



State of Hawai'i

INVITATION FOR BIDS

NO. LPL 2019-24

FOR

Printing of Interpretive and Regulatory Signs
For Kūkaniloko, Pahua Heiau and Wao Kele O Puna

ISSUED DATE: Monday, April 1, 2019

DUE DATE: Monday, April 22, 2019

The Office of Hawaiian Affairs
560 N. Nimitz Highway, Suite 200
Honolulu, Hawai'i 96817

Notice to Interested Parties: Offerors interested in submitting a bid are encouraged to register your company by completing the Registration Form and submitting it to the OHA's IFB Coordinator via email, mail and/or hand delivery. If you do not register your company, you will not receive addenda, if any, and your offer may be rejected and not considered for award. See Attachment 3 – IFB Registration Form.

NOTICE TO BIDDERS
(Chapter 103D, HRS)

OHA IFB NO. LPL 2019-24

Notice is hereby given that pursuant to Chapter §103D, Hawaii Revised Statutes (hereinafter “HRS”), as amended, the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting sealed bids to print interpretive and regulatory signs for Kūkaniloko and Pahua Heiau located on O‘ahu and Wao Kele O Puna located on Hawai‘i island.

This Invitation for Bid, Specifications, and Bid Offer Form may be picked up beginning Monday, April 1, 2019, at the OHA, 560 N. Nimitz Highway, Suite 200 – Procurement Unit, Honolulu, Hawai‘i 96817 or downloaded either from the State Procurement Office website at: <https://hiepro.ehawaii.gov/sav-search.html>, or the OHA website at: <https://www.oha.org/solicitations>.

Pre-Bid Conference

The OHA’s Procurement Unit will conduct a Pre-Bid Conference from 10:00 a.m. to 11:00 a.m. Hawaii Standard Time (hereinafter “HST”) at the OHA, 560 North Nimitz Highway, Honolulu, Hawaii 96817, on Monday, April 8, 2019. The OHA strongly recommends that all interested Bidders attend. For those interested in attending via conference call, please contact the IFB Coordinator listed below no later than 2:00 p.m. HST, Thursday, April 4, 2019 for information to log into the conference call.

Bid Deadline

Sealed bids must be received through the HIePRO website by 2:00 p.m. Hawai‘i Standard Time (“HST”), Monday, April 22, 2019.

Bid Opening

Opening of bids will commence at 2:00 p.m. HST at the OHA on Monday, April 22, 2019.

The OHA reserves the right to reject any or all bids and to accept the bids in whole or in part when in the best interest of the OHA. Questions relating to this solicitation will be directed to the IFB Coordinator, Charmaine Matsuura, at (808) 594-0273 or email charmainem@oha.org.

OFFICE OF HAWAIIAN AFFAIRS

Kamana‘opono M. Crabbe, Ph.D.

Its Ka Pouhana, Chief Executive Officer, Head of Purchasing Agency

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Section 1- Administrative Overview

I. Introduction

The OHA's mission is to mālama Hawai'i's people and environmental resources, and the OHA's assets, toward ensuring the perpetuation of the culture, the enhancement of lifestyle and the protection of entitlements of native Hawaiians, while enabling the building of a strong and healthy Hawaiian people and nation, recognized nationally and internationally. We are here to – Ho'oulu Lāhui Aloha – raise a beloved nation.

In 1978, a State of Hawai'i Constitutional Convention created the OHA to address historical injustices and challenges arising out of those circumstances. The convention delegates envisioned an agency that provides a form of self-determination for Native Hawaiians and advocate for their overall well-being.

The OHA was established through Article XII of the State Constitution. Chapter 10 of the Hawai'i Revised Statutes outlines the OHA's duties and purposes, including promoting and protecting the rights of Native Hawaiians.

II. Authority

This Invitation for Bids (hereinafter "IFB") is issued under the provisions of Chapter 103D, HRS, as amended, and its companion Hawaii Administrative Rules (hereinafter "HAR"). Prospective Bidders are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed bid by any prospective Bidder shall constitute an admission of such knowledge.

III. IFB Organization

This IFB is organized into five (5) sections:

- Section 1 Administrative Overview – Provides interested Bidders with an overview of the procurement process
- Section 2 Scope of Work and Specifications – Provides interested Bidders with a general description of the tasks to be performed, delineates the interested Bidder responsibilities, and defines deliverables (as applicable)
- Section 3 Bid Forms and Instructions – Describes the required format and content for the bid
- Section 4 Bid Evaluation and Award – Describes how the bids will be evaluated by the OHA
- Section 5 Attachments and Exhibits

IV. Contracting Office

The Procurement Unit is responsible for overseeing the procurement process and issuing the Contract resulting from this IFB. For the purpose of this solicitation, the IFB Coordinator is listed as:

Charmaine Matsuura
 Procurement Specialist – Office of Hawaiian Affairs
 560 N. Nimitz Highway, Suite 200
 Honolulu, HI 96817
 Telephone: (808) 594-0273 Email: charmainem@oha.org

The Legacy Land Program shall be responsible for coordinating and monitoring the services performed under the Contract. For the purpose of this solicitation, the OHA’s Contract Administrator will be:

Brutus La Benz
 Legacy Land Specialist – Office of Hawaiian Affairs
 560 N. Nimitz Highway, Suite 200
 Honolulu, HI 96817

Any changes to the OHA’s Contract Administrator shall be provided in writing to the Contractor. The OHA reserves the right to make changes to the OHA’s Contract Administrator and shall be responsible for notifying the Contractor of any change.

V. Procurement Timeline

The timetable at present represents the OHA’s best estimated schedule. If an activity of the timetable is delayed, the remaining timetable dates may be shifted. The Contract commencement date will be subject to the issuance of a Notice to Proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public Notice Announcing IFB Distribution of bid specifications/bid offer form	Monday, April 1, 2019
Pre-Bid Conference – Honolulu 560 N. Nimitz Hwy., Ste 200, Honolulu, HI 96817	10:00 a.m. HST, Monday, April 8, 2019
Deadline for Questions	2:00 p.m. HST, Friday, April 12, 2019
Deadline for Responses to Questions	2:00 p.m. HST, Tuesday, April 16, 2019
Bid Submittal Deadline/Bid Closing 560 N. Nimitz Hwy, Suite 200 Honolulu, HI 96817	2:00 p.m. HST, Monday, April 22, 2019
Bid Opening 560 N. Nimitz Hwy, Suite 200 Honolulu, HI 96817	2:00 p.m. HST, Monday, April 22, 2019

The OHA reserves the right to amend or revise the timetable without prior written notice when it is in the best interest of the OHA. The Contract execution and commencement

date shall be subject to the availability of funds. No services shall be provided prior to the execution of a Contract.

VI. Pre-Bid Conference

Interested Bidders are strongly encouraged to attend or call in to the Pre-Bid Conference.

Date: Monday, April 8, 2019
Time: 10:00 – 11:00 a.m. HST
Location: Office of Hawaiian Affairs
560 N. Nimitz Highway, Suite 200
Honolulu, Hawai‘i 96817

Interested Bidders who are interested in attending via conference call should email the IFB Coordinator, Charmaine Matsuura, at charmainem@oha.org for information to call into the Pre-Bid Conference by Thursday, April 4, 2019, 2:00 p.m. HST.

Impromptu questions shall be permitted at the Pre-Bid Conference and spontaneous responses will be provided. Verbal responses provided at the Pre-Bid Conference are only intended as general direction. Official responses to substantive questions shall be provided in writing to each interested Bidder set forth herein below in Item VII. Submission of Questions. The only official position of the OHA is that which is stated in writing and issued in the IFB as addenda thereto.

VII. Submission of Questions

Interested Bidders may submit questions to the IFB Coordinator identified in Section 1. Item IV. Contracting Office, on pages 1-2 of this IFB. Questions must be received in writing via electronic mail, facsimile, or postal mail no later than the date and time specified under “Deadline for Questions”, identified in Item V. Procurement Timeline on page 2. All written questions will receive a written response from the OHA no later than the date and time specified under “Deadline for Responses to Questions”, also identified in Item V. Procurement Timeline on page 2.

OHA reserves the right to reject any request(s), in whole or in part, made by any Bidder.

Impromptu, oral questions are permitted and verbal answers will be provided, only as general direction and will not represent the official OHA position. The only official position of the OHA is that which is stated in writing and issued as an addendum to this IFB and posted to the OHA website and the SPO website.

No other means of communication, whether oral or written, shall be construed as a formal or official response/statement and may not be relied upon as such.

VIII. Submission of Sealed Bid Offer

- A. **Form** - The Bid Offer Form is attached in Section 5. See Attachment 1: Bid Offer Form. Interested Bidders may bid on a single, multiple or all locations.
- B. **Bid Submittal** – The Bid Offer Form and Wage Certificate shall be downloaded from the HIePRO website and completed. **Submittal of the bid shall be through the HIePRO website by uploading the required forms by the designated date and time.** All bids must be in the OHA’s possession by the designated submittal deadline to be considered responsive. Any bid received after the designated deadline shall be rejected. Hand-delivery, mail, electronic mail and facsimile transmission of the Bid Offer Form and/or Wage Certificate shall not be accepted. There shall be no exceptions to this requirement.
- C. **Wages and Labor Laws Compliance** – Prior to entering into a Contract in excess of \$25,000, the Successful Bidder shall certify that it is in compliance with section 103-55, HRS, Wages, hours, and working conditions of employees of the Contractor performing services. Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages to public officers and employees for similar work. Interested Bidders are advised that in the event of an increase in wages for public employees performing similar work during the period of the Contract, the Contractor shall be obligated to provide wages not less than those increased wages.

Interested Bidders shall complete and submit the attached Wage Certificate certifying that the services required will be performed pursuant to section 103-55, HRS. See Attachment 2: Wage Certificate.

The Contractor shall be further obligated to notify their employees performing work under the Contract regarding the provisions of section 103-55, HRS, and current wage rates for public employees performing similar work. The Contractor may meet this obligation by posting a notice in the Contractor’s place of business in an area accessible to all employees.

IX. Discussion with Interested Bidders Prior to Bid Submission

Discussions may be conducted with potential Bidders to promote understanding of the purchasing agency’s requirements.

X. Opening of Bids

- A. Upon submittal of sealed bids by interested Bidders through HIePRO, all bids will be date and time-stamped.

Procurement files shall be open to public inspection **after a Contract has been awarded and executed by all parties.**

- B. Sealed bids received by the due date and time shall be opened at the bid opening. All bids must be in the OHA's possession by the designated deadline. Bid Opening shall commence at 2:00 p.m. HST, Monday, April 22, 2019 at the OHA, 560 N. Nimitz Highway, Suite 200, Honolulu, Hawai'i 96817.
- C. In the unlikely event that the OHA receives a bid that is misplaced or mishandled through no fault of the Bidder, the OHA shall publicly open the bid as soon as possible and inform all Bidders about the additional bid and the bid price. Said bid shall only be opened if there is clear evidence that the bid was received at the OHA by the posted due date and time and that the bid was not opened **at the** bid opening date and time.

XI. Additional Materials and Documentation

Bid samples or descriptive literature shall not be submitted unless specifically requested within the technical specifications. Any unsolicited documentation, literature, samples, or brochures shall not be examined and shall not be deemed to vary any of the provisions of this IFB.

XII. IFB Amendments

The OHA reserves the right to amend this IFB at any time prior to the Bid Closing date and time. IFB amendments shall be in the form of addenda and interested Bidders shall be notified of all amendments through written communication which may include electronic mail, facsimile, or postal mail.

XIII. Cancellation of IFB

This IFB may be cancelled when it is determined to be in the best interest of OHA.

XIV. Costs for Bid Preparation and Verification

- A. Any costs incurred by interested Bidders in preparing or submitting a bid are the interested Bidder's sole responsibility. Any costs incurred by the Successful Bidder prior to the execution of a Contract are not eligible for reimbursement.
- B. Costs incurred in connection with the review, inspection and verification of information provided in the Bid Offer Form shall be the interested Bidder's sole responsibility.
- C. Interested Bidders shall ensure that the OHA is provided with the written authorization(s) necessary to verify information provided on the Bid Offer Form.

XV. Mistakes in Bids

While interested Bidders are bound by their bids, circumstances may arise where a correction or withdrawal of bids is proper. An obvious mistake in a bid may be corrected or withdrawn, or waived by the Bidder to the extent that it is not contrary to the best

interest of the OHA or to the fair treatment of other interested Bidders. Mistakes in bids shall be handled as provided for in section 3-122-31, HAR.

XVI. Rejection of Bids

The OHA reserves the right to consider as acceptable only those bids submitted in accordance with all requirements set forth in this IFB and which demonstrates an understanding of the service specifications. Any bid offering or any other set of terms and conditions contradictory to those included in this IFB may be rejected without further notice.

A bid may be automatically rejected if it is:

1. Unreasonable in Price. A bid is unreasonable in price if the bid price, when compared with the price submission of other prospective Bidders, prior Contract prices, and/or prices available on the open market, is grossly unbalanced, the total price of the bid and the prices for individual items are considered; or
2. Materially unbalanced. A bid is materially unbalanced if there is reasonable doubt that the bid would result in the lowest overall cost, even though it is the lowest bid, or the bid is so grossly unbalanced that its acceptance would be tantamount to allowing an advance payment. An example of a materially unbalanced bid is where the bidding is at a very high price for the first term and extremely low for subsequent terms.

Any bid offer which is submitted in a manner which alters the bid form or does not conform to the format and instructions provided shall be determined non-responsive.

XVII. Confidential Information

If an interested Bidder believes that any portion of their bid contains information that should be withheld as confidential, the interested Bidder shall provide a written request for nondisclosure of designated proprietary information to be confidential and provide justification to support confidentiality. Such request shall accompany the bid, be clearly marked, and shall be readily separable from the bid document to facilitate eventual public inspection of the non-confidential sections of the bid documents. Note that price is not considered confidential.

XVIII. Notice of Award

A. If made, an award shall be as follows:

1. Awarded to the responsible and responsive Bidder submitting the best value bid indicated on the Bid Offer Forms. Interested Bidders must submit a bid offer for each designated type of sign and island including all General Excise Tax and the cost for shipping and delivery to door for each designated sign they are interested in submitting a bid for; and

2. In the case of a tie, the bid shall be awarded by the flip of a coin or some other random means of selection.
- B. No work is to be undertaken by the successful Bidder prior to the Contract commencement date. The OHA is not liable for any work, Contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Successful Bidder prior to the starting date.
 - C. Interested Bidders shall produce documents to the IFB Coordinator to demonstrate compliance with section 3-122-112, HAR, Responsibility of offerors. The Successful Bidder(s) receiving the award shall be required to enter into a formal written Contract. The General Conditions of the Contract are attached. See Attachment 5: General Conditions.

XIX. Protests

- A. A protest based upon the content of the solicitation shall be submitted in writing within five (5) working days after the aggrieved individual/business knows or should have known of the facts giving rise thereto; provided further that the protest shall not be considered unless it is submitted in writing prior to the proposal receipt date.
- B. Pursuant to section 103D-701, HRS, any actual or prospective Bidder, Offeror, or Contractor who is aggrieved in connection with the solicitation or award of a Contract may submit a protest. An actual or prospective Bidder may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures.

The Notice of Protest shall be mailed by USPS or hand delivered to the OHA Head of Purchasing Agency and the Procurement Officer within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto a protest based upon the content of the solicitation, and shall be submitted in writing prior to the date set for receipt of offers.

In addition, a protest of an award or proposed award shall be submitted within five (5) days after the posting of award of the Contract. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the OHA-Head of the Purchasing Agency. Any award resulting from this solicitation shall be posted to the State Procurement Office website on Contract Awards and information at <http://www.hawaii.gov/spo>.

OHA-Head of the Purchasing Agency	Procurement Officer
Name: Kamana‘opono M. Crabbe, Ph.D.	Name: Phyllis Ono-Evangelista
Title: Ka Pouhana, Chief Executive Officer	Title: Pou Kāko‘o Ho‘oki‘iki‘i, Procurement Manager
Mailing Address: 560 N. Nimitz Hwy., Suite 200 Honolulu, Hawai‘i 96817	Mailing Address: 560 N. Nimitz Hwy, Suite 200 Honolulu, Hawai‘i 96817

XX. Availability of Funds

The award of a Contract and any permitted renewal or extension shall be subject to allotments made by the OHA and subject to the availability of funds.

XXI. Monitoring and Evaluation

The Successful Bidder's performance of the Contract will be monitored and evaluated by the OHA's Contract Administrator and/or his/her designated representative.

XXII. General and Special Conditions of Contract

The General Conditions that will be imposed contractually are included in Section 5, Attachment 5: General Conditions, of this IFB. Special conditions may also be imposed contractually by the OHA as deemed necessary. If there is a conflict between the Special Conditions and the General Conditions, the Special Conditions shall prevail. The OHA reserves the right to make modifications to the Contract due to conditions that it is currently unable to anticipate. See Attachment 5: General Conditions.

END OF SECTION

Section 2 – Scope of Work and Specifications

I. Contract Period

The term of Contract shall be for a three (3) month period commencing with the date of Contract award.

Unless terminated, the Contract may be extended without re-bidding, upon mutual agreement in writing between the OHA and the Contractor, prior to the expiration date, for no more than one (1) additional one (1) month period, or a portion thereof. Provided, however, the Contract price for the extended period shall remain the same or lower than the initial Contract price, subject to any price increase allowed by the Contract.

The Contractor or the OHA may terminate any extended Contract period at any time upon thirty (30) days prior written notice to the other party.

II. General Requirements

A. Bid Preparation - The Successful Bidder shall comply with Chapter 103D, HRS, Cost Principles for Purchase of Goods and Services.

B. Compliance Requirements - Interested bidders are advised that if awarded a Contract under this IFB, the Successful Bidder must furnish proof of compliance with the requirements of section 3-122-112, HAR:

- Chapter 237 HRS, tax clearance;
- Chapter 383 HRS, unemployment insurance;
- Chapter 386 HRS, workers' compensation;
- Chapter 392 HRS, temporary disability insurance; and
- Chapter 393 HRS, prepaid health care.

C. Hawaii Compliance Express - The Successful Bidder shall use the Hawaii Compliance Express (hereinafter "HCE"), to demonstrate compliance with a "Certificate of Vendor Compliance" to provide current compliance status of Federal and State Tax Clearance Form, Certificate of Compliance for the Department of Labor and Industrial Relations (hereinafter "DLIR") #27 and the Certificate of Good Standing from the DCCA. The Certificate of Vendor Compliance is acceptable for both contracting purposes and final payment.

The HCE services allow business to register online through a simple wizard interface at: <http://vendors.ehawaii.gov/hce/splash/welcome.html>. Applicants are required to pay an annual fee of \$12.00 to the Hawaii Information Consortium, LLC (hereinafter "HIC").

D. Information regarding the Federal and State Departments

1. Information regarding the *Certificate of Good Standing* is as follows:

Department of Commerce and Consumer Affairs (DCCA)

Business Registration Division

Phone: (808) 586-2727

Email: breg@dcca.hawaii.gov

Successful Bidders are advised that there are costs associated with registering and obtaining a “Certificate of Good Standing” from the DCCA.

2. Information regarding the tax clearance certificate is as follows:

Department of Taxation (DOTAX)

Electronic Processing Unit

Phone: (808) 587-4242

Email: taxpayer.services@hawaii.gov

Internal Revenue Service

Hawaii Tax Clearance Program

Phone: (808) 566-2748

Fax: (808) 524-5950

The application for the tax clearance is the responsibility of the interested Bidder. The interested Bidder must submit the tax clearance directly to the DOTAX or IRS and not to the state contracting agency for processing.

3. Information regarding the DLIR certification is as follows:

Disability Compensation Division

Phone: (808) 586-9200

Email: dlir.workcomp@hawaii.gov

Unemployment Insurance Division

Phone: (808) 586-8926

Email: dlir.ui.empsvc.tax@hawaii.gov

E. Hawaii Business Registration

The Contractor shall be in compliance with one (1) of the following:

1. Be registered and incorporated or organized under the laws of the State (hereinafter “Hawaii business”). A business entity referred to as a “Hawaii business” is registered and incorporated or organized under the laws of the State of Hawaii. As evidence of compliance, the Successful Bidder shall submit a CERTIFICATE OF GOOD STANDING issued by the Department of Commerce and Consumer Affairs Business Registration Division (hereinafter “BREG”). A Hawaii business that is a sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate. A Successful Bidder’s status as sole proprietor or other business entity and its business address

indicated on page 1 of the Successful Bidder's Bid Offer Form will be used to confirm that the Successful Bidder is a Hawaii business. See Section 5 – Attachment 1: Bid Offer Form.

2. Be registered to do business in the state (hereinafter “compliant non-Hawaii business”). A business entity referred to as a “compliant non-Hawaii business,” is not incorporated or organized under the laws of the State of Hawaii but is registered to do business in the State. As evidence of compliance, the Successful Bidder shall submit a CERTIFICATE OF GOOD STANDING.

The above certificates should be applied for and uploaded as a separate document upon submittal of the interested Bidder's Bid Offer Form. If a valid certificate is not submitted on a timely basis for award of a Contract, a bid otherwise responsive and responsible may not receive the award.

F. No performance or payment bond is required

The Successful Bidder shall have a permanent office on the Island of O‘ahu from where it conducts business and where it will be accessible to telephone calls for complaints or requests that need immediate attention. An answering service is not acceptable. Permanent office location and phone number shall be stated on the Bid Offer Form.

