



State of Hawai‘i

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

July 27, 2020

Request for Quotes (“RFQ”) No. HR 2021-01

BENTO LUNCHES FOR OHA STAFF TRAINING SESSIONS

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 food take-out services on an as-needed basis to the OHA.

The term shall be for NINE (9) months from October 1, 2020 through and including July 31, 2021, subject to the availability of funds.

The quote shall include tax and delivery to the OHA main office located at 560 N. Nimitz Hwy., Suite 200, Honolulu, HI 96817. The maximum amount budgeted for this RFQ is FIVE THOUSAND AND NO/100 DOLLARS (\$5,000.00).

Quotes must be emailed to geenac@oha.org by 2:00 p.m. Hawai‘i Standard Time on Friday, August 7, 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.

Specifications

The Offeror shall provide and perform the services required in a satisfactory and proper manner as determined by the OHA. The services shall include, but may not be limited to, the following:

1. Provide four (4) options for bento lunches:
 - a. Vegetarian;
 - b. Chicken;
 - c. Fish; and
 - d. Beef.
2. Provide two (2) options for rice in the bento lunch:
 - a. White rice; and
 - b. Brown rice.
3. Delivery to the OHA main office located at 560 N. Nimitz Hwy., Suite 200, Honolulu, HI 96817.
4. Orders will be placed on an as-needed basis by the OHA’s Human Resources department.
5. No refreshments included in the bento lunch.

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 (hereinafter “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:

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

3. Each insurance policy required by the contract, including a subcontractor's policy, shall contain the following clauses:
 - a. "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."
 - b. "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."
 - c. "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.