



OFFICE OF HAWAIIAN AFFAIRS

560 North Nimitz Highway, Suite 200
Honolulu, Hawai'i 96817

December 12, 2019

**REQUEST FOR QUOTES ("RFQ") No. CO 2020-20
PORTABLE TOILETS FOR MAUNAKEA**

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter "OHA") will be accepting quotes from interested Offerors to provide the rental of thirty-one (31) standard and two (2) American Disabilities Act (hereinafter "ADA) compliant portable toilets (hereinafter "Porta Potty") to be located at the Pu'uhonua O Pu'uhuluhulu site at Mauna Kea, Hawai'i. The services shall also include the delivery, set up of the thirty-three (33) porta potty rentals, replenishing supplies, cleaning, sanitizing and waste (gray) water removal and the removal of all porta potty rentals at the end of the service period.

I. Background

Beneficiaries and others have gathered at Pu'uhonua O Pu'uhuluhulu at the base of Mauna Kea to call for the protection of this deeply sacred place that is revered in Hawaiian traditions. It is regarded as a shrine for worship, as a home to the gods, and as the piko of Hawai'i Island. Mauna Kea is also a critical part of the ceded lands trust that the State of Hawai'i must protect and preserve for the future generation, pursuant to its kuleana as a trustee. Since July 2019 the Native Hawaiian community and others have been in protest for the protection of Mauna Kea. Due to the remoteness to access the Pu'uhonua O Pu'uhuluhulu and beneficiaries at Mauna Kea is necessary to maintain for public health and safety sanitary conditions, as such porta potties have been transported to Pu'uhonua O Pu'uhuluhulu, Mauna Kea.

II. Quotes for Rental and Services

The period of services for this RFQ CO 2020-20 Rental and Maintenance Services for porta potty rentals on Mauna Kea shall be for six (6) months, from January 1, 2020 to and including June 30, 2020.

A. Quotes must be submitted on HiePRO for each line item as listed below:

1. Daily rate for each standard porta potty rental, total required thirty-one (31).
2. Daily rate for each ADA compliant porta potty rental, total required two (2).
3. Cleaning and Sanitizing for Sundays, Mondays, Wednesdays, Fridays, and Saturdays.

4. Holding tank will be evacuated and interior debris removed (gray water) approximate 250 gallons per week.

The successful Offeror shall submit monthly invoices for the porta potty rentals and services rendered.

- B. All quotes must be received through the State Procurement Office (hereinafter “SPO”), HIEPRO electronic website. The SPO website may be accessed at <https://hiepro.ehawaii.gov/welcome.html>. **Quotes are due by Monday, December 23, 2019 at 2:00 p.m. Hawai‘i Standard Time (hereinafter “HST”).**
- C. The selection shall be contingent on the lowest, most responsible and responsive quote for 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.
- D. The period of service shall be for six (6) months from January 1, 2020 through and including June 30, 2020 subject to the availability of funds.

III. Scope of Work

The interested Offeror shall transport and set up a total of thirty-three (33) porta potty rentals of which two (2) are ADA compliant to Pu‘uhonua O Pu‘uhuluhulu Maunakea. Services shall include, but may not be limited to: 1) daily servicing excluding Tuesdays and Thursdays, and 2) gray water removal services. As such the need for the porta potty rentals, waste (gray) water removal, and daily services are needed to assure the health and safety of all beneficiaries on and at Pu‘uhonua O Pu‘uhuluhulu, Mauna Kea.

A. Porta Potty Rental Specifications

1. Unit Specifications
 - a. Thirty-one (31) standard flushing porta potty rental;
 - b. Two (2) ADA flushing porta potty rental;
 - c. Each porta potty rental shall have a working lockable door with “IN USE” indicator; and
 - d. Toilet paper dispenser.
2. Availability

All porta potty rental will be made available f to be used 24 hours from January 1, 2020 to June 30, 2020.
3. Location

Thirty-one (31) standard porta potty rentals and two (2) ADA compliant porta potty rentals shall be transported and set up at the Pu‘uhuluhulu Parking Lot at Mauna Kea, located at the Access Road and Saddle Road Intersection.

B. Service Requirements

The delivery and pick up of the porta potty rentals, as well as servicing/cleaning and removal of the waste (grey) water throughout the duration of the rental period that shall include but may not be limited to the following:

1. All porta potty rentals are to be delivered in clean working condition;
2. All door locks and “IN USE” indicator shall be in working condition;
3. Servicing and cleaning shall be conducted on Sundays, Mondays, Wednesdays, Fridays and Saturdays;
4. Holding tank will be evacuated and interior debris removed (gray water) approximate 250 gallons per week;
5. Holding tank will be refilled with earth-friendly deodorizer;
6. An interested Offeror’s technician will inspect each porta potty rental for minor damage or repairs;
7. If there is a spillage related to equipment failure or incidents that occur during pick-up, the interested Offeror shall clean up any waste and chemicals associated with these events; and

C. Delivery and Transportation of Units

1. The interested Offeror shall work with OHA to schedule a delivery date, time, location and pick-up date when service period has ended.
2. Upon delivery of units, an OHA employee or Permitted Persons will be present to inspect every unit for cracks, chips, holes, ensure units are free of rust, residue build up, and that everything works and functions at full capacity.
3. An OHA employee may not be present during the pick-up.

D. Regulations

1. All procedures shall be in accordance with applicable Federal, state and local environmental and OSHA regulations.
2. The interested Offeror shall follow all industry and regulatory standards pertaining to OSHA 29 CFR 1926.51– Lists requirements for non-flushing toilets placed outside.

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 **Phyllis Ono-Evangelista**, Procurement Manager at **(808) 594-1833** or by email: phylliso@oha.org.