G. Single or multiple Contracts and terms to be awarded

- Single Multiple Single & Multiple
 Single term (≤ 2 years) Multi-term (> 2 years)

Initial term of Contract: Three (3) months

Length of each extension: Up to one (1) month (when it is in the best interest of the OHA)

Maximum length of Contract: Four (4) months

H. Regarding Contract Extension

The initial period shall commence on the Contract start date or Notice to Proceed, whichever is later. The following conditions must be met for an extension:

1. The Contractor experienced cost savings and has unexpended funds available that can be used to provide additional services; or
2. The OHA determines there is an ongoing need for the services and has funds to extend services not to exceed four (4) months. Contract extensions shall be

awarded at the same or lower rates as the primary Contract. Exceptions shall be granted upon satisfactory justification such as increase in cost of services or cost of living increase; and

3. A Supplemental Contract must be executed prior to expiration of the primary Contract; and
4. The Contractor must obtain the OHA approval in writing and a notice to proceed with the extension; and
5. The OHA has determined that the Contractor has satisfactorily provided services over the current Contract term; and
6. The necessary OHA funds are available and have been allotted for an extension.

The option to extend the Contract shall be at the sole discretion of the OHA. The Contract shall be extended at the same or lower rates as proposed in the original bid, unless price adjustments are provided herein.

The Successful Bidder shall provide the requested insurance information and a completed wage certificate. The Successful Bidder shall be responsible for the State of Hawaii general excise tax and all other applicable taxes.

I. Statutory requirements of Section 103-55, HRS

Interested Bidders shall complete and submit the attached Wage Certification by which the Bidder certifies that the services required will be performed pursuant to Section 103-55, HRS. See Attachment 2: Wage Certificate.

Interested Bidders are advised that Section 103-55, HRS, as amended, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Interested Bidders are further advised that in the event of an increase in wage rates to public employees performing similar work during the Contract period, the Successful Bidder shall be obligated to provide wages no less than those increased wages.

See <http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/salary-schedules/>

J. Bid Price

The Total Bid Amount shall be the all-inclusive cost to the OHA, including all applicable federal, state, and county taxes and fees for providing the services specified. The Bid Price shall be applicable to services provided during regular work hours. The OHA shall not be responsible for and shall not pay overtime pay resulting from the Successful Bidder's scheduling of employees. Interested Bidders should account for any published wage increase in their bid offer.

The Interested Bidder's bid shall include any increase in costs for benefits required by law that are automatically increased as a result of increased wages such as federal old age benefits, workers' compensation, temporary disability insurance, unemployment insurance, and prepaid public health insurance.

K. Price Adjustment by the State

At the release of this IFB, only the current wages of State employees performing similar work are known. If wages increase after the execution of the Contract, the Successful Bidder may request an increase in Contract price in order to correspondingly increase the wages of the Successful Bidder's employees performing the work, including any increase in costs for benefits required by law that are automatically increased as a result of increased wages such as federal old age benefits, worker's compensation, temporary disability insurance, unemployment insurance, and prepaid public health insurance.

The Successful Bidder shall not be paid for any reimbursement of retroactive pay negotiated by the State. The Successful Bidder's request for the increase must meet the following criteria:

1. At the time of bidding, if the Successful Bidder's hourly wage rate is greater than the prevailing State wage, the Successful Bidder's requests for increase shall not be considered.
2. At the time of the request, the Successful Bidder must or must have provided documentation to show that it is in compliance with Section 103-55, HRS, as amended. Its employees shall be paid no less than the known wage of the State position listed herein. Documentation shall include the employees' payroll records and a statement that the employees are being utilized for this Contract.
3. Request for increase must be made in writing to the OHA on a timely basis:
 - a. Request for increase for the initial Contract and any Supplemental period(s) must be made as soon as practicable after the State wage agreements are made public. Approved request shall be retroactive to the date of increase for the State employees with adequate documentation that the Successful Bidder provided its employees a wage increase.
 - b. The Successful Bidder may call the IFB Coordinator named in this IFB to obtain the current wage information or download the information from the Department of Human Resource Development's website at the following address:

<http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/salary-schedules/>

4. The OHA reserves the right to make changes to the services. Any changes shall be made at the same or lower Contract price per square foot for similar services and upon written notification by the OHA to the Contractor.

III. Scope of Services

As part of OHA's management and preservation efforts, the OHA requires the printing of regulatory and interpretive signs to inform visitors of hazards, prohibited activities, proper behavior, pertinent state regulations for each property and inform visitors of the history and cultural significance of these sites.

All signs depicted in the Exhibits are drafts and may be subject to revision by the OHA. The OHA shall provide the digital files of each finalized sign to the successful Offeror upon award. All signs printed for Kūkaniloko and Pahua Heiau as outlined below shall be delivered to the OHA's Honolulu Office. All signs for Wao Kele O Puna as outlined below shall be delivered to the OHA's Hilo Office. The Successful Offeror may need to digitally edit the signs to ensure quality printing.

The OHA shall retain the right to inspect the printed signage prior to final payment.

The Successful Offeror shall print regulatory and/or interpretive signs for each of the following properties:

A. Kūkaniloko

1. Regulatory Signs

- a. Print seventeen (17) single-sided "No Trespassing" signs (18" x 12") on 0.063 aluminum sheets. See Exhibit 1.
- b. Print two (2) single-sided "Kūkaniloko" signs (18" x 12") on 0.063 aluminum sheets. See Exhibit 1A.

2. Interpretive Signs

- a. Print one (1) 24" x 36" interpretive signs on e-panels (3mm minimum thickness) weather-proofed as necessary to prevent water and sun damage over long-term outdoor use. See Exhibits 1B, 1C and 1D.
- b. Provide frame and an Americans with Disabilities Act compliant base that can be cemented into the ground and all required hardware to fasten signs to the base such as security screws and other required hardware.

3. All completed signs are to be delivered to the OHA at 560 N. Nimitz Hwy., Suite 200, Honolulu, HI 96817.

B. Pahua Heiau

1. Regulatory Signs

- a. Print three (3) “Pahua Heiau” (18” x 24”) signs on 0.063 aluminum sheets. See Exhibit 2.
- b. Print two (2) “Falling Rocks” (12” x 18”) signs on 0.063 aluminum sheets. See Exhibit 2A.

2. All completed signs are to be delivered to the OHA at 560 N. Nimitz Hwy., Suite 200, Honolulu, HI 96817.

C. Wao Kele O Puna

1. Regulatory Signs

- a. Print two (2) “Wao Kele O Puna Is Not a Designated Public Hunting Area” (18” x 18”) signs on 0.063 aluminum sheets. See Exhibit 3.
- b. Print two (2) “Wao Kele o Puna Forest Reserve” (18” x 24”) signs on 0.063 aluminum sheets. See Exhibit 3A.

2. Interpretive Signs

- a. Print one (1) each 24” x 36” interpretive signs on e-panels (3mm minimum thickness) weather-proofed as necessary to prevent water and sun damage over long-term outdoor use. See Exhibit 3B.
- b. Provide frame and an ADA compliant base that can be cemented into the ground and all required hardware to fasten signs to the base such as security screws and other required hardware. See Exhibit 3C for acceptable sign assembly examples.

3. All completed signs are to be delivered to the OHA at Wailoa Plaza, Suite 20-CDE, 399 Hualani Street, Hilo, HI 96720.

IV. OTHER REQUIREMENTS

- A. Meetings. The successful Offeror shall be available to meet with the OHA, its Board of Trustees, and its staff as is necessary to complete this Scope of Work, and at a frequency determined by the OHA. The Successful Offeror shall be available to meet with the community or third parties as deemed necessary and at the frequency as determined by the OHA.

- B. Schedule. The Successful Offeror shall provide to the OHA a project schedule describing the timeframe for printing signs within ten (10) days from the execution of this contract.
- C. The Successful Offeror shall immediately advise the OHA of any problems that arise during the execution of this Scope of Work.
- D. The Successful Offeror may make additional proposals to the OHA on sign design and installation methods and materials if the Successful Offeror believes they have a better alternative.
- E. Wages and Labor Laws Compliance. Prior to entering into a Contract in excess of \$25,000, the Successful Offeror shall certify that it is in compliance with section 103-55, HRS, Wages, hours, and working conditions of employees of the Contractor performing services. Section 103-55, HRS, as amended, provides that the services to be performed shall be performed by employees paid at wages not less than wages to public officers and employees for similar work. Interested Bidders are further advised that in the event of an increase in wages for public employees performing similar work during the period of the Contract, the Contractor shall be obligated to provide wages not less than those increased wages.

Interested Offerors shall complete and submit the attached Wage Certification certifying that the services required will be performed pursuant to section 103-55, HRS. See Attachment 2: Wage Certificate.

The Successful Offeror shall be further obligated to notify their employees performing work under the Successful Offeror regarding the provisions of section 103-55, HRS, and current wage rates for public employees performing similar work. The Successful Offeror may meet this obligation by posting a notice in the Successful Offeror's place of business in an area accessible to all employees.

See <http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/salary-schedules/>

The Successful Offeror must be registered as a business in the State of Hawai'i and be compliant with Hawaii Compliance Express, submit a current copy of your Certificate of Liability Insurance, and complete the OHA W-9 form.

If you have any questions, please contact Charmaine Matsuura, Procurement Specialist at (808) 594-0273 or by email: charmainem@oha.org.

