



STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS  
560 NORTH NIMITZ HIGHWAY, SUITE 200  
HONOLULU, HAWAII 96817

April 21, 2016

INVITATION FOR BIDS (IFB No. KM 2016-08)  
ICE-VENDING MACHINE

**Addendum No. 3**  
**Response to Questions**

1. Q. Are the only two forms to be submitted along with the bid are the Bid Offer Form and Wage Certificate?  
A. There is one more form to be submitted. Please also submit the Contractor's/Vendor's Notice of Intent to Bid form.
2. Q. Regarding the Notice of Intent to Bid form, since we are a mainland firm, are we still required to complete the fields for Contractor's License No. and Hawai'i General Excise Tax No.?  
A. Yes. All interested bidders must provide it within 5 business days of notification of award. If you do not have one, please apply for one as soon as possible.

1) Hawai'i General Excise Tax No.

For a one-time fee of \$20 you can apply online at [tax.hawaii.gov/geninfo/get/](http://tax.hawaii.gov/geninfo/get/) for information. It usually takes 10 – 15 working days to process but if you apply online, an email is sent to you with the general excise identification number within 3 – 5 days and the receive your license within a week.

2) Contractor's License No.

A Contractor's license is not necessary if you are only selling a product but since it needs to be installed to a water line, a licensed plumber is required.

3. Q. Please clarify from the list of bid items from the Bid Offer Form the following:

a. Maintenance – Does this include cleaning?

Basically we need to know what their schedule of maintenance is. How often, what does it entail, costs etc. All parts to the machine should be checked to ensure they are in good working condition. This may include the machine doors, drainage, credit card reader, water filters, water sampling, etc.

Aside from ensuring cleanliness, productivity and that everything is in optimum working order, the vendor must be able to provide a record of maintenance for the Department of Health and other agencies.

b. Supplies (Ice bag) – Is the successful bidder responsible for stocking the ice bags?

Vendor is not responsible for restocking the ice bags

4. Q. What happens if the successful bidder finds out that there is more to the scope than anticipated and can't fulfill the bid? Are they obligated?

A. The responsibility is up to the successful bidder to complete the project that he bids for according to the scope.

5. Q. Is there a water line and electrical outlet already installed at the site?

A. It is the interested bidders responsibility to visit the site to see if the electrical and water line is ready for installation. If not, the cost of a licensed plumber and/or licensed electrician must be included in your bid.

If you have any questions please contact Charmaine Matsuura, IFB Coordinator at (808) 594-0273 or email: [charmainem@oha.org](mailto:charmainem@oha.org). Mahalo.