? If so, what is the period of time?

A3: Orders will be placed on an “as needed” basis during the term of the contract. Refer to IFB Special Conditions No. 26, Price List Award. The Award period is from October 1, 2020 through July 31, 2021. Refer to IFB Special Conditions Nos. 6, Award Period and 26, Price List Award.

Q4: Must we have an office based in Hawaii?

A4: At time of offer submittal and during the agreement period, Offeror shall maintain an office based in the State of Hawaii. Or shall have a distributor based in the State of Hawaii. Refer to IFB Special Conditions No. 8, Offeror Qualification, Facility Location and Contractor Personnel and changes made herein.

Q5: Are samples mandatory?

A5: When requested by the STATE, Offeror shall submit, at his own expense, within five (5) working days from the date of the STATE’s request, detailed specifications, brochures, and sample(s) of the item(s) offered, properly identified. Failure to do so shall be cause for rejection of bid. Refer to IFB Special Conditions No. 15, Samples.

Q6: Have you considered reusable masks that meet the guidelines put out by the World Health Organization?

A6: The DOE is looking for disposable masks at this time.

Q7: When do we need to complete and submit Exhibit A?

A7: Exhibit A shall be submitted within three (3) business days from STATE request. However, Offeror may opt to submit it with their offer. Refer to IFB Special Conditions No. 8, Offeror Qualification, Facility Location and Contractor Personnel.

Q8: Will you accept other brands on the gloves? If we would like to offer items that are "equal to" those indicated in detailed specifications, do we need to provide samples prior to the bid submittal for approval?

A8: Product(s) offered shall be an “or equal”/comparable to the manufacturer/brands specified on Specifications, page S-1. Offeror does not need to submit samples for approval prior to the bid submittal. If requested by the STATE, Offeror shall submit samples within five (5) working days from STATE’s request. Refer to IFB Special Conditions No. 15, Samples.

Q9: How do we register with the State of Hawaii Department of Commerce & Consumer Affairs?

A9: Please contact the State of Hawaii, Department of Commerce & Consumer Affairs for assistance. Their website is: <https://cca.hawaii.gov/>.

Q10: Please confirm the Payment terms of Net 30?

A10: The STATE shall have 30 calendar days after receipt of invoice or satisfactory delivery of the goods to make payment. Refer to IFB Special Conditions No. 44, Payment and Hawaii Revised Statutes (HRS) §103-10, Payment for Goods and Services.

The following offer is hereby submitted for Disposable Food Service Products as stated in the Specifications Refer to Specifications, page S-1, for complete specifications of the products listed below.

LANAI

COMPLETE ALL COLUMNS FOR EACH ITEM YOU ARE OFFERING.

Item No.	Description	10-month Est. Quantity	UOM	Manufacturer/Brand Name & Product Number	Quantity per Unit	Unit Bid Price**	Total Bid Price	Price per Pack/Case***
GROUP 1 - GLOVES, POLYETHYLENE								
1	Small. Min 100/bx	100	gloves	_____	gloves/box	/glove	\$ -	/box
2	Medium. Min 100/bx	100	gloves	_____	gloves/box	/glove	\$ -	/box
3	Large. Min 100/bx	100	gloves	_____	gloves/box	/glove	\$ -	/box
GROUP 1 - GLOVES, POLYETHYLENE							\$ -	
GROUP 2 - GLOVES, VINYL								
4	Small. Max 100/bx	100	gloves	_____	gloves/box	/glove	\$ -	/box
5	Medium. Max 100/bx	2,000	gloves	_____	gloves/box	/glove	\$ -	/box
6	Large. Max 100/bx	2,000	gloves	_____	gloves/box	/glove	\$ -	/box
7	Extra Large. Max 100/bx	100	gloves	_____	gloves/box	/glove	\$ -	/box
GROUP 2 - GLOVES, VINYL - TOTAL GROUP PRICE							\$ -	
GROUP 3 - FACE MASKS								
8	Face Mask. Max 50/pkg	1,021	masks	_____	masks/pkg	/mask	\$ -	/pkg
GROUP 3 - FACE MASKS - TOTAL GROUP PRICE							\$ -	

**Unit Bid Price shall be rounded to the nearest 7 decimal places or .0000000

***Price per Pack/Case shall be used to confirm pack/case/box/roll price only. In the event of error in Price per Pack/Case, Unit Bid Price shall govern.

"Min" = minimum packaging per unit; "Max" = maximum packaging per unit.

In the event of an error in extended price, unit bid price shall govern.