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Section 3 – Bid Forms and Instructions

General Instructions for Completing Forms

- A. *Bids shall be submitted to the OHA in the prescribed format outlined in this IFB*
- B. *No supplemental literature, brochures or other unsolicited information should be included in the bid packet.*
- C. *A written response is required for each item unless indicated otherwise.*
- D. *Bid documents and all certifications should be completed in black ink.*

I. Bid Offer Form

The Bid Offer Form must be completed in its entirety and submitted to the OHA through the HiePRO website by the designated due date and time and in the form prescribed by the OHA. See Attachment 1. **Hand-delivery, mail, electronic mail and facsimile transmissions shall not be accepted.**

Interested Bidders shall submit its bid under the interested Bidder's exact legal name that is registered with the Department of Commerce and Consumer Affairs and shall indicate this exact legal name in the appropriate space on page 1 of the Bid Offer Form. Failure to do so may delay proper execution of the Contract.

The interested Bidder's authorized signature shall be affixed to the Bid Offer Form. If the Bid Offer Form is not signed by the firm's authorized signer, the bid offer shall be automatically rejected.

Interested Bidders are required to submit the following certifications with the Bid Offer Form. In lieu of items b. and c. below, interested Bidders may also submit an original consolidated CERTIFICATE OF VENDOR COMPLIANCE as issued by the State Procurement Office via the online system, "Hawaii Compliance Express". Details regarding this online application process can be viewed at:
<http://vendors.ehawaii.gov/hce/>.

- a. Wage Certification. See Attachment 2;
- b. Department of Labor and Industrial Relations, Certificate of Compliance with Section 3-122-112, HAR, Form LIR#27;
- c. Department of Commerce and Consumer Affairs, Certificate of Good Standing; and
- d. Corporate Resolution evidencing who is authorized to sign bid documents and Contracts on behalf of the Bidder.

The Successful Bidder shall be responsible for and shall pay the State of Hawaii general excise tax and all other applicable taxes.

A bid security deposit is not required for this IFB. The Bid Offer Form is provided in this IFB. See Attachment 1: Bid Offer Form.

II. General Conditions

The General Conditions for the Contract are attached for interested Bidder's review and information. The General Conditions shall be incorporated into the Contract with the Successful Bidder. See Attachment 5: General Conditions.

END OF SECTION

Section 4 – Bid Evaluation and Award

I. Bid Evaluation

Each bid offer will be reviewed for responsiveness based on the criteria set forth in the IFB. A bid offer determined to be in exact conformity of the requirements in the IFB shall be known as a “responsive bid.” Information provided in/with the Bid Offer will be used to determine whether the interested Bidder has the technical and financial capacity to deliver the goods or services, known as a “responsible bid”.

II. Method of Award

An award will be made to the responsive and responsible Bidder submitting the lowest price and taking into consideration the information provided on the Bid Offer Form and wages to be paid to employees performing the work specified herein.

Interested Bidders may bid on single, multiple or all locations, and shall add all costs including taxes, shipping, etc. for the total bid amount. **Interested Bidders shall submit bids for printing of regulatory and/or interpretive signs for EACH location they are interested in submitting a bid for.**

END OF SECTION

Section 5 – Attachments and Exhibits

Attachment 1: Bid Offer Form

Attachment 2: Wage Certificate

Attachment 3: IFB Registration Form

Attachment 4: Sample Contract

Attachment 5: General Conditions

Attachment 6: OHA's Holiday Schedule

Exhibit 1: Kūkaniloko Regulatory Sign – No Trespassing

Exhibit 1A: Kūkaniloko Regulatory Sign - Kūkaniloko

Exhibit 1B: Kūkaniloko Interpretive Sign – He Wahi Hānau o Nāpua Ali'i

Exhibit 1C: Kūkaniloko Interpretive Sign - He Wahi Kapu

Exhibit 1D: Kūkaniloko Interpretive Sign - He Wahi Ke'ehi Pōkole

Exhibit 2: Pahua Heiau Regulatory Sign

Exhibit 2A: Pahua Heiau Regulatory Sign – Danger Falling Rocks

Exhibit 3: Wao Kele O Puna Regulatory Sign – Is Not a Designated Public Hunting Area

Exhibit 3A: Wao Kele O Puna Regulatory Sign – Forest Reserve

Exhibit 3B: Wao Kele O Puna Interpretive Sign – Forest Reserve

Exhibit 3C: Wao Kele O Puna Interpretive Sign – Acceptable Sign Assembly Examples