

**State of Hawaiʻi**

560 North Nimitz Highway, Suite 200

Honolulu, Hawaiʻi 96817

June 4, 2020

**Request for Quotes (“RFQ”) No. WCH 2020-35**

REFINISH AND REPLACE FLOORING AT WAIALUA COURTHOUSE

**To All Interested Offerors:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors that can provide the services for floor refinishing, replacement of damaged floors, replacement of floor thresholds, and replacement of shoe molding at Waialua Courthouse, located at 66-207 Kamehameha Highway, Hale‘iwa, O‘ahu, Hawai‘i, TMK No: 6-6-009:0023.

A site inspection for all interested Offerors will be held on Monday, June 15, 2020 from 9:00 a.m. to 12:00 noon Hawai‘i Standard Time. All interested Offerors shall meet at the Waialua Courthouse, 66-207 Kamehameha Highway, Hale‘iwa, O‘ahu. Please contact Taylor Asao to RSVP for the site inspection, by Wednesday, June 10, 2020 Hawai‘i Standard Time, by email at [taylora@oha.org](mailto:taylora@oha.org). Appointments will be scheduled in 30 minute increments.

Due to the COVID-19, we are requesting that all Offerors who plan to attend the site inspection adhere to the following: wear a face covering, stay at least 6 feet apart from other people, and limit to only one representative.

The term of this Contract shall be for TWELVE (12) months from August 1, 2020 through and including July 31, 2021 subject to the availability of funds.

**Quotes must be received through the HIePRO website by 2:00 p.m. Hawai‘i Standard Time on Wednesday, July 1, 2020.**

Pursuant to HAR §3-122-75, considering the criteria, including but not limited to quality, warranty, and delivery; the award shall be made to the lowest most responsive, responsible offeror. When the award to the lowest responsive, responsible offeror is not practicable, the award shall be made to the offeror whose quotation provides the best value to the OHA.

The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

**Background**

The Waialua Courthouse is a historic structure and a marquee landmark near the gateway to Haleʻiwa Town. The Courthouse is managed by the OHA in order to provide a land base for beneficiaries and beneficiary organizations to gather, meet, plan and perpetuate Hawaiian culture. As such, community groups such as hula hālau currently use the meeting room facilities throughout the week. The Offeror shall work with the OHA to schedule contract services.

**Scope of Work**

The Offeror shall provide all required labor, materials, permits, plans, engineering, tools, and equipment to provide a 100% complete project.

Perform all work in accordance with all applicable codes, local ordinances, and requirements.

Services shall include, but shall not be limited to, the following:

1. Floor Refinishing
   1. All wall coverings, stationary seating/chairs, ceiling fixtures and any other items in the area that could possibly be damaged from dust will be covered with plastic and protected from work. All doorways to areas not being sanded, must be covered with plastic to ensure that minimal dust will spread throughout the property.
   2. Sand floor using proper grit of sanding materials to achieve a clean smooth surface per manufactures recommendations.
   3. Clean and/or vacuum floor of all dust and dust particles prior to applying floor finish.
   4. Apply no less than three (3) applications of a water-based polyurethane finish with proper applicator for each application.
   5. Each application of floor finish/sealer will have a drying time according to manufactures recommendation and will be inspected by an OHA employee.
   6. All trash, excess materials, etc., shall be cleaned up, removed from the site, and disposed of properly and legally.
2. Replacement of Damaged Flooring

Investigate water damaged floors near the front and back door (See yellow sections in Exhibit A and Figures 1 & 2 in Exhibit B). Damaged planks shall be replaced with matching (or as close of a material as possible, such as white oak wood) hard wood floor planks, stained to match the original floor material per manufactures recommendations.

1. Replacement of Floor Thresholds
   1. All thresholds (See blue areas in Exhibit A) within project area will be removed.
   2. The four (4) interior thresholds will be replaced with a white oak threshold, stained to match floor. The white oak threshold will be installed using finish nails of an appropriate length. Ensure finish nails are set below the surface of the threshold using a nail set, and the holes are filled with a wood filler that matches the material. Apply no less than 2 applications of sealers to wooden thresholds.
   3. The two (2) exterior thresholds for the front and back door shall be replaced with an aluminum saddle type threshold and a door sweep to the bottom of the door.
   4. Caulk the gap between the floor and threshold, as needed.
2. Replacement of Shoe Molding
   1. Remove the existing shoe molding (See pink areas in Exhibit A) around the perimeter of the project area. Replace the shoe molding with ½ inch wooden shoe molding. The wooden shoe molding shall be painted white to match baseboards.
   2. Ensure that all nail holes and seams are covered with a latex caulk.
3. Right-of-Entry
   1. For each day the Offeror seeks to access the Property, the Offeror shall provide OHA with a “Daily Plan,” which shall include information that identifies the duration of the visit, the staff and equipment to be used, and description of work to be conducted on site.
      1. The Offeror shall submit its Daily Plan at least 10 business days prior to the requested access date.
      2. The Offeror’s access shall be subject to OHA’s written approval of the Offeror’s Daily Plan(s) and shall be subject to other conditions that OHA may require.
   2. Prior to each access, the Offeror shall coordinate with OHA and arrange to access the site together with an OHA staff member, unless otherwise directed by OHA.
   3. The Offeror shall allow only persons acting on its behalf, and its members, employees, officers, directors, representatives, agents, consultants, or contractors necessary for the Project to enter the Property.

**Other Requirements**

1. The Offeror shall procure all goods, services, materials, and permits required to provide the land surveyor services on the property.
2. The Offeror shall be solely liable for damage of any kind while on the Property.
3. The Offeror shall immediately advise OHA of any problems that arise while executing this scope of work.
4. The Offeror shall comply with Occupational Safety & Health Act of 1970 standards.
5. The Offeror shall be available to collaborate with any third-party also conducting work on the property (e.g. security, police, etc.), as deemed necessary and appropriate by OHA.

**General Contract Compliance 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. The successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with Hawai‘i Compliance Express (HCE), complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) and provide a Certificate of Liability Insurance. If you are not registered with HCE, please register by going to HCE’s website: <http://vendors.ehawaii.gov/hce/splash/welcome.html>
2. Submit a current copy of a Certificate of Liability Insurance with the following:

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

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| --- | --- |
| Coverage | Limit |
| Commercial General Liability | $2,000,000 single limits per occurrence for bodily injury and personal property damage. |
|  |  |
| Personal Injury Liability | $1,000,000 single limits per occurrence  $2,000,000 for general aggregate |
|  |  |
| Automobile Insurance covering  All owned, non-owned and hired automobiles. | Bodily injury liability limits of $1,000,000 each person and $1,000,000 per accident and property damage liability limits of $1,000,000 per accident OR $2,000,000 combined single limit |
|  |  |
| Workers Compensation as required bylaws of the State of Hawaii | Insurance to include Employer’s Liability. Both such coverages shall apply to all employees of the CONTRACTOR and (in case any sub-contractor fails to provide adequate similar protection for all its employees) to all employees of sub-contractors |
|  |  |
| Professional Liability (Errors and Omissions) | $1,000,000 per claim  $2,000,000 annual aggregate |

1. Each insurance policy required by the contract, including a subcontractor’s policy, shall contain the following clauses:
2. “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, HI 96817.”
3. “The Office of Hawaiian Affairs, its trustees, employees, representatives and agents and the State of Hawai‘i are added as additional insureds as respects to operations performed for the Office of Hawaiian Affairs.”
4. “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.”

The 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 Geena Chau, Procurement Specialist, by email at

geenac@oha.